

**Meddygfa Caerffynnon Surgery**  
**Springfield Street**  
**DOLGELLAU**  
**Gwynedd**  
**LL40 1LY**

## **Job Description**

**Job Title:** Advanced Nurse Practitioner

**Minimum Qualifications:** Relevant Qualification at Masters Level and be a Registered Non-Medical Prescriber.

**Responsible to:** GP Partners and Practice Manager

### **Main Purpose of Job:**

The post holder will be 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 care. They will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice. The post holder will demonstrate critical thinking in the clinical decision-making process. They will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership if required. In order to work at this level NMC requirement for advanced practice must be met. However the post holder may also be in the process of working to attain their MSc in Advanced Practice.

### **Key Responsibilities**

#### **Clinical practice**

- Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice
- Work with patients in order to support compliance with and adherence to prescribed treatments
- Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care

## **Communication**

- Communicate effectively with patients and their carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating

## **Delivering a Quality Service**

- Recognise and work within own competence and professional code of conduct as regulated by the NMC
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to NSF, NICE guidelines and evidence-based care
- Support and participate in shared learning across the practice and wider organisation
- Use a structured framework (eg root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events
- Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable patients health procedures and local guidance
- To maintain knowledge and skills with regard to safe guarding, including mandatory training.

## **Personal and people development**

- Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
- Market the role of the advanced nurse practitioner in general practice

## **Team working**

- Understand own role and scope and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working

## **Management of risk**

- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information.
- Review and process data using accurate Read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes.
- Understand responsibility of self and others to the practice and primary care trust regarding the Freedom and Information Act

## **Learning and development**

- Assess own learning needs and undertake learning as appropriate.
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

**The post holder may be required from time to time to carry out other reasonable requests and duties as required, consistent with the responsibilities of the grade.**

## **Confidentiality and Data Protection**

All staff who have access to personal data in relation to patients or staff will be aware of their responsibilities under the Data Protection Act 1998 and the new Data Protection Act of 2018 and will abide by the eight principles of the Act. Any breach of the Act could result in disciplinary action being taken and criminal charges being brought against the individual who has breached the Act.

## **Health and Safety**

All employees must adhere to their duties under the Health and Safety at Work Act 1974 and other associated safety legislation, including all new Health & Safety Regulations. In addition employees must comply with all the Trust's policies relating to Health & Safety and Risk Management to secure a safe workplace and will draw management's attention to any deficiencies and/or hazards, which might prove detrimental to themselves or others.

## **Clinical Governance**

All employees are required to actively contribute towards the organisation's clinical governance systems, taking responsibility as appropriate for quality standards and work towards the continuous improvement in clinical and service quality.

To maintain current mandatory revalidation and work within the advanced practice pillars for nursing as set out by the NMC

**The above are the main tasks to be undertaken within this post, however it is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation. Any changes to your job description will only occur after mutual consultation with the Practice Manager and the General Practitioners.**