

## **Job Description**

Job title:	Nurse Practitioner
Salary:	£30,000 - £40,000 pro-rata per annum
Working pattern:	Up to 4 shifts per week compromising of 0800-1430 or 1400-2030, Monday – Sunday
Accountable to:	Wilcdoc Plus
Reports to:	Practice Manager
Responsible for:	Self

### **Job summary**

The post holder is an experienced nurse who, acting within their professional boundaries, will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care. They will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice. The post holder will demonstrate critical thinking in the clinical decision-making process. They will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership as required.

### **Core Principles**

- To ensure confidentiality of information (written/oral or electronic) is preserved at all times whether at or away from work
- To follow practice procedures to ensure that Caldicott Guardian and Security requirements are met at all times
- To follow procedures to ensure compliance with the Data Protection Act 1998
- To follow all practice protocols concerned with the maintenance of ethical practice
- To support and participate in initiatives to ensure a safe and healthy environment for all practice users. This includes following procedures to ensure the control of potential hazards to health and safety
- To respect, support, contribute to and take personal responsibility for implementing commitment to Diversity and Equality of Opportunity including:
  - Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
  - Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues

- Behaving in a manner which is welcoming to and of the individual, is non-judgemental and respects their circumstances, feelings, priorities and rights
- To contribute to a culture of continuous improvement
- To deal with complaints promptly and according to organisational protocol
- To perform duties to standards required by the practice in accordance with quality assurance
- To demonstrate commitment to Continuing Professional Development
- To demonstrate computer literacy

## Responsibilities

### 1. Clinical Practice

- Assumes a clinical workload dependant on the individual general practice population in collaboration with GP colleagues or as determined by a specific patient group when involved in community Nurse Practitioner-led clinics. This may include patients from residential nursing homes, schools and other establishments
- Independently and autonomously assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated and undiagnosed problems with attention to physical, emotional, social, cultural and mental health issues
- Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate)
- Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice
- Accepts referrals from other disciplines unsupervised
- Refer patients to external agencies such as secondary care and social services
- Work with patients in order to support compliance with and adherence to prescribed treatments
- Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care
- Support and manage health needs of women presenting for family planning, cervical cytology or sexual health consultation
- Assess, identify and refer patients presenting with mental health needs in accordance with the NSF for Mental Health

- Assist less experienced practitioners in providing patient care, for example assisting with phlebotomy

## 2. Administrative Duties

- Participate in the administrative and professional responsibilities of the practice team
- Ensure accurate and legible notes of all consultations and treatments are recorded in the patients records
- Ensure the clinical computer system is kept up to date with accurate details recorded
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports
- Attend and participate in practice and nursing team meetings as required
- Assist in formulation of practice philosophy, strategy and policy
- To assist in seasonal and special projects as requested e.g. flu campaign

## 3. Leadership

- Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
- Support the development of others in order to maximise potential
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
- Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency and actions that are not in the interest of the public and/or users of services
- Participate in planning and implementing changes within the area of care and responsibility
- Contribute and participate in the development of local guidelines, protocols and standards
- Take a lead role in planning and implementing changes within areas of care and responsibility
- Participate in the planning and engagement of practice-based commissioning or similar initiatives
- Ensure awareness of sources of support and guidance (e.g. PALS), and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate
- Market the role of the advanced nurse practitioner in general practice

## 4. Team work

- Understand own role and scope, and identify how this may develop over time

- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Delegate clearly and appropriately, adopting the principles of safe practice and assessing competence
- Ensure clear referral mechanisms are in place to meet patient need
- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery
- Discuss, highlight and work with the team to create opportunities to improve patient care
- Participate in and support local projects as agreed with the practice management team

## 5. Utilising information

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information
- Review and process data using accurate Read codes to ensure easy and accurate retrieval for monitoring and audit processes
- Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition and maintain own knowledge
- Understand the responsibility of self and others regarding the Freedom of Information Act
- Collate, analyse and present clinical data and information to the team using appropriate charts and/or graphs to enhance care

## 6. Health and Safety

- Use the personal security systems within the workplace according to practice guidelines
- Identify the risks involved in work activities and undertake them in a way that manages the risks
- Make effective use of training to update knowledge and skills
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Apply infection-control measures within the practice according to local and national guidelines
- Understand and apply the principles of the cold chain
- Ensure safe storage, rotation and disposal of vaccines and drugs within area of responsibility
- Be aware of statutory child health procedures, and statutory local guidance and referral criteria
- Know the health and safety policies and procedures within the workplace, including fire procedures, maintaining documentation, monitoring and maintaining of equipment and furniture within your area of responsibility

- Use the computer monitor safely
- Be able to identify the risks to health of microbiological and chemical hazards within the working environment according to the Control of Substances Hazardous to Health
- Undertake mandatory and statutory training
- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
- Participate in the local implementation strategies that are aligned to the values and culture of general practice

## 7. Recognising emergency situations, problems and difficulties

- This involves taking prompt and appropriate action and includes:
  - Responding to a patient in an emergency as per practice protocol
  - Responding appropriately if a patient is aggressive, rude or difficult as per the Zero Tolerance Policy

## 8. Communication

- Demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment
- Communicate with and support patients receiving 'bad news'
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Anticipate barriers to communication and take action to improve communication
- Estimate and maintain effective communication with individuals and groups within the practice environment and with outside agencies
- Act as an advocate when representing patients and colleagues

## 9. Utilising information Contribution to implementation of services

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

## 10. Clinical Governance

- Recognise and work within own competence and professional code of conduct as regulated by the NMC, taking accountability for own actions
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to NSF, NICE guidelines and evidence-based care, practicing in accordance with agreed standards of care

- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
- Participate in the maintenance of quality governance systems and processes across the practice
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
- Collaborate on improving the quality of health care in partnership with other clinical teams, responding to local and national policies and initiatives as appropriate
- Evaluate the patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- Participate in the management and review of patient complaints, and identify learning from clinical incidents and near-miss events using a structured framework (e.g. root-cause analysis)
- Assess the impact of policy implementation on care delivery
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance
- Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate
- Know the cost implications of the work undertaken
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Alert other team members to issues of quality and risk in the care of patients
- Enable patients to access appropriate professionals in the team and beyond
- Know how clinical governance affects the nursing role and bring to the attention of more senior staff any specific risk situation
- Know the practice's policies in this respect, especially the whistle-blowing policy
- Manage your own time, workload and resources effectively

## 11. Learning and Development

- Take responsibility for own developmental learning and performance, including participating in clinical supervision
- Take responsibility for maintaining a record of own personal development
- Work with management on any new training requirements
- Demonstrate skills and activities to others who are undertaking similar work
- Act as mentor to students, assessing competence against set standards as requested and if appropriately qualified
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

12. Other

- Carry out other duties that are required within the role as it evolves within the development of the organisation

Additional information

- Post subject to continuous evaluation and development
- Appraisal interval: annual main review, quarterly interim meeting
- NHS Pension Scheme Eligibility

*This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners or management team.*

**Please sign and date this document to confirm its accuracy at the present time.**

**Job holder:** ..... **Date:** .....

**On behalf of Employer:** ..... **Date:** .....