



## The Rugby Surgery

1-5 Kelvedon Street Newport Gwent NP19 0DW  
Tel: 01633 258545/258564 Fax – 01633 261907

### Advanced Nurse Practitioner

**JOB TITLE:** Advanced Nurse Practitioner (Primary Care)

**REPORTS TO:** Clinically: General Practitioners  
Administratively: Practice Manager

#### JOB SUMMARY / PURPOSE:

The Advanced Nurse Practitioner (ANP) is a health care professional provider who operates independently in a variety of settings, making professional autonomous decisions for which is accountable. The ANP shall provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care.

The role is unique in combining advanced nursing's skill/practice with clinical diagnostic and treatment skills. The ANP provides an alternative and complementary source of primary health care alongside services provided by General Practitioners (GP's).

The ANP will work collaboratively with the multidisciplinary general practice team to meet the needs of patients, supporting the delivery of policy and procedures.

#### KEY DUTIES AND RESPONSIBILITIES:

##### Clinical:

Assume a clinical workload dependant on the general practice population in collaboration with GP colleagues.

Provides a holistic approach to the healthcare, drawing from both nursing and medical models or health and illness where appropriate in order to screen for the early signs of disease and diagnose acute problems.

Demonstrate knowledge of the pathophysiology of acute and chronic conditions commonly seen in practice.

Accept referral from other disciplines unsupervised.

Undertake the independent and autonomous assessment of undifferentiated and undiagnosed problems with attention to physical, emotional, social, cultural and mental health issues.

Uses sound judgement in assessing conflicting priorities and needs.



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Formulate a diagnosis utilising medical diagnostic problem-solving skills including history taking, physical examination, invasive and non-invasive procedures/investigations.

Initiates appropriate diagnostic strategies and therapeutic interventions including radiology, scanning, and laboratory request, with attention to safety, cost invasiveness, acceptability and efficacy.

Develops with the patient and family an ongoing, evidence-based plan for health, with an emphasis on preventative measures.

Interprets and evaluates diagnostic test results in liaison with the patient and their GP and initiates treatment accordingly.

Evaluates the patient's condition, responds to therapeutic interventions, and modifies the plan of care accordingly for optimal outcomes.

Prescribe as an independent nurse prescriber accordingly within the legal framework of nurse prescribing and the LHB's nurse prescribing policies.

Initiates independent and collaborative patient referral to statutory and non-statutory organisations including GP's; secondary care consultants, other members of the LHB, allied health care professional and voluntary agencies.

Makes use of computer technology using automated information systems in order to support decision making, improve the quality and co-ordination of care and services and to enable faster and more certain communication within the LHB.

Maintain accurate records within the Clinical Governance Framework and the NMC Guidelines.

### **Management:**

Evaluate aspects of work using audit cycle to report services and standards of care to influence decision making and planning.

Engages in clinical supervision and self-evaluation and uses this to improve care and practice.

Manages change in responses to altered dynamics within work and environment as influenced by political, social and economic factors.

### **Communication:**

Utilises highly developed communication, negotiation and interpersonal skills.



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Communicate the patient's health status using appropriate terminology, format and technology. The course of this communication process involves the discussion of complicated issues and the sharing of delicate information on a regular basis.

Provides health promotion and disease prevention services to patients who are healthy or have acute and /or chronic conditions by giving anticipatory guidance and counselling to promote health, reduce risk factors and prevent disease and disability.

Use networks for sharing relevant information in a safe and appropriate manner.

### **Educational:**

Participate in teaching students/HCA/Medical students and others who visit the services in which the ANP is involved.

Participate in the mentoring process, coaching and supporting trainees in clinical development.

### **Confidentiality:**

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 carers, 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, carers, 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.

### **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:

Comply with any safety instructions.

Make effective use of training to update knowledge and skills.

Using appropriate infection control procedures, ensuring work areas are maintained in a tidy and safe way and free from hazards.



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Reporting potential risks identified to Practice Manager.

Report as soon as practical, accidents and untoward occurrences and ensure that accident forms are completed.

### **Equality & Diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

Act 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.

Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.

### **Training and Personal Development:**

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that, NMC professional development requirements for Post Registration Education and Practice standards (PREP) are met. The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

Training requirements are 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 introduction of all members of the practice staff where appropriate.

Participate in any in-house training programme reporting to the GPs and Practice 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 shall be given.

### **Quality:**

The post-holder will strive to maintain quality within the practice, and will:

Alert GPs and other team members to issues of quality and risk.



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Assess own performance and take accountability for own actions, either directly or under supervision.

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.

### **Communication:**

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

Communicate effectively with all members of the practice nursing team and all members of any attached teams as appropriate.

Communicate effectively with patients and carers

Recognise people's needs for alternative methods of communication and respond accordingly.

### **Contribution to the Implementation of Services:**

The post-holder will:

Apply practice policies, standards and guidance

Discuss with other members of the team how policies, standards and guidelines will affect own work.

Promote and support implementation of new enhanced services within the practice

There maybe additional duties not listed within this job description that may be required of the post holder