Job Description

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| **Job title:** | Advanced Nurse Practitioner |
| **Team:** | Improving Access Service |
| **Salary:** | £45 p/h |
| **Report to:** | Clinical Leads |
| **Accountable to:** | Clinical Leads |
| **Location:** | Here, 4th Floor, 177 Preston Road, Brighton |

**ABOUT HERE AND OUR CULTURE**

We are a not-for profit, social enterprise, membership organisation delivering NHS services. Our members are local GPs, practice managers, practice nurses and our own staff.

**We believe these things to be true**

* Care is something we can choose to show for ourselves and each other at any time. Care is not exclusive to an appointment or a medical intervention
* We have a right to take control of our lives
* It takes courage to step forward and effect change. The capacity to lead is within us all
* Every interaction can be powerful if we choose to engage consciously. We know the ripples from these movements can go on to create profoundly positive change
* True care is a way of living that creates meaning between us all

**Our Purpose in the World**

Care Unbound. To create more possibilities for care in every moment.

How we work in service of our purpose

* We strengthen our capacity to care for ourselves and each other
* We recognise each opportunity to help people make meaningful choices
* We encourage ourselves to be guided by our values in the work we do every day
* We develop the capacity for leadership in ourselves and with all those we engage with
* We make improvements quickly where we recognise the opportunity, rather than waiting for perfect solutions
* We bring together the right people organisations and ways of working to create true partnerships

We believe in enabling people to take control of their health care journeys – we help to change the way health and wellbeing services work so care can focus on what matters to individuals.

We work to ensure that our culture is one that allows everyone to come to work as their ‘whole’ selves. For most of us, work takes up a big part of our day. We want to ensure that it’s enjoyable and speaks to us on a level deeper than ‘just getting the job done’.

**PRINCIPLE DUTIES & RESPONSIBLITIES**

**CLINICAL NURSING PRACTICE**

The Advanced Nurse Practitioner works autonomously, independently and is accountable for own professional actions within clearly defined scope of practice.

* Undertake Clinical Nursing Practice at an advanced level using expert knowledge and clinical skills to deliver holistic care to people accessing primary health care services.
* Assess, diagnose and treat patients attending primary health care services with a range of acute, non-acute and chronic medical conditions, prescribing where necessary and as appropriate to level of skill.
* Assess, diagnose and treat patients in surgery who require acute medical attention and refer to appropriate agency, prescribing where necessary and as appropriate to level of skill.
* Directly admit patients to secondary care hospital in acute medical need.
* Refer patients to other medical specialities for assessment if deemed appropriate.
* Refer patients as appropriate to other members of the multidisciplinary team, secondary care and to other statutory and voluntary organisations.
* Arrange and interpret a range of diagnostic tests and routine clinical procedures e.g. cytology, venepuncture, blood pressure monitoring etc.
* Critically analyse care and make judgements in line with the expectations and scope of the role, using protocols, clinical expertise and local and national guidelines as appropriate.
* Make referral decisions for further management of care independently i.e. to secondary care, without the need for consultation with a medical / GP colleague.
* Advise and support others where standard protocols do not apply.
* Work within professional guidelines and codes of conduct.
* Work within all relevant service policies and procedural guidelines e.g. infection control, chaperoning, risk management, safeguarding.
* Nurse Independent/Supplementary Prescriber, registered with the NMC.

**CARE AND PROGRAMME MANAGMEMENT**

* Communicate highly sensitive condition and health related information to patients, relatives and carers.
* Diagnose and initiate a management of care plan with patients suspected to have a chronic disease e.g. diabetes, COPD, asthma, IHD, delegating and referring to other clinical staff as appropriate.
* Contribute to the delivery of PCN targets, both local and national within the disease management agenda e.g. QOF, prescribing incentive scheme, NSFs, National Benchmarking including the design and implementation of processes and protocols.
* Refer to other members of the extended primary health care team as appropriate e.g. chiropodist, dietician, specialist Nurses.

**COMMUNICATION**

* Provide and receive highly complex, sensitive or contentious information and frequently deals with situations which are hostile or emotive.
* Use highly developed communication, negotiation and conflict management skills which require empathy, reassurance and persuasive skills where there can be barriers to acceptance which need to be overcome.
* Regularly communicate service-related information to Clinical Leads and delivery team.
* Build, facilitate and communicate therapeutic working relationships with a wide array of statutory and voluntary organisations for the benefit of patient care.
* Ensure that any incidents or complaints are reported in line with service guidelines.

**MANAGE/LEAD SELF/OTHERS**

* Support GPs, Nurses, HCAs and other less experienced ANPs with issue arising from the day-to-day delivery of care within scope of practice.
* Develop and lead on evidence-based practice.
* Promote effective communication and relationships within the team.
* Partake in clinical supervision for the professional development of self and others.
* Develop own knowledge and practice to meet objectives/changes in service.
* Act as mentor for other staff within the service.
* Lead on setting standards and promote best practice.
* Operate high standards of probity and practice within service values.

**INFLUENCE AND DEVELOP POLICY**

* Implement local/national, ICB and service policies, propose developments and improvements to service delivery.

**MANAGE AND USE INFORMATION**

* Make effective use of the clinical system by ensuring the consistent and accurate entering of data and use of Read Codes.
* Facilitate the use of up-to-date information technology in order to collate accurate and timely information as and when required by the service.

**RESEARCH AND DEVELOPMENT**

* Actively contribute to the service audit activity as required.
* Instigate audit activity as required e.g. new services.

**WORKING CONDITIONS**

* Frequent exposure to body fluids, blood, wounds, fleas and lice.
* Occasional exposure to aggressive behaviour.
* Frequent use of VDU equipment.
* Required to work at a range of different locations.

**USE OF NEW TECHNOLOGY**

We will make use of computer technology. Staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more accurate communication within and outside of the organisation.

**CONFIDENTIALITY**

As an employee of ‘Here’ you may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of patients, information affecting members of the public, matters concerning staff and details of items under consideration by ‘Here’. Under no circumstances should such information be divulged or passed to any unauthorized person. This includes holding conversations with colleagues concerning patients or staff in situations where the conversation may be overheard. Breaches of confidence will result in disciplinary action which may involve dismissal.

**EQUAL OPPORTUNITIES**

Our policies and practices are designed to ensure equality of opportunity in employment and service delivery. All staff are expected to comply with these policies and practices.

**HEALTH AND SAFETY**

All staff have a responsibility to perform their duties in such a way that accidents to themselves and to others are avoided, and to cooperate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person’s responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

**NO SMOKING POLICY**

We operate a no-smoking policy. This applies to all staff and visitors. This policy also includes travelling in ‘Here’ owned or leased vehicles during work time and whilst travelling in their own vehicles whilst on duty, in work time or whilst on ‘Here’ premises. It is a condition of employment for staff that they do not smoke whilst on duty or anywhere on the premises including the car park.

**TRAINING AND DEVELOPMENT**

All employees have a responsibility to undertake statutory and mandatory training that is required by ‘Here’. In accordance with the Training and Development Policy staff are expected to actively participate in the appraisal system and using this process to develop a Personal Development Plan (PDP).

**AGREEMENT**

This job description will be reviewed as necessary and may be amended to meet the changing needs of ‘Here’. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals. This job description has been agreed between the post holder and ‘Here’.

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| Employees Signature: |  |
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| Print Name |  |
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| Date: |  |

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| Manager Signature: |  |
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| Print Name: |  |
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| **JD author (name and job title):** | Pippa Halley, Clinical Lead & Isis d’Ascoli, Onboarding & Development Manager |
| **Date JD agreed:** | 20/09/22 |
| **Brief description of reason for review (if applicable)** | Response to service changes  Removal of duties not specific to service  Addition of safeguarding responsibility |
| **Version number** | 1.0 |