



danetremedicalpractice
Working together for better healthcare

2024

Advanced Nurse Practitioner Job Description and Person specification



Practice Manager – Jo Gilford

MDT Manager – Emma O'Brien

GP Clinical Lead – Dr Trudy Lewis

Danetre Medical Practice

April 2024



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Date: April 2024

We are recruiting an Advanced Nurse Practitioner for our innovative practice, which is expanding. The post holder will be primarily responsible for the delivery of minor illness services to the practice population either in practice or as home visits. Successful candidates will be an autonomous practitioner, NMC registered have experience of working within a busy GP practice and possess the prescribing qualification alongside excellent clinical, communication and IT skills.

The practice itself is located in close proximity to Daventry town centre in a modern building adjoining Danetre Hospital (a community hospital which opened in September 2006) offering a wide range of services and delivering a high standard of care. Also attached to the Practice operating independently is Boots Chemist and a Children's Nursery. The site has free car parking.

We are an accredited training practice and undertake level 2 research which means we can offer excellent support and colleague-led teaching to enable you to develop your professional knowledge further.

Currently the practice works with 5 x GP partners, 1 x Managing Partner, 4 x salaried GP's, 3 x Practitioners, 2 x Clinical Pharmacists and over 250Hrs of Clinical nursing support.

If you are interested in this exciting and fulfilling role along with working within a dynamic and organised practice please send a copy of your CV along with a completed application form to martin.shoyinka1@nhs.net Informal enquiries are welcome.

The post holder will have direct contact with patients and carers therefore a DBS check will be undertaken.

This post is not exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, the post holder is required to disclose any spent convictions.

JOB DETAILS

TITLE:	Advanced Nurse Practitioner– 37.5 hours a week
HOURS OF WORK:	Contractually 8.00 am to 8.00 pm Monday to Sunday.
SALARY:	£43,995 - £53,772 Pro-rata dependent upon experience
DIRECT REPORT TO:	Multi-Disciplinary Manager
IN-DIRECT REPORT TO:	Practice Manager
DATE:	April 2024

- Generous Annual Salary
- NHS Pension Scheme
- 25 days of Holiday a Year (pro rata) including bank holidays
- A good working environment. - The practice itself is located in close proximity to Daventry Town centre in a modern building adjoining Danetre Hospital a community hospital that opened in September 2006.
- Canteen on site
- Also adjacent to the Practice operating independently is Kiddie Care Day Nursery & Boots Chemist

DMP 2020 Vision *To be a compassionate and committed provider of clinical excellence where our staff are motivated to achieve their potential to deliver diverse, local, patient-centred services*

Job Description – Advanced Nurse Practitioner

TITLE:	Advanced Nurse Practitioner	HOURS OF WORK:	37.5 Hrs
SALARY:	From £43,995-£53,772 FTE Dependant on experience		
REPORTING TO:	Multi-Disciplinary Team Manager		

JOB PURPOSE

The post holder is responsible for ensuring the delivery of safe and effective services to the whole practice population. As a member of the Multi-Disciplinary Team, the post holder is accountable for his/her practice.

The post holder will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures whilst managing their workload to deliver the practice priorities. Clinically, the focus of the role is to undertake Minor illness and home visits when required. The role is evolving as the balance of care shifts from hospital to general practice.

As autonomous practitioners, you will be responsible for the care delivered, demonstrating critical thinking and skills in clinical decision-making with the guidance of local and national guidelines to aid prescribing with consideration to our PAF (prescribing achievement framework).

Provide expert professional advice to patients, carers, and colleagues and ensure the maintenance of clinical excellence.

PRIMARY DUTIES AND AREAS OF RESPONSIBILITIES

CLINICAL NURSING PRACTICE

The Advanced Nurse Practitioner works autonomously and is accountable for their own professional actions.

- Undertakes Clinical Nursing Practice at an advanced level using expert knowledge and clinical skills to deliver holistic care to people accessing primary health care services.
- Assesses diagnoses and treats patients attending primary health care services with a range of acute, non-acute, and chronic medical conditions.
- Assesses diagnoses and treats patients in surgery or own homes who require acute medical attention and refer them to the appropriate agency.
- Directly admits patients to secondary care hospitals in acute medical need.
- Refers patients to other medical specialties for assessment if deemed appropriate.

KEY WORKING RELATIONSHIPS

MDT Manager	Practice Manager	Management Team	Partner GP's
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COMMUNICATION

Maintain effective communication with individuals and groups within the practice environment and with external stakeholders along with acting as an advocate when representing the patient's and colleagues' viewpoints to others.

EQUALITY AND DIVERSITY

The Practice has an Equality and Diversity Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.

The Practice is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures, and practices to ensure that all users of its services are treated according to their needs.

CLINICAL

- Administer First Aid including resuscitation if required
- Receive and refer patients when appropriate
- Understand and adhere to the Policies and Procedures of the Practice
- Update the computer by coding activities appropriately and at the time of the consultation using Arden templates where appropriate. Comply with computer-based information requirements
- Ensure all items of equipment are maintained in good order, and ensure that all procedures for reporting hazards or unsafe equipment are known, understood, and carried out by all staff in the MDT team.
- Participate in a duty rota system within the clinical team to ensure the service requirements are met
- Ensure economical and careful use of property and resources within the clinical team are used economically and effectively
- Provide cover for colleagues by undertaking extra shifts when required
- Undertake home visits when required on a rota basis.

QUALITY

- Recognise and work within own competence and professional code of conduct as regulated by the Nursing Midwifery Council (NMC)
- Produce accurate, contemporaneous, and complete records of patient consultation, consistent with legislation, policies, and procedures
- Prioritise, organise, and manage your workload in a manner that maintains and promotes quality
- Deliver care according to the NSF and the National Institute for Clinical Excellence (NICE) guidelines and evidence-based care
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedures and local guidance
- Work within policies relating to domestic violence, vulnerable adults, substance abuse, and addictive behaviour, and refer as appropriate

PERSONAL AND PEOPLE DEVELOPMENT

Take responsibility for own development, learning, and performance including participating in clinical supervision and acting as a positive role model also attending Practice Learning Time.

TEAMWORKING

Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working

MANAGEMENT OF RISK

Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients

INFORMATION GOVERNANCE

It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Employee Handbook and the Information Governance Policy.

CONFIDENTIALITY

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 AND SAFETY

The post holder will be required to comply with the duties placed on employees of the Practice as set out in the Health and Safety at Work Policy and related procedures.

TECHNOLOGY

- Use technology as an aid to management in planning, implementation and monitoring, presenting, and communicating information
- Review and process data using accurate Read codes about patients to ensure easy and accurate retrieval for monitoring and audit processes

THIS JOB DESCRIPTION IS SUBJECT TO CONSTANT CHANGING NEEDS WITHIN THE WORK SITUATION AND WILL BE REVIEWED ANNUALLY IN CONSULTATION WITH THE POST-HOLDER

	Necessary	Desirable
Academic/ Vocational Qualifications	<ul style="list-style-type: none">• Registered first-level nurse• Evidence of a commitment to continuing professional development• Non-medical Prescribing	<ul style="list-style-type: none">• Relevant Masters qualification• Mentor/teaching qualification
Knowledge	<ul style="list-style-type: none">• Knowledge of the needs of patients with long-term conditions• Aware of accountability of own role and other roles in a nurse-led service• Knowledge of health promotion strategies• Awareness of clinical governance issues in primary care	<ul style="list-style-type: none">• Ability to identify determinants of health in the local area• System One experience• QOF
Experience	<ul style="list-style-type: none">• Minimum 2 years post registration	<ul style="list-style-type: none">• At least 3 year recent primary

	<ul style="list-style-type: none"> experience • Management of long-term Conditions in particular Asthma/COPD • Involvement in implementing and using protocols and clinical guidelines 	<ul style="list-style-type: none"> or community nursing experience • Participation in quality initiatives such as clinical benchmarking • Experience of audits
Skills	<ul style="list-style-type: none"> • Experience in the managing of patient caseloads • Have the ability to support patients to change lifestyle • Possess excellent communication skills, both written and verbal • Able to communicate difficult messages to patients and families • Undertake negotiation and conflict management skills • Be Computer Literate • Remain calm under pressure 	<ul style="list-style-type: none"> • Experience of:- <p>Experience of teaching and mentorship in a clinical setting</p> <p>Working within General Practice</p>
Qualities	<ul style="list-style-type: none"> • Pro-active and self-motivating • Resilient • Able to work with minimal direction and pay attention to detail • Trustworthy and dependable • Infectious enthusiasm, with energy and drive • Determination to ensure that policies and agreed actions are implemented • Hardworking, reliable, and resourceful • Considered, steady approach 	
Other requirements	<ul style="list-style-type: none"> • Willing to work flexible hours as necessary • Self-directed practitioner • Highly motivated • Enthusiasm • Team player • Hold a Full driving license 	