

# St James Medical Practice

<b>Job Title:</b>	<b>Nurse Practitioner / Advanced Nurse Practitioner</b>
<b>Reporting to:</b>	<b>Operations Manager</b>
<b>Hours:</b>	<b>Monday – Wednesday 8am – 6pm</b>
<b>Hourly rate:</b>	<b>£24.16 to £27.56 depending on qualifications, skills &amp; experience</b>

## Job Summary

We are seeking experienced Nurse Practitioners to join our Acute Care Team, to provide acute care both in the practice and community for our patients residing in local care homes and those who are housebound. As we have a large elderly population experience of managing chronic diseases is desirable but not essential.

## Clinical Responsibilities:

### Clinical Practice

Following agreed clinical protocols in conjunction with the nursing team and referral to GPs as appropriate.

- Assess patients with an undifferentiated diagnosis through obtaining a clinical history and through a clinical examination; both at the practice and the patient's home.
- Diagnose, plan, implement and evaluate care for patients with undifferentiated health care needs.
- Initiate appropriate care plans, including requesting necessary investigations, onward referral to other health care professionals and agencies, and follow up consultations for review of effectiveness.
- Use decision making skills and clinical reasoning to formulate a plan of care.
- Prescribe medication appropriate to patient needs and in accordance with evidence-based practice and national and local guidelines within the practitioner experience, knowledge and professional boundaries and competence.
- Work autonomously and collaboratively with other members of the MDT to provide high standards of patient care
- Undertake telephone triage work and telephone consultations.
- Recognise emergency clinical situations, and act appropriately to seek assistance.
- Deliver key elements of public health, health protection and promotion programmes as required that improve health and reduce inequalities.
- Be a clinical resource for patients, and the practice clinical team, supporting developing knowledge and systems to improve health to the practice population and local community.

## Managerial and leadership Responsibilities:

- Be effective in the development and clinical effectiveness of our urgent care service.
- Prioritise own workload, and act promptly and effectively to meet the regular unpredictable situations that may occur within the role. Demonstrates flexibility including frequent interruptions and multi-tasking.
- Work closely with duty and on call teams, promptly responding to team priorities.
- Lead by example and action in relation to behaviour, attitudes, conduct and appearance.
- Report and investigate untoward incidents.
- Participate in the critical evaluation to audit outcomes or change in patient care practices.

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- Work in close partnership with colleagues and external agencies, to develop care management plans and improve health outcomes.
- Maintain contemporary practice in health care provision.
- Establish and monitor own practice, identifying auditable outcomes with the leadership team.
- Maintain accurate patient records and enter onto SystemOne using agreed Read Codes.
- Maintain data collection systems and participate in regular Practice audit and research projects.
- Maintain QOF targets.
- Initiate audit cycles for clinical care systems and use change methodology to improve clinical effectiveness and resource efficiency.
- Contribute to the preparation of any Practice development plans. Work towards further improvement and development of patient services.

## Professional Responsibilities

- Promote the welfare and safeguarding of children, young people and adults. Recognise professional and statutory responsibilities in the reporting of safeguarding and Prevent concerns.
- Ensure appropriate measures are in place to protect self, other staff and patients in minimising and dealing with exposure to patient or environmental risk e.g. infectious diseases, harmful substances.
- Raise unmet needs and service shortfalls with the Practice Manager and Operations Manager and provide constructive ways clinical services can be maintained and improved.
- Provide and assist in the education and training for new team members and healthcare students, acting as a mentor/ practice facilitator where appropriate. Support team members to meet ongoing training and professional development requirements.
- Participate in annual appraisal.
- Be proficient with IT systems, accurate record keeping, and report compilation.
- Maintain own continuous professional development and ensure mandatory training and personal development plan is kept up to date in line with the requirements of the Practice.
- Maintain own registration with the NMC and the revalidation process.
- Practice within a legal and ethical framework that adheres to the NMC Code and local policies and procedures.
- Attend and participate in staff and Partners meetings as required.

## Supplies and equipment

- Maintenance of equipment and stock relating to patient care
- Escalating issues with stock control and faulty items to the Operations Manager

## Meetings

- It will be necessary to attend and contribute to various Practice meetings as requested. The only reason for not attending will be annual, study or sick leave.

## Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with patients and carers
- Communicate effectively with other team members
- As well as the clinical team there is a need to work closely with the non-clinical teams; back office, prescription staff and admin to ensure the smooth running of the practice, reporting any problems encountered to the relevant person and ensuring that everyone is aware of the different roles within the nursing team.

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- There is also the need to establish and maintain good liaison with other surgeries and agencies including secondary care
- Use of Microsoft Teams and Email is essential

## Administrative and Professional Responsibilities

- To work in partnership with general practitioners, nurse practitioners, practice nurses and other professionals to develop protocols, standards and audit tools to facilitate effective delivery of care.
- Participate in the administrative and professional responsibilities of the practice team.
- Ensure collection and maintenance of statistical information, both electronically or manually, required for regular and ad hoc reports and audits.
- Demonstrate and maintain adequate knowledge and compliance with all aspects of health and safety at work and COSHH.
- Order vaccines and Stock, tidy and organise Treatment Rooms and Stock Rooms.
- Maintain patient records of Clinic attendance and services provided.
- Ensure accurate and legible notes of all consultations and treatments are recorded in the patients notes
- Ensure the clinical computer system is kept up to date with accurate details recorded and amended
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice

## Training and personal development

- Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the Practice. It is the individuals' responsibility to remain up to date with recent developments.
- Participate in the education and training of students of all disciplines and the induction of all members of the practice staff where appropriate
- Participate in developing and maintaining an in-house nurse-training programme reporting to the Operations Manager.
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development ensuring PREP requirements are met.
- If it is necessary to expand the role to include additional responsibilities, full training will be given.
- Develop and maintain a Personal Learning Plan
- Contribute and participate as required in any research projects and audits within the practice.

## Confidentiality:

- While 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 carer's, 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, carer's, 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.

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## Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- 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
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

## 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 recognises 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.

## 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
- Report any significant event or near miss to maintain quality and promote learning
- 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
- Recognise people's needs for alternative methods of communication and respond accordingly

## SPECIAL REQUIREMENTS OF THE POST

1. Registered Nurse
2. Approved post registration advanced practice nurse qualifications.
3. To work in accordance with the NMC code of conduct.
4. To have at least three years practical experience
5. Ability to self-motivate, organise and prioritise workload.
6. Excellent communication skills.
7. Knowledge of current clinical evidence-based practice.
8. Knowledge and understanding of clinical governance.
9. Knowledge of current professional issues relating to nursing.



# **St James Medical Practice**

ALL PRACTICE STAFF SHOULD BE AWARE OF THEIR RESPONSIBILITIES UNDER THE HEALTH AND SAFETY AT WORK ACT 1974.

THIS JOB DESCRIPTION WILL BE SUBJECT TO PERIODIC REVIEW AND AMENDMENT IN CONSULTATION WITH THE POST HOLDER.