



Llanfyllin Group Practice

Advanced Nurse Practitioner - Job Description and Person Specification

Job title	Advanced Nurse Practitioner
Line manager	Acute Nurse Team Lead
Accountable to	Clinically – Acute Nurse Team Lead & Partners Administratively – Practice Manager
Hours per week	Up to 37.5 per week worked over a Monday to Friday Rota

Job summary

To act as an autonomous practitioner within your professional scope of practice providing care for patients via face-to-face consultations, telephone consultations, triage, and home visits.

You will be able to demonstrate safe, competent clinical decision making and deliver expert care including history taking, assessment, diagnostic skills, treatment, and evaluation.

The post holder will be an experienced, professional, and caring person who can demonstrate highly developed clinical skills and be able to demonstrate critical thinking whilst working within their professional boundaries including independently prescribing appropriate medication and making any necessary referrals for investigations in the appropriate manner.

Mission statement

Llanfyllin Group Practice aims to be a leading local provider of clinical care and a wide range of health care services to the community and practice area, meeting national standards on best clinical practice.



Generic responsibilities

All staff at Llanfyllin Group Practice 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)

Llanfyllin Group Practice 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 their 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

Llanfyllin Group Practice 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 Llanfyllin Group Practice's output, 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, looking 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.

Llanfyllin Group Practice 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 Llanfyllin Group Practice, 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 to 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 their line 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, 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, while working 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 way 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 Llanfyllin Group Practice's 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 they are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and passwords 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 as detailed within their contract of employment.



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. Manage patients presenting with a range of acute and chronic medical conditions, providing subject matter expert advice.
- b. Implement and evaluate individual specialised treatment plans for chronic disease patients.
- c. Identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects to the patient's health.
- d. Provide advanced, specialist nursing care to patients as required in accordance with clinical based evidence, NICE and the NSF
- e. Provide wound care.
- f. Undertake the collection of pathological specimens.
- g. Request pathology services as necessary
- h. Process and interpret pathology and other test results as required.
- i. Maintain accurate clinical records in conjunction with extant legislation.
- j. Ensure SNOMED CT codes are used effectively.
- k. Maintain chronic disease registers.
- l. Chaperone patients where necessary
- m. Prioritise health issues and intervene appropriately.
- n. Support the team in dealing with clinical emergencies.
- o. Recognise, assess, and refer patients presenting with mental healthneeds.
- p. Be an extended and supplementary prescriber, adhering to extant guidance



- q. Support patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice), reviewing annually as required.
- r. Contribute to practice targets (QIF, etc.), complying with local and regional guidance.
- s. Liaise with external services/agencies to ensure the patient is supported appropriately (vulnerable patients, etc.)
- t. Delegate clinical responsibilities appropriately (ensuring safe practice and that the task is within the scope of practice of the individual)
- u. Support the clinical team with all safeguarding matters in accordance with local and national policies.
- v. Understand practice and local policies for substance abuse and addictive behavior, referring patients appropriately.
- w. Deliver opportunistic health promotion where appropriate.
- x. To participate in and support an effective care management programme for the frail and housebound patients registered at the practice.

Secondary responsibilities

In addition to the primary responsibilities, the Advanced Nurse Practitioner may be requested to:

- a. Monitor and ensure the safe storage, rotation, and disposal of medicaments.
- b. To act as a mentor to students and newly qualified staff
- c. Participate in local initiatives to enhance service delivery and patient care.
- d. Support and participate in shared learning within the organisation.
- e. Develop an area of specialist interest, taking the lead within the organisation



- f. Continually review clinical practices, responding to national policies and initiatives where appropriate
- g. Participate in the review of significant and near-miss events applying a structured approach i.e., root cause analysis (RCA)

Person Specification – Advanced Nurse Practitioner		
Qualifications	Essential	Desirable
Registered Nurse with Nursing and Midwifery Council	✓	
Master's degree required for qualification post December 2020 – refer to RCN Credentialing for Advanced Level of Nursing Practice .	✓	
Post graduate diploma or degree for Advanced Practice Qualification up to December 2020		
Qualified Independent Nurse Prescriber on the NMC register	✓	
Meets NMC revalidation requirements in accordance with the NMC Revalidation booklet	✓	
Meets the standards for registered ANP working at advanced level	✓	
Qualified triage nurse		✓
Minor illness qualification		✓
Teaching qualification		✓
ALS and PALS		✓

Experience	Essential	Desirable
Experience of practice within the four pillars	✓	
Job plan that demonstrates advanced nursing practice and has equity with peers working at this level	✓	
Experience of prescribing and undertaking medication reviews	✓	
Experience of working as a practice nurse or community nurse		✓
Experience of working in a primary care environment	✓	
Clinical knowledge and skills	Essential	Desirable



Wound care/removal of sutures and staples	✓	
Clinical knowledge and skills including: <ul style="list-style-type: none"> • ECGs • Venipuncture • Chaperone procedure • Requesting and processing pathology tests • Advising patients accordingly • Medicines management • Independent prescribing • Triage • Wound care • Vaccinations 	✓	
Travel medicine		✓
Understand the importance of evidence-based practice	✓	
Broad knowledge of clinical governance	✓	
Ability to record accurate clinical notes	✓	
Ability to work within own scope of practice and understand when to refer to GPs	✓	
Knowledge of health promotion strategies	✓	
Understand the requirement for PGDs and associated policy	✓	
Polite and confident, flexible and cooperative	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations as well as ability to work under pressure/in stressful situations	✓	
Knowledge of public health issues in the local area		✓
Awareness of issues within the wider health arena		✓

Other requirements	Essential	Desirable
Disclosure Barring Service (DBS) check	✓	
Occupational health clearance	✓	
Meet the requirements and produce evidence for nurse revalidation	✓	



Evidence of continuing professional development (CPD) commensurate with the role of an ANP	✓	
Access to own transport and ability to travel across locality on a regular basis	✓	
Flexibility to work outside core office hours	✓	

Notes:

The job description and person specification may be amended following consultation with the post holder to facilitate the development of the role, the organisation and the individual.

All personnel should be prepared to accept additional, or surrender existing, duties, to enable the efficient running of the organisation.