

Beechfield Medical Centre

OUTLINE JOB DESCRIPTION

Post Title:	Nurse Practitioner/Advanced Nurse Practitioner
Hours:	Full time (36 per week)
Salary:	TBC
Line Manager:	Lead Nurse
Responsible to:	The Partners (Clinically) Practice Manager (Administratively)

JOB SUMMARY

To practice as a Practitioner and support the Duty team to provide a same day acute service for patients. The role will involve the assessment, diagnosis, treatment or referral of patients presenting with undifferentiated and undiagnosed conditions. The post holder will work within the Practitioner's level of competency, and this will extend to certain home visits as agreed with the Partners. They will work collaboratively with Partners and Lead Nurse to effectively and efficiently meet the needs of patients as a part of shift system from 0830-2000 daily, potentially including weekends and bank holidays in due course.

The Practitioner will be required to respond to referrals and requests from various sources including:

- Patients
- Care homes
- General Practitioners
- 111
- Out of Hours

KEY RESPONSIBILITIES

Clinical

- To provide assessment, diagnosis and treatment at first point of contact by attending to patients according to patients' needs either over the telephone, in the Practice or patient's homes.
- To support and continue the development of an on the day emergency patient service in the Practice.
- To accurately prioritise patients, including in emergency situations, demonstrating the use of a variety of techniques to elicit the history of an event/illness, including past medical and drug history.
- To evaluate clinical information from examination and history taking, and initiate appropriate treatment and/or referral.
- To undertake and interpret diagnostics and take appropriate action to manage patient care, whilst distinguishing between abnormal and normal findings in order to relate them to a possible diagnosis. To use broad clinical guidelines (NICE etc) relating them to individual cases, providing assistance and feedback to the organisation and others on how these should be interpreted.
- To signpost appropriately to other services in the identified healthcare pathway.

- To refer patients to appropriate care settings, within locally agreed healthcare pathways.
- To discharge or treat, as appropriate and within the scope of practice.
- To maintain accurate and systematic documentation of patient interactions and clinical care provided, including adverse events as per practice policy.
- To advise and support members of the public on healthy lifestyles, health promotion and disease prevention including where possible data collection for QoF during patient contact.
- To provide clinical advice and facilitate learning to other members of the clinical team where appropriate.

Communication

- To liaise and interact with multi-professional teams across organisational boundaries, including primary care, social services and secondary care providers according to patient needs and appropriate care pathways.
- To maintain communication with all healthcare professionals and outside agencies to ensure seamless, patient-centred service provision.
- To ensure effective communication so that the patient receives the appropriate level of care and wherever possible avoid unnecessary hospital admission.
- To take an active role in maintaining expert communication with all patients, carers and relatives which meets their individual needs.
- To work collaboratively with reception and administration staff to ensure the smooth running of the Practice, reporting any problems to the relevant person/persons.
- To deal with complaints in a calm and courteous manner, ensuring that, wherever possible, complaints are dealt with efficiently and satisfactorily on a local level.
- To communicate effectively in demanding and challenging situations, where there may also be hostility
- To assist in maintaining accurate data collection.

Professional

- To work collaboratively with other members of the wider health care team such as the District Nursing Team, Mental Health Services, staff in Care Homes, Ambulance Service, Secondary Care etc.
- To ensure that the wellbeing of patients and staff is maintained in accordance with Practice policies.
- To undertake clinical audits in line with the organisation's clinical audit plan, and to participate as required in equipment testing and other research.
- To identify risks involving service provision and highlight them to the Line Manager.
- To work within the requirements of GDPR legislation as it applies to patient records.
- To maintain current professional registration.
- To act at all times in such a manner as to promote confidence and public trust and to uphold the reputation of Beechfield Medical Centre and their own profession.

Organisational

- To operate as an effective member of the Practice team.
- To maintain accurate and systematic documentation of patient interactions and clinical care provided, including any adverse events, child protection issues or other notifiable matters.
- To provide information to inform the evaluation and efficiency of the role and for performance management purposes as requested.
- To engage in self appraisal and utilise reflective practice to enhance and develop personal and organisational practice.

Managerial

- To ensure effective time management and prioritisation of workload.
- To ensure the security, safe storage and maintenance of any allocated equipment and goods.
- To ensure practice is within good clinical governance and based on sound up-to- date clinical evidence. Where appropriate, to identify and assess any risks associated with patient care or to oneself and communicate these risks to the appropriate clinical manager.

This is not meant to be an exhaustive list of duties. The need for flexibility is required and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Equality and diversity

The post holder will support the equality, diversity and rights of patients, carers and colleagues in relation to privacy, dignity, needs and beliefs in accordance with practice policy and procedures.

PERSON SPECIFICATION
NURSE PRACTITIONER / ADVANCED NURSE PRACTITIONER

	ESSENTIAL	DESIRABLE
Qualifications/Education:		
Current Registration with NMC	✓	
Evidence of continued professional development.	✓	
ENP/ ECP Minor Injuries and Minor Illness course Level 6		✓
Attended X-ray/IRMER course		✓
Teaching and assessing qualification.		✓
ALS/APLS provider.		✓
Completed mentorship programme.		✓
Relevant MSc or BSc		✓
Completed RCN Clinical Leadership Programme or similar		✓
Knowledge, Skills and Experience:		
Ability to manage and prioritise workload.	✓	
Proven ability to work autonomously and as part of a team.	✓	
Previous experience of non-medical prescribing and using PGDs.	✓	
Experience as an autonomous practitioner within a minor injury/illness centre or mobile service.		✓
Experience of the ECP/Advanced Practitioner role within Primary or Secondary Care.	✓	
Current knowledge of government targets and initiatives and N.I.C.E. guidelines and their impact on clinical practice.	✓	
Understanding of the NMC Code of Professional Conduct.	✓	
Knowledge of child protection issues.	✓	
Understanding of clinical governance and its significance and impact upon practice.	✓	
Good communication skills.	✓	
Basic IT skills in word processing and e-mail.	✓	
Experience in using I.T based patient documentation systems.	✓	
Sound organisational skills.	✓	
Able to professionally and appropriately challenge differing opinions as a patient advocate.	✓	
Record keeping skills.	✓	
Experience of triage/initial assessment.	✓	
Able to work autonomously, using own clinical judgment to form a diagnosis.	✓	
Skills for managing minor injuries.	✓	
Skills of multi system assessment.	✓	
Knowledge of medical model of documentation.	✓	
Able to give appropriate telephone advice.	✓	
Understanding of health education/promotion.	✓	
Able to give relevant discharge advice.	✓	
Experience of following referral pathways.	✓	
Able to record/ interpret ECG.	✓	
Experience of performing a social assessment.		✓
Experience as a practitioner in an A&E Department or similar emergency care centre.		✓
Evidence of experience / competency in the form of a professional portfolio.		✓
Experience of clinical audit.	✓	
Experience of research projects.		✓
Leadership skills.		✓
Personal Qualities:		
Able to work cooperatively with the multi-disciplinary team.	✓	
Able and willing to develop professionally.	✓	

Able to use own initiative.	✓	
Able to act as a role model.	✓	
Able to motivate other team members.		✓
Able to promote a learning environment.		✓
Other:		
Able to deal with violence, aggression and extreme situations.	✓	
Vaccine and immunity status in accordance with UK Department of Health Guidelines	✓	
Able to deal with sensitive issues e.g. sudden death/bereavement, child abuse, domestic violence.	✓	
Able to adjust and respond in rapidly changing environments.	✓	
Able to work in a calm and organized manner in situations of extreme workload.	✓	
Able to undertake home visits.	✓	
Hold a current driving licence with business insurance	✓	
Enhanced DBS disclosure.	✓	