

Churchwood Surgery

Job description

Job title	Advanced Nurse Practitioner
Line manager	GP Partners
Accountable to	Senior Partner & Practice Manager
Hours per week	To be agreed

Job summary

The Advanced Nurse Practitioner has been assessed as competent in practice using their expert clinical knowledge and skills. They have the freedom and authority to act and make autonomous decisions in the assessment, diagnosis and treatment of patients.

The ANP provides an opportunity for patients to receive timely care and negate unnecessarily delay in receiving treatment and without the need to refer to a GP.

ANPs in primary care are able to develop close, long-term relationships with their patients and work in partnership with them to achieve optimum health. They are autonomous in making decisions based on assessment, diagnosis and interpretation of test results.

They are able to independently prescribe appropriate medication, evaluate or refer to other specialists if necessary.

Mission statement

Churchwood Surgery encourages patients to become instrumental in their own healthcare decisions, service choice and care plans. We treat all patients with dignity and respect and ensure they are treated appropriately to their needs.

We are committed to providing Better Health & Better life for our patients through the provision of high quality, readily accessible, General Practice services and to provide support to our Partners within the community.

Values:

- Empower patients to take control and make decisions about their own care.
 - Ensure patients have a positive experience of the care we provide.
 - Improve the health and wellbeing of our patients.
 - Ensure patients have safe and timely access to all NHS services.
 - Ensure effective clinical decision making.
-

Generic responsibilities

All staff at Churchwood Surgery have a duty to conform to the following:

Equality, Diversity and Inclusion

A good attitude and positive action towards [Equality Diversity & Inclusion](#) (ED&I) creates an environment where all individuals can achieve their full potential. Creating such an environment is important for three reasons – it improves operational effectiveness, it is morally the right thing to do and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, or sexual orientation.

Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

This organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing, and safety.

The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures, and guidelines.

All personnel have a duty to take reasonable care of health and safety at work for themselves, their team, and others and to cooperate with employers to ensure compliance with health and safety requirements.

All personnel are to comply with the:

- [Health and Safety at Work Act 1974](#),
- [Environmental Protection Act 1990](#),
- [Environment Act 1995](#),
- [Fire Precautions \(workplace\) Regulations 1999](#)
- [Coronavirus Act 2020](#)
- Other statutory legislation which may be brought to the post holder's attention.

Confidentiality

The organisation is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality.

It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service.

Quality and Continuous Improvement (CI)

To preserve and improve the quality of this organisation's outputs, all personnel are required to think not only of what they do but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.

The responsibility for this rests with everyone working within the organisation to look for opportunities to improve quality and share good practice and to discuss, highlight and work with the team to create opportunities to improve patient care.

Churchwood Surgery continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.

All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.

Induction

At Churchwood Surgery, you will be required to complete the induction programme and the practice management team will support you throughout the process.

Learning and development

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role. All staff will be required to partake in and complete mandatory training as directed by the Practice Manager. It is an expectation for this post holder to assess their own learning needs and undertake learning as appropriate

The post holder will undertake mentorship for team members and disseminate learning and information gained to other team members to share good practice and inform others about current and future developments (e.g., courses and conferences).

The post holder will provide an educational role to patients, carers, families, and colleagues in an environment that facilitates learning.

Collaborative working

All staff are to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.

Teamwork is essential in multidisciplinary environments and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working and work effectively with others to clearly define values, direction and policies impacting upon care delivery

Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.

Plans and outcomes by which to measure success should be agreed.

Managing information

All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care and presenting and communicating information.

Data should be reviewed and processed using accurate SNOMED/read codes to ensure easy and accurate information retrieval for monitoring and audit processes.

Service delivery

Staff will be given detailed information during the induction process regarding policy and procedure.

The post holder must adhere to the information contained within the organisations policies and regional directives, ensuring protocols are always adhered to.

Security

The security of the organisation is the responsibility of all personnel. The post holder must ensure they always remain vigilant and report any suspicious activity immediately to their line manager.

Under no circumstances are staff to share the codes for the door locks with anyone and are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and are not to be shared.

Professional conduct

All staff are required to dress appropriately for their role.

Leave

All personnel are entitled to take leave. Line managers are to ensure all their staff are afforded the opportunity to take a 5 weeks (pro rata) leave each year and should be encouraged to take all their leave entitlement.

Public holidays will be calculated on a pro-rated basis dependent on the number of hours worked.

Primary responsibilities

The following are the core responsibilities of the Advanced Nurse Practitioner. There may be, on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

- a. Develop, implement and embed health promotion and wellbeing programmes
- b. Manage patients presenting with a range of acute and chronic medical conditions, providing subject matter expert advice
- c. Implement and evaluate individual specialised treatment plans for chronic disease patients
- d. Identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects on the patient's health
- e. Provide advanced, specialist nursing care to patients as required in accordance with clinical based evidence, NICE and the NSF
- f. Undertake onward referral where appropriate.
- g. Run and develop COPD services.
- h. Provide wound care (ulcer/Doppler etc.)
- i. Provide specialist clinics such as ear syringing, contraception etc.
- j. Undertake the collection of pathological specimens
- k. Provide travel medicine services
- l. Request pathology services as necessary
- m. Process and interpret pathology and other test results as required
- n. Provide chronic disease clinics, delivering patient care as necessary, referring patients to secondary/specialist care as required
- o. Maintain accurate clinical records in conjunction with extant legislation
- p. Ensure read codes are used effectively

- q. Maintain chronic disease registers
- r. Develop, implement and embed well woman clinics
- s. Develop, implement and embed well man clinics
- t. Develop, implement and embed travel clinics
- u. Develop, implement and embed an effective call/recall system
- v. Be responsible for the implementation of an effective immunisation programme
- w. Chaperone patients where necessary
- x. Prioritise health issues and intervene appropriately
- y. Support the team in dealing with clinical emergencies
- z. Recognise, assess and refer patients presenting with mental health needs
- aa. Implement vaccination programmes for adults and children
- bb. Be an extended and supplementary prescriber, adhering to extant guidance
- cc. Support patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice), reviewing annually as required
- dd. Contribute to practice targets (QOF etc.), complying with local and regional guidance
- ee. Liaise with external services/agencies to ensure the patient is supported appropriately (vulnerable patients etc.)
- ff. Delegate clinical responsibilities appropriately (ensuring safe practice and the task is within the scope of practice of the individual)
- gg. Support the clinical team with all safeguarding matters in accordance with local and national policies
- hh. Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately
- ii. Deliver opportunistic health promotion where appropriate

Secondary responsibilities

In addition to the primary responsibilities, the advanced nurse practitioner may be requested to:

- a. Act as the audit lead, effectively utilising the audit cycle
- b. Act as the IPC lead for the practice, ensuring compliance, undertaking audit as necessary

- c. Monitor and ensure the safe storage, rotation and disposal of medicaments
- d. Provide guidance when necessary to all members of the nursing team, acting as a mentor to students and newly qualified staff
- e. Participate in local initiatives to enhance service delivery and patient care
- f. Support and participate in shared learning within the practice
- g. Develop an area of specialist interest, taking the lead within the practice
- h. Continually review clinical practices, responding to national policies and initiatives where appropriate
- i. Participate in the review of significant and near-miss events applying a structured approach i.e., root cause analysis (RCA)
- j. Drive the development of nursing services within the practice, liaising with external agencies and professional organisations as required
- k. Develop practice administrative and clinical protocols in line with the needs of the patient and current legislation