Wyre Forest Health Partnership: *One successful and ambitious health partnership working at scale together to provide high quality innovative patient care, delivered by a valued and respected team…*

JOB DESCRIPTION

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| **JOB TITLE:** | **Advanced Nurse Practitioner** |
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| **REPORTS TO:** | **Clinically - Partners** |
|  | **Administratively – Site Manager** |
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| **SITE;** | **Church Street Surgery** |
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| **HOURS:** | **18 hours per week** |
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| **SALARY:** | **Negotiable - Dependent upon experience** |
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| **Job Summary** |
| An advanced Nurse Practitioner will be an experienced nurse who, acting within their professional boundaries, will provide care for patients presenting at the practice 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 general practice. Working hours will be 18 hours per week initially with potential opportunity increasing more hours from December 2023.  Preference for the post holder to be NMC registered independent prescriber.  They will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures. As part of the Wyre Forest Health Partnership, the role will be based at Church Street Surgery, but the post holder may be required to work at other WFHP sites. |
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| **Job Responsibilities:** |
| * Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis. |
| * Treat patients wishing to see a health care professional making any necessary referrals to other members of the primary health care team. |
| * Ensure clinical practice is safe and effective and remains within boundaries of competence and to acknowledge limitations. |
| * Ensure accurate and legible notes of all consultations and treatments are recorded |
| * Where the post holder is an independent prescriber: to prescribe safe, effective and appropriate medication as defined by current legislative framework and considering the Worcestershire prescribing formula guidelines. |
| * To liaise with a doctor about patients with complex problems who need the expertise of a general practitioner. |
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| **Education and Training** |
| * Provide professional advice /support to health care professionals within the Primary health care team |
| * Following identified training needs, participate in training and facilitation of other practice nurses & health care assistants. |
| * Provide mentorship and guidance for health care assistants |
| * Participate in partnership programmes of awareness raising, detection and prevention of chronic diseases. |
| * Maintain a level of expertise in specific chronic disease management (when appropriate) and other pertinent areas of health care and seek to develop new and improved skills. |
| * Advise members of the public on the concepts of health promotion, education, prevention and protection |
| * Seek out new knowledge of nursing and health by reading, enquiring and partaking in continuous education programme. |
| * Take responsibility for personal development and education including in-service training. |
| * Direct, supervise and help mentor nurses and health care assistants in the clinical setting. |
| * Actively participate in multidisciplinary education and training |
| * Monitor and maintain consistency of professional standards and take appropriate action if standards are not met. |
| * Maintain professional development by attending relevant courses and study days to keep abreast of current knowledge and developments. |
| * Abide by the legal requirements and statutory rules relating to practice and record and maintain periodic professional registration with RCN & NMC |
| * Participate in an annual appraisal. |
| * Completing all mandatory training modules as specified by the Organisation |
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| **Competence** |
| You are responsible for limiting your actions to those, which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to the Lead Clinician in the first instance. |
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| **Registered Health Professional** |
| Maintain registration with NMC/ Medical Indemnity provided by the Organisation. |
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| **Risk Management** |
| It is a standard element of the role and responsibility of all staff that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. |
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| **Confidentiality** |
| * In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately. * In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation.  All such information from any source is to be regarded as strictly confidential. * Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data. |
| **Health & safety** | |
| The post-holder will implement and lead on the full range of promotion and management their own and others’ health, safety and security as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include (but will not be limited to):   * Ensuring job holders across the practice adhere to their individual responsibilities for infection control and health and safety, using a system of observation, audit and check, hazard identification, questioning, reporting and risk management. * Maintain and up to date knowledge of health and safety and infection control statutory and best practice guidelines and ensure implementation across the business * Using personal security systems within the workplace according to practice guidelines * Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across the business * Making effective use of training to update knowledge and skills, and initiate and manage the training of others * Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards, and initiation of remedial / corrective action where needed * Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised * Keeping own work areas and general / patient areas generally clean, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers * Routine management of own team / team areas, and maintenance of workspace standards | |
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| **Equality and Diversity** | |
| The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:   * Acting in a way that recognizes 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-judgmental and respects their circumstances, feelings priorities and rights. | |

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| **Records Management** |
| As an employee of the Organisation, you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Organisation). You should consult the Practice Manager if you have any doubt as to the correct management of records with which you work. |
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| **Quality** |
| The post-holder will strive to maintain quality within the practice, and will:   * Alert other team members to issues of quality and risk * Assess own performance and take accountability for own actions, either directly or under supervision * 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 * Work effectively with individuals in other agencies to meet patients’ needs * Effectively manage own time, workload and resources |

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| **Communication** |
| The post-holder should recognize the importance of effective communication within the team and will strive to:   * Communicate effectively with other team members * Communicate effectively with patients and carers * Recognize people’s needs for alternative methods of communication and respond accordingly * Maintain communication and liaise with other disciplines across primary, secondary and tertiary care services as and when necessary * Assist in clinical audit and the setting and monitoring of standards of care. * Maintain accurate patient records |

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| **Contribution to the implementation of services:** |
| The post-holder will:   * 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 |
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| **Flexibility Statement** |
| The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation |

**Person Specification – Advanced Nurse Practitioner**

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| **Qualifications/Experience:** | **Essential** | **Desirable** |
|  | * Professional NMC Registration * Accredited A&E or minor illness qualification * Advanced Nurse Practitioner qualification * Experience in working as an autonomous practitioner | * Knowledge of the EMIS Web clinical system but not crucial as training will be given * Independent prescribing qualification |
| **Knowledge/Skills:** | **Essential** | **Desirable** |
|  | * Excellent communication skills * Displays self-confidence and self-awareness especially in dealing with staff and patients. * Ability to articulate the rationale for decisions * Clinical examination skills | * Experience in general practice |
| **Other:** |  |  |
|  | * Self-directed practitioner * Highly motivated * Flexibility * Enthusiasm * Team player * Ability to work across boundaries |  |