

Job Title:	Nurse Practitioner / Paramedic Practitioner
Reports to (job title):	Clinical Lead Nurse

Role of the Service

HCRG Care Group provides a range of urgent and primary care services with a strong focus on learning, innovation and continuous improvement. Our aim is to deliver convenient, accessible and high-quality care to our local communities.

This role is based across our GP-led Urgent Treatment Centre in Ormskirk and our Nurse-led Walk-In Centre in Skelmersdale. Both services operate seven days a week, 8am to 8pm, supporting patients with urgent and primary care needs.

Role Purpose

We are seeking a skilled and motivated Nurse Practitioner or Paramedic Practitioner to join our Urgent Care team.

The post holder will work autonomously within the Urgent Treatment Centre and Walk-In Centre, providing assessment, diagnosis and treatment for adult and paediatric patients presenting with booked appointments or unscheduled, undifferentiated urgent care needs, including minor illness and injury.

Applicants must have completed Level 7 study in Clinical Examination and hold a V300 non-medical prescribing qualification, with experience in urgent care, primary care or a similar clinical setting.

HCRG Care Group offers flexible working opportunities, including part-time or full-time hours and a choice of long or short shifts, supporting a healthy work-life balance.

The post holder will demonstrate behaviours aligned to HCRG Care Group values and show respect for patients, carers and colleagues.

In line with organisational standards, the role includes access to clinical supervision, peer review, continuing professional development, bi-annual appraisal and study leave. Annual leave is aligned with Agenda for Change and access to the NHS Pension Scheme is provided.

The post holder will maintain high levels of communication amongst colleagues, service users and carers and families and the wider members of the MDT.

Key Responsibilities

This list summarises the main responsibilities of the role and is not exhaustive.

Clinical Knowledge and Skills

- Undertake timely, comprehensive assessment and management of patients in line with service demand
- Practise autonomously, using advanced clinical assessment and examination skills to develop differential diagnoses
- Provide treatment and prescribe independently in line with V300 qualification
- Perform diagnostic tests as clinically indicated
- Prioritise cases appropriately and manage urgent or emergency presentations, including initiation of resuscitation
- Refer to and liaise with other healthcare professionals and agencies as required
- Provide patients and carers with clear information, advice and safety-netting
- Maintain accurate, contemporaneous clinical records using appropriate systems
- Act as a role model for best clinical practice, including safeguarding, infection prevention and medicines management
- Practise safely within professional scope and recognise personal limitations, escalating concerns appropriately

Professional Responsibilities

- Work collaboratively within the multidisciplinary team to deliver high-quality patient care
- Complete peer review processes and contribute to the development and use of clinical pathways and SOPs
- Support achievement of service performance measures, internal targets and contractual KPIs

- Adapt to service development and attend meetings, training and networking events as required
- Undertake shift coordination and service delivery
- Attend team meetings
- Additional responsibilities will be required within this role for example champion roles.

Clinical Governance

- Actively participate in the clinical governance programme, including audit, incident reporting and governance meetings
- Ensure adherence to all Urgent Care policies and procedures
- Contribute to the development of clinical supervision arrangements aligned with governance requirements
- Support service improvement through audit, research and reflective practice
- Provide operational support in the absence of senior management, including staff and resource management, within health and safety guidelines

Learning and Development

- Identify learning needs through appraisal and supervision and set annual objectives aligned to service improvement
- Maintain and develop clinical and leadership skills through in-house and external training
- Maintain up to date statutory and mandatory training
- Demonstrate ongoing CPD to maintain clinical credibility and evidence-based practice
- Participate in teaching, mentoring and education of colleagues
- Contribute to the development of advanced practice roles within Urgent Care, working within scope of practice

Values

HCRG Care Group values guide how we work and deliver care:

We care. We think. We do.

Care – Inspire, understand and communicate

Think – Challenge, improve and learn

Do – Take accountability, involve others and demonstrate resilience

Confidentiality and Information Security

The post holder is required to maintain confidentiality of all patient and organisational information in accordance with the Data Protection Act 2018 and NHS information governance standards. This responsibility continues after employment ends.

Information Governance Responsibilities

The post holder is responsible for:

- Completing annual information governance training
- Reading and adhering to relevant policies and procedures
- Ensuring secure handling of all patient and organisational information
- Maintaining accurate and timely records
- Using authorised systems, email accounts and approved equipment only
- Reporting information governance incidents and near misses appropriately
- Adhering to clear desk and screen policies

Governance

All staff are responsible for upholding clinical governance standards and ensuring safe, high-quality care in line with organisational policies and procedures.

Registered Health Professional

The post holder must maintain registration with their professional body and practise in accordance with professional standards and codes of conduct.

Risk Management and Health & Safety

The post holder is responsible for managing risk and maintaining health and safety for themselves and others, complying with infection prevention, hygiene and health and safety policies, and reporting incidents and near misses.

Safeguarding

HCRG Care Group is committed to safeguarding and promoting the welfare of children and adults at risk. All employees are expected to share this commitment.

Medicines Management

Registered healthcare professionals must undertake medicines management activities in accordance with organisational medicines policies to ensure safe and effective use of medicines. Maintain up to date non-medical prescribing competencies and paperwork.

Equality and Diversity

HCRG Care Group is committed to equality, diversity and inclusion and aims to ensure that no applicant or employee is treated unfairly on the basis of protected characteristics.

Flexibility Statement

This job description is not exhaustive and may be amended following discussion with the post holder to meet service and organisational needs.

Personal Specification

Essential

- Registered Nurse (NMC) or Paramedic (HCPC)
- Level 7 qualification in Clinical Examination
- Degree level study or above in nursing or paramedic science
- V300 Independent Prescribing qualification
- Evidence of ongoing CPD
- Minimum of three years' experience in Urgent Care or Primary Care
- Experience working autonomously
- Excellent communication and decision-making skills
- Confidence to coordinate shifts and support service delivery

- Ability to work independently and as part of a team
- IT and clinical system competency
- Flexibility to work across multiple sites

Desirable

- MSc in Advanced Clinical Practice
- Accredited A&E or Minor Illness qualification
- Advanced Paramedic Practitioner qualification

Employee signature

Manager signature
