

CLARK AVENUE SURGERY
SPECIALIST NURSE IN GENERAL PRACTICE - JOB DESCRIPTION

SALARY :	Dependant on Experience
HOURS OF EMPLOYMENT :	Full Time
APPOINTMENT :	Permanent contract
RESPONSIBLE TO:	PARTNERSHIP – Clinical issues PRACTICE MANAGER – Administrative issues
ACCOUNTABLE TO:	PARTNERSHIP

JOB SUMMARY

The post holder is an experienced registered nurse who is undertaking or has completed further education at Master's level, to work in a specialised, generalist role within general practice. To provide (usually planned) ongoing care to identified individual patients and patient cohorts, from a broad range of continuing and occasional health needs.

1. SCOPE AND PURPOSE OF THE ROLE

- Management of nurse-led long term conditions care and support, such as diabetes and respiratory conditions, or as needed within the practice and patients registered with the practice. This would usually include supporting patients with complex or coexisting conditions
- Management of nurse-led clinical interventions relevant to the practice and patients registered with 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.
- To mentor and support other nurses in developing and maintaining clinical skills

- Assess patient needs, order and interpret tests, diagnose and formulate management and treatment plans, including independent prescribing.
- Use validated tools to assess population health needs.
- Use an evidence base to identify and lead in developing support measures, following needs assessment.
- Lead the nursing team in clinical supervision, professional development, education and research.

3. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

See Person Specification

4. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

A. CLINICAL ROLE:

The post-holder will:

- 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
- Provide lead nursing role in Chronic Disease Management
- Manage chronic disease blood results and adjust medication in line with national and local guidelines
- Carry out Treatment Room Activities as required
- To prescribe safe, effective and appropriate medication as defined by current legislative framework
- Provide safe, evidence-based, cost-effective, individualised patient 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
- Work as part of the Practice team in developing and delivering specialist primary care services, such as long term disease management (diabetes, asthma, chronic obstructive pulmonary disease, coronary heart disease and hypertension)
- Screen patients for disease risk factors and early signs of illness
- Work with nursing, medical and health care assistant colleagues to ensure that National Service Frameworks (e.g. Coronary Heart Disease/Older People/ Diabetes /Mental Health) are being delivered
- 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, Academy Nurses, GP Registrars, 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 Conduct
- 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 with the practice team to consider the impact and strategies for implementation
- Work collaboratively with colleagues within and external to the practice.
- Demonstrate leadership

D. MANAGERIAL ROLE:

The post-holder will:

- Encourage and develop teamwork within the practice.
- Participate in multi-disciplinary protocol and Patient Group Directions development
- Help the practice operate in a cost-effective manner.
- Identify and manage nursing care risks on a continuing basis.
- Participate in practice meetings and practice management meetings, reporting progress as required.
- Participate in audits and inspections as appropriate.
- Work closely with the doctors and administrative managers in the setting up and/or improving of practice systems for

monitoring/measuring performance against Clinical Governance and Quality Indicator targets.

- Ensure that all Practice Policy's are fully implemented

5. HEALTH AND SAFETY/RISK MANAGEMENT

- The post-holder must comply at all times with the Practice's Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System.

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. COMMUNICATION & WORKING RELATIONSHIPS

- The post-holder should recognise the importance of effective communication within the team and will strive to:
 - Communicate effectively with other team members
 - Communicate effectively with patients and carers
 - Recognise people's needs for alternative methods of communication and respond accordingly

9. SPECIAL WORKING CONDITIONS

- The post-holder will have contact with body fluids (i.e. wound exudates; urine etc.) while in clinical practice.

10. REHABILITATION OF OFFENDERS ACT 1994

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are

“spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

11. JOB DESCRIPTION AGREEMENT

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. 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.

Jobholder’s Signature:

Date:

Line Managers Signature:

Date:

Line Manager:

Position:

Planned review date for Job Description:

Personal Specification

Nurse Practitioner: General Practice

ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<p>Qualifications:</p> <ul style="list-style-type: none"> Registered General Nurse (Currently registered with the Nursing & Midwifery Council) Specialist Practice Qualification (SPQ) in general practice. (i.e. Mastery of the specialist area of practice nursing) e.g. health and chronic conditions areas 	<ul style="list-style-type: none"> Independent Nurse Prescriber Teaching / Mentoring experience and /or qualification 	<p>Original certificates, NMC card & CV</p>
<p>Experience:</p> <ul style="list-style-type: none"> Minimum of 5 years post registration experience Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence in all aspects of the NP role Experience in management long term conditions e.g. asthma, COPD, diabetes, CHD Evidence of working autonomously and as part of a team Proven ability to evaluate the safety and effectiveness of their own clinical practice 	<ul style="list-style-type: none"> Previous experience of managing and developing a nursing team 	<p>CV & Interview</p>
<p>Knowledge :</p> <ul style="list-style-type: none"> Understanding and knowledge of policy developments related to the delivery of primary care services including General Practice, the GMS contract, Clinical Governance, Quality & Outcomes Framework Understanding of systems to gain an understanding of the health needs of the Practice population as they relate to primary care 		<p>CV & Interview</p>

<ul style="list-style-type: none"> • <i>Understanding of evidence based practice</i> • <i>Knowledge of national standards that inform practice (e.g. National Service Frameworks, NICE guidelines etc)</i> • <i>Understanding of their accountability arising from the NMC Code of Professional Conduct (2004) and medico-legal aspects of the Nurse Practitioner role</i> • <i>Understanding of equal opportunity and diversity issues</i> 		
<p>Skills:</p> <ul style="list-style-type: none"> • <i>Ability to assess and manage patient risk effectively and safely</i> • <i>Well developed word processing/data collection/IT skills</i> • <i>Excellent interpersonal, verbal and written communication skills</i> • <i>Reflective practitioner</i> • <i>Time management and ability to prioritise workload</i> • <i>Able to analyse data and information, drawing out implications for the individual patient/impact on care plan</i> • <i>Able to establish and maintain effective communication pathways within the organisation, the local Operational Unit and with key external stakeholders</i> 	<ul style="list-style-type: none"> • <i>Experience of use of a medical software package</i> • <i>Proven record of effective use of networking and influencing skills</i> • <i>Ability to think strategically</i> • <i>Experience of presenting information to wider audience</i> 	<p><i>CV & Interview</i></p>