

Job Title:	Advanced Nurse Practitioner
Reports to (job title):	Service Manager and Clinical Lead

Job purpose

To work as part of the clinical team and support the delivery of the clinical care management of the practice population.

Work as an advanced, autonomous practitioner using high levels of decision making. The primary focus will be the provision of excellent patient centred care, encompassing the skills of; face to face clinical assessment; examination; clinical diagnosis and the delivery of effective treatment. Patient care will apply to those attending with undifferentiated, undiagnosed primary/ urgent health care problems.

They will work collaboratively with the clinical team to meet the needs of patients, supporting the delivery of policy and procedures, including clinical governance, and providing leadership.

This post is responsible for

Lorem The key responsibilities are not intended to cover every task that may be required of the role:

Communication

- Communicate effectively with other team members, individuals, groups, and external stakeholders/ outside agencies
- Take a lead role to provide high quality patient care
- Attend practice meetings and Clinical Governance meetings
- Communicate effectively with patients and carers, recognising their need for alternative methods of communication to overcome and anticipate barriers to communication and take action to improve communication
- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to assessment and treatment
- Utilise communication skills to support patients to adhere to prescribed treatment regimes
- Act as an advocate when representing the patients' and colleagues' viewpoints to others

Personal and People Development

- Take responsibility for own developmental learning and performance, including participating in clinical and safeguarding supervision
- Maintain own registration and work within your professional code of practice
- Take responsibility for maintaining a record of own personal development including participation in an annual appraisal, revalidation, and statutory and mandatory training
- Work with management on any new training requirements
- Be aware of the legal issues pertinent to the role
- Act as mentor to learners in the work environment, assessing competence against set standards as requested
- Disseminate learning and information gained to other team members to share good practice and inform others about current and future developments
- Provide an educational role to patients, carer's, families, and colleagues in an environment that facilitates learning

Team Working

- Work as an effective and responsible team member and supporting others to develop new ways of working
- Understand own role and scope in the organisation and identify how this may develop over time
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence of those taking on delegated duties
- Accept delegation from other nurses, prioritise own workload and ensure effective time-management strategies are embedded in own practice
- Ensure clear understanding and utilisation of referral mechanisms within the practice
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery
- Participate in team activities that create opportunities to improve patient care
- Participate in and support local projects as agreed with the practice management team
- Providing structured supervision to colleagues and junior members of the team.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets

- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that

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are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Regulated Health Care professional with current registration
- Relevant Master's level modules including Advanced Clinical Assessment & Management and Consultation Skills (or equivalent skills and experience)
- Where appropriate registered as a non-medical prescriber with the relevant regulator or have access to PGD (V300)
- PILS/ILS
- Level 3 safeguarding
- Minor Injury and Minor Illness
- Significant post registration experience where autonomous working at an advanced level has been acquired
- Experience of clinical leadership
- Able to demonstrate teaching and assessing skills
- Experience of service specific advanced clinical skills.
- Experience of working within multi professional settings contributing to effective team working
- Knowledge of local and national healthcare agendas/strategy and policies and how they relate to the specific service.
- Understand the legal, ethical, and professional responsibilities and accountability with regards to advanced level, autonomous practice.
- Understand the impact of advanced practice roles on service delivery and their contribution to the multi-professional team
- In depth service specific knowledge which underpins advanced level practice
- Able to demonstrate effective leadership and management care delivery
- Experience of audit or research to develop practice
- Able to demonstrate professional and clinical accountability in relation to advanced level, autonomous practice
- Able to work in a complex, challenging and changing environments
- Able to demonstrate multi-professional working and working across organisational boundaries
- Able to demonstrate working under pressure and to deal with emergency situations safely and effectively
- Able to demonstrate skilled written, verbal and presentation communication skills
- Positive attitude and ability to adapt to changing situations

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- Self-directed, proactive, willing, and committed to learn and develop new skills
- Ability to always maintain and act in a professional manner
- Demonstrate ability to reflect on practice
- To act as a positive role model and promote the advanced care practice role across the organisation.
- Ability to work flexibly to meet needs of the service. This may include flexible hours within the specific service and adapting to the on-going development of the ACP role.
- Excellent time management skills.
- Ability to work under own initiative and plan and prioritise own workloads
- Computer and keyboard skills
- Ability to travel to attend relevant events / meet work commitments
- Ability to pass pre-employment health assessment

Desirable

- Leadership modules/ experience
- Paediatric experience with the ability to recognising the sick child
- Long term conditions
- Able to demonstrate adherence to evidence-based practice
- Experience of working independently in a healthcare role
- People management experience
- Clinical supervision/coaching skills
- General management experience
- Evidence of higher level of practice within the specialist area
- Experience of work using telephone triage

Employee signature

Manager signature
