



JOB DESCRIPTION

JOB TITLE:	ADVANCED NURSE PRACTITIONER
REPORTS TO:	GP PARTNER - Clinically BUSINESS MANAGER - Administratively
HOURS:	up to 7 sessions per week
SALARY:	£29.50 - £31.50 per hour depending on experience & qualifications plus NHS Pensions

Main Purpose of Post:

To, provide a high level of clinical care for our patients managing (primarily) acute conditions, duties include consulting with patients for scheduled appointments, triage patients and home visits.

Duties and Responsibilities of Post

- Practice, without direct supervision, as an independent Advanced Nurse Practitioner within various clinical environments, participating in care of all age ranges and presenting acute conditions.
- Independently prioritise, assess, diagnose, treat, and safely discharge/refer patients attending with undifferentiated and undiagnosed primary/urgent health care problems. Formulate management plans ensuring relevant follow up.
- To manage daily surgeries comprising of face to face consultations, telephone consultations and telephone triage work.
- Undertake routine home visits and acute visits for certain medical emergencies arranging hospital admission if required.
- Act as a referral agent and care co-ordinator by establishing multi-agency collaboration across the primary/secondary interface to meet the needs of the patient.
- To actively lead, formulate plans and contribute to the achievement of revised Quality outcomes Framework (QoF) indicators.
- Actively participate with the implementation of Clinical Enhanced Services as directed by the CCG, PCN and Practice.
- Work with clinical and non-clinical team to ensure that The Chorley Surgery makes a significant contribution to health improvement and the reduction of health inequalities.
- Use individual skills and experience in order to make a positive contribution to the organisation and the development of the 'one team' approach.
- Provide professional and clinical advice within the multi-disciplinary team.
- Ensure accurate notes of all consultations and treatments are recorded adequately on the computer.

- Discuss patients continuing care with GP if required.
- Take responsibility for continuity of care for registered patients.
- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team.
- Process, file and deal with own lab results and process documents and tasks
- Assist in the formulation of practice philosophy, strategy and policy.

Professional Development

- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
- 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
- Partake in annual appraisals within practice, training and personal continuous development
- Maintain revalidation as per NMC guidance

General Requirements

- Contribute to the continuous professional development of the business, taking part in individual supervision and team meetings to ensure consistent practice.
- Ensure the surgeries policies and procedures are adhered to, paying particular attention to confidentiality and the surgery rules regarding the handling of personal identifiable information.
- Work as part of a team to ensure the delivery of quality health care services.

Health & Safety

The post-holder will implement a full range of promotion and management of their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Responsible for the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers and storage
- Awareness of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate

- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and assist in the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness
- Undertaking periodic infection control training
- Waste management including handling, segregation, container management, storage and collection
- Spillage control procedures
- Decontamination control procedures and equipment maintenance
- Maintenance of sterile environments

Infection Prevention and Control

All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique, be aware of and follow the Infection Control guidelines and procedures relevant to their work, participate in mandatory training and annual updates.

- Protecting patients from infection is everyone's responsibility.

Equality & Diversity

It is the responsibility of all employees to support The Chorley Surgery's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Policy.

Confidentiality

You must not use such information for your own benefit nor disclose it to other persons without the consent of The Chorley Surgery and the party concerned unless required to do so by law. This applies both during and after the termination of your employment.



- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- 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.

Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

Appraisal

The Chorley Surgery is committed to providing a high quality service through the effective management and development of its employees.

- Participation in an annual individual performance review/appraisal, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance.

Safeguarding Children and Vulnerable Adults

The Chorley Surgery is committed to safeguarding children, young people and vulnerable adults within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or vulnerable adult. The Surgery will support you in this process by providing training, support and advice. There is a safeguarding lead can be contacted for guidance. The Surgery works in partnership with key agencies to protect children, young people and vulnerable adults.

Quality

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

- Alert other team members to issues of quality and risk
- 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



Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

Data Protection

As your employer, The Chorley Surgery needs to keep information about you for purposes connected with your employment. The sort of information we will hold includes information for payroll purposes, references, contact names and addresses and records relating to your career with the surgery. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 2018. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

The information which we hold will be for our management and administrative use only but we may need to disclose some information we hold about you to relevant third parties (e.g. Inland Revenue).

Information Security

Under the provisions of the Data Protection Act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is kept secure at all times.

- Computer passwords must not be shared either between systems or users.
- The Chorley Surgery may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of whether these relate to the surgery or personal use.
- Access and usage of The Chorley Surgery computers must be in accordance with the surgery Policies.

Smoke-free Policy

The Chorley Surgery operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds. In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

The duties of the post will be reviewed regularly in conjunction with the post holder.