

Job Title:	Advanced Nurse Practitioner (ANP) (Prescribing)
Reports to (job title):	Clinical Lead – Reading Walk-In Health Centre
Line Manager to:	N/A

## Job purpose

To provide advanced levels of autonomous practice by assessing, investigating, diagnosing, treating, and referring patients acting in accordance with relevant professional codes of conduct. To provide services to meet the needs of the registered and walk in patients who attend the health centre.

Working autonomously, the post holder will provide holistic health care for patients with undifferentiated and undiagnosed problems using advanced nursing skills.

## Base

Are you are a caring, compassionate and committed Nurse looking for an exciting role within a well-established GP & Walk-In Service. Which Offers interesting and varied patient caseloads, and a fantastic work-life balance.

The role is based at Reading Walk-In Health Centre, working with a large, friendly, and professional practice team to lead and provide high quality services to the 11,500-patients. Currently the Walk-In Service is suspended due to COVID restrictions. The clinical system is EMIS for the registered list and Adastral for the Walk-In Service. Opening hours are Monday – Thursday 0800-2000, Friday – 0800-1830 & Saturday – 0800-1700 (2 in 4 Saturdays)

Reading Walk-In Service is based in Broad Street Mall, Reading. Reading is on the commuter belt to London (50 mins via train) and is very commutable to Henley, Ascot & Windsor. We believe that general practice can be a fun and supportive environment for Advanced Nurse Practitioner and we ensure this through highly developed systems and processes, and support from GP's and allied healthcare professionals, such as our pharmacists and ANP's.

## This post is responsible for

Providing care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment, and evaluation of care. They will demonstrate safe, competent clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice. The post holder will commit to demonstrating critical thinking in the safe clinical decision-making process. They will communicate and work collaboratively with the general practice team to

meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership as required.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

### Clinical practice

- Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly
- Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate)
- Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan
- Direct and participate in the delivery of a range of chronic diseases with an awareness of the Quality and Outcomes framework
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice
- Be aware of Medicines Act. Nurses will either be an Independent Prescriber or issue prescriptions via FP10 and discussion with a prescribing clinician or follow PGDs
- Work with patients in order to support compliance with and adherence to prescribed treatments Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care
- Support and manage health needs of women presenting for family planning, cervical cytology or sexual health consultation
- Assess, identify and refer patients presenting with mental health needs in accordance with the NSF for Mental Health Implement and participate in vaccination and immunisation programmes for both adults and children
- Advise, support and administer vaccinations for patients, where appropriate
- Communication
- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
- Ensure awareness of sources of support and guidance (eg PALS) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate

## Delivering a quality service

- Recognise and work within own competence and professional code of conduct as regulated by the NMC
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to NSF, NICE guidelines and evidence-based care
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
- Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
- In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate
- Evaluate patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- Use a structured framework (eg root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events
- Assess the impact of policy implementation on care delivery
- Working with the practice management monitor and develop the performance of the GPN team in accordance with local policies
- Contribute to the appraisal of the performance of the team, providing feedback as appropriate
- Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable patients health procedures and local guidance
- Working with practice management to ensure the whole team have skills and knowledge regarding domestic violence, vulnerable adults, substance abuse and addictive behaviour. Provide guidance and support to ensure appropriate referral if required

## Managing information

- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
- Review and process data using accurate Read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes
- Manage information searches using the internet and local library databases
- Understand responsibility of self and others to the practice and primary care trust regarding the Freedom of Information Act

- Collate, analyse and present clinical data and information to the team
- Communicate essential financial restraints with the team and discuss with them ideas for effective and efficient working within these constraints
- Manage, if agreed, the nursing budget within financial principles

## Learning and development

- Undertake mentorship for more junior staff, assessing competence against set standards
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences)
- Assess own learning needs and undertake learning as appropriate
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

**This job description is not exhaustive and may be amended from time to time as the employer and employee review at appraisal.**

## Benefits & Prospective Working Patterns

- Permanent position 37.5 hours per week permanent – 10 clinical sessions per week, working pattern can be flexible
- Competitive package negotiable according to experience with indemnity paid & Aviva Pension
- Full medical indemnity fees covered
- 6.6 weeks annual leave and supported study
- Confidential Employee wellbeing service for you

## Outline of Provisional Job Schedule:

### Week 1

	Mon 0800-1600	Tues 0800-1600	Wed 0800-1600	Thurs 0800-1600	Fri 0800-1600	Sat 0800-1600 (2 in 4)	Sun
Morning	Clinic 1 session	Clinic 1 session	Clinic 1 session	Clinic 1 session	Clinic 1 session	DO	CLOSED
Afternoon	Clinic 1 session	Clinic 1 session	Clinic 1 session	Clinic 1 session	Clinic 1 session	DO	

## 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"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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 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

- Registered Nurse
- Degree level qualification or working at this level
- Clinical experience working in Primary HealthCare, A&E or other acute setting
- Teaching and Assessing experience/qualification
- Evidence of continual learning and professional development
- Management of common minor injuries/illness
- Clinical examination skills
- Knowledge of needs of patients with long-term conditions
- Excellent communication and interpersonal skills
- Knowledge of IT systems, including ability to use word processing skills, emails and the internet to create simple plans and reports
- Ability to communicate complex and sensitive information effectively with people at all levels by telephone, email and face to face
- Knowledge and understanding of Health frameworks for Primary Care

### Desirable

- Accredited training in long term conditions and sexual health
- Nurse Prescribing qualification
- Knowledge of EMIS Web and Adastr Clinical Systems
- Clinical knowledge and understanding of the principle of evidence-based healthcare

### Other requirements:

- Disclosure Barring Service (DBS) check
- Able to work flexible hours including a reasonable number of weekends and evening shifts.

# Job Description

Employee signature

---

Manager signature

---