

Skegby Family Medical Centre

Nurse Practitioner – JOB DESCRIPTION

<b>Job Title:</b>	<b>Advanced Nurse Practitioner</b>
<b>Job Holder:</b>	
<b>Reports To:</b>	<b>Clinical Manager/Management team.</b>
<b>Accountable to:</b>	<b>Partners</b>
<b>Location:</b>	<b>Skegby Family Medical Centre</b>

**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 their care. They will demonstrate safe, clinical decision-making and expert care for patients within the practice. They will work collaboratively with the multi-disciplinary practice team to meet the needs of the patients, supporting the delivery of policy and procedures, and providing nurse leadership as required. In order to work at this level, NMC requirements for advanced practice must be met.

**Key Responsibilities:**

**1. Scope and Purpose of the role**

- To deliver a high standard of patient care as a Nurse Practitioner (NP) in general practice, using advanced autonomous clinical skills, and a broad and in-depth theoretical knowledge base.
- To manage a clinical caseload, dealing with presenting patient's needs in a primary care setting.
- To lead the nursing team (where applicable) and ensure the highest standards of care and provide for the patients.
- To develop the nursing services offered by the practice.
- To provide clinical leadership within the practice.

**2. Job Dimensions**

- To manage own clinical workload in general practice responding effectively to patient need and ensuring patient choice and ease of access to services.
- The development and use of referral pathways for NPs to the local services (Diagnostic and treatment)
- To mentor and support other nurses in developing and maintaining clinical skills.

### **3. Primary Duties and areas of responsibility**

#### **A. Clinical Role:**

The post holder will:

- Provide the choice of direct access to a NP, both in the Practice and over the telephone, for the practice population.
- Make professionally autonomous decisions for which he/she is accountable.
- Provide a first point of contact within the practice for patients presenting with undifferentiated, undiagnosed problems, making use of skill in history taking, physical examination, problem solving and clinical decision-making, to establish a diagnosis and management plan.
- Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports.
- Where the post holder is an independent prescriber: to prescribe safe, effective and appropriate medication as defined by current legislative framework.
- Provide safe, evidence-based, cost effective, individualised patient care.
- Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care/support, with an emphasis on prevention and self-care.
- Promote health and well-being through the use of health promotion, health education, screening and therapeutic communication skills.
- Refer patients directly to other services/agencies as appropriate.
- Take the practice lead in developing and delivering specialist primary care services, such as long term disease management (diabetes, asthma, copd, chd and hypertension)
- Work with nursing, medical and health care assistant colleagues to ensure that National Service Frameworks (CHD/Older People/Diabetes/Mental Health) are being delivered.
- Work with multi-disciplinary team within the Practice, and across the wider Clinical Commissioning Group (CCG), to promote integrated and seamless pathways of care.
- Contribute to the practice achieving its quality targets to sustain the high standards of patient care and service delivery.
- Participate in identification of community health needs and develop patient/family-centred strategies to address them.
- Help develop and set up new patient services and participate in initiatives to improve existing patient services.
- Be aware of and contribute to planning and delivery of practice-based commissioning.

## **B. Teaching and mentoring role:**

The post-holder will:

- Promote a learning environment for patients, nurses and other health professionals.
- Contribute to the planning and implementation of the teaching for existing staff, such as medical students, NP students, GP registrars, Health Care Assistants, within the Practice.

## **C. Professional Role:**

The post-holder will:

- Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research.
- Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review.
- Maintain their professional registration.
- Participate in continuing professional development opportunities to ensure that up-to-date evidence-based knowledge and competence in all aspects of the role is maintained.
- Work within the latest NMC Code of Professional Practice.
- Record Accurate consultation data in patients records in accordance with the latest NMC guidance and other pertinent standards.
- Keep up to date with pertinent health-related policy and work within the practice team to consider the impact and strategies for implementation.
- Work collaboratively with colleagues within and external to the Practice.
- Demonstrate leadership.
- Pro-actively promote the role of the NP within, and externally to key stake holders and agencies.

## **D. Areas of practice excluded from the post-holder remit:**

The post-holder will not undertake the following:

- All aspects of antenatal/obstetric care.

## **4. Health and Safety/Risk Management**

- The post-holder must comply at all times with the Practices Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System.
- The post-holder will comply with the Data Protection Act (1984) and the Access to Health Records Act (1990)

## **5. Infection Control**

- All staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or non-clinical are expected to comply with current infection control policies and procedures and to report any problems with regards to this to one of the management team. All staff at the surgery should attend infection control training and updates as required.

## **6. Equality and Diversity**

- The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

## **7. Respect for patient Confidentiality**

- The post-holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

## **8. Special Working Conditions**

- The post holder is required to attend meetings etc. hosted by other agencies.
- The post-holder will have contact with body fluids i.e., wound exudates; urine etc. while in clinical practice.

## **9. Main contacts**

- The post holder will establish and maintain effective communication pathways with the following:

### **Internal**

- Patients
- GP's
- Management team
- All staff
- Community staff
- Specialist clinic staff

### **External**

- CCG Staff
- Hospital Staff and Doctors
- Authority staff and managers
- Representatives
- Visitors

## **10. Job Description Agreement**

This job description is intended to provide an outline of the key tasks and responsibilities only. Other duties may be required subject to the business needs.

This description will be open to regular review and may be amended to take into account development within the practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the practice.

**Job holders Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Line Managers Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Line Managers Name:** \_\_\_\_\_ **Position** \_\_\_\_\_