Job Title: Nurse Practitioner/Advanced Nurse Practitioner

Reports to: Nurse Co-ordinator
Responsible to: The partners directly in clinical matters and to the practice manager in administrative matters.

MAIN PURPOSE OF JOB: To be an actively participating member of the Primary Health Care Team, caring for practice patients including treatment, preventative care, screening, patient education and chronic disease management, according to practice protocols. Ensuring patient confidentiality in all matters.

MAJOR DUTIES AND RESPONSIBILITIES:

You have special responsibility to work as a nurse practitioner consulting with patients, where you will plan and manage complete episodes of care, working in partnership with others, and delegating and referring as appropriate to optimise health outcomes and resource use, as well as providing direct support to patients and clients;
You will maintain a flexible attitude to the changing demands of primary care and to your work.
Following appropriate training, with evidence of competency and in accordance with practice protocols you may work in the following areas of practice:

Minor Illness Clinics
- Act as a self-directed practitioner and provide care within the Minor Illness Clinics for the presenting patient and demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills.
- Provide consultations with patients to offer advice; diagnoses and treatment for minor illnesses.
- Prescribing medication as per the BNF if an independent nurse prescriber and offer advice on ‘over the counter’ medications as appropriate.

Treatment room
- Assessment of the nursing needs of practice patients, who either self refer or are referred by another member of the practice team.
- Provision of appropriate care/treatment in conjunction with GPs or other colleagues or independently as appropriate in accordance with practice policy and protocols.
  - Duties include but are not limited to: wound care, childhood immunisations, foreign travel vaccinations and advice, injections, cervical cytology and making arrangements for follow up.
- Leg ulcer care – if trained.

Family Planning:
- Being available during most clinic sessions to provide some form of contraception and advice, following practice protocols.
• **Chronic disease management:** - Nurse led management in various clinics if competent to include:
  - Diabetes
  - Cardio Vascular Conditions.

**Other Tasks:**

- Referring patients to a GP according to agreed protocols.
- Covering for holiday, training and sickness absences for nurse colleagues.
- Maintaining and cleaning equipment used by the nurses.
- With other team members ordering and maintenance of Treatment room supplies.

**Administration and professional responsibilities:** -

Participate in the administrative and professional responsibilities of the practice team.
- Record all consultations appropriately on the practice computer preferably contemporaneously unless clearly stated otherwise.
- Ensure accurate completion of all necessary documentation associated with patient health care, and data collection.
- Ensure collection and maintenance of statistical information required under the GP contract.
- To be proactively involved in developing strategies and undertaking activities that monitor and improve the quality of healthcare and the effectiveness of their own and others’ practice;
- Attend and participate in practice meetings. Take an active role in the future development of the integrated nursing team.
- In conjunction with other practice nurses audit areas of work for effectiveness and future planning.

**Research projects**

Co-operate and participate as required in any research projects within the practice.

**Education and training of Students and staff**

Participate in the education and training of students of all disciplines and the induction of all members of practice staff.

**Liaison**

Maintain effective liaison with other agencies and staff concerned with patient care and all other disciplines within the practice.

**Professional development**

Maintain clinical competency through continuing professional development by attendance at courses and study days, in-house tutorials and teaching and self directed learning as deemed useful or necessary.

Flexible to attend mandatory training as required.

Regular reading of relevant articles and journals in order to support evidence based practice.

Ongoing work to ensure revalidation.

**Special requirements of the post**

- Registered Nurse with a NMC personal identification number
• To work in accordance with the NMC code of conduct and revalidation requirements.
• Excellent communication skills.

**Person specification - Nurse Practitioner**

**Essential**

• Competent in nursing duties required for the post or willing to undertake training to acquire required skills.
• Demonstrate an enthusiasm and willingness to undertake training in minor illness and to work towards an independent-supplementary prescriber qualification if not already held.
• Available to work at the desired times, which include providing holiday and sickness when necessary.
• Good communication skills with both patients and colleagues
• Able to work as a team player
• Able to demonstrate commitment to professional development

**Desirable**

• Previous NP/Practice nurse experience
• Community nurse experience
• Experienced in Cervical Cytology
• Non Medical prescribing qualification
• Family Planning certificate
• Experience of nurse led management of Diabetes and or Travel advice and immunisation.
• Chronic Disease Management
• To be comfortable using IT equipment - we use 'EMIS Web' for all patient records
• Additional specific nursing skills / qualifications

A clinician working at an advanced level would be expected to demonstrate expertise in all of the elements discussed in the NHS England document Advanced Level Nursing: A position statement.  