

Job Description & Person Specification

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| Job Title | Advanced Nurse Practitioner |
| Location | Regional |
| Reports to | Clinical Service Manager |

Job Summary:

The Advanced Nurse Practitioner will be responsible for the assessment of health and clinical needs of the patient. To undertake consultations with patients as an autonomous practitioner using advanced clinical practice skills, own clinical judgement to diagnose, treat, refer or discharge patients

Key Responsibilities:

Service delivery

- Undertake consultations with patients taking a comprehensive patient history, carry out physical examination use their expert knowledge and clinical judgement to identify the potential diagnosis
- Exercise a higher degree of personal and professional autonomy using advanced clinical practice skills to include clinical interventions
- Refer patients for investigations when necessary/appropriate
- Make a final diagnosis, decide on and carry out treatment, including the prescribing of medicine or referring to primary or secondary care specialist services within local agreed pathways and protocols as appropriate
- Ensure that all treatments and care provided are based on best practice/evidence-based care

Advanced Nurse Practitioner V-JD013 – Job Description

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- Use their extensive to plan and provide skilled competent care to meet the patients health and social care needs, involving other members of the healthcare team as appropriate
- Work with multi-disciplinary and multi-agency teams in order to ensure patient needs are met
- Assess and evaluate, with the patient, the effectiveness of the treatment and care provided and make changes as needed
- Use independent/supplementary prescribing skills for benefits of patient care
- Work independently and as part of a team
- Provide support/leadership/training/education
- Assist in clinical audit and setting and monitoring of service and unscheduled care
- Identify and take appropriate actions to address risk to the patient, this will include:
- Identification of emergency care needs requiring despatch of a 999 ambulance

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- Safeguarding children and protection of vulnerable adult issues which require referral on to other agencies in line with local policies
- Work independently and at the same time contribute to the work of the whole team to ensure the delivery of a consistently high level of service, this will include;
- Taking responsibility and being accountable for managing own workload, risk assessment and management, acting within professional codes and appropriately to the clinical team leader for advice and support
- Undertaking other duties when required, such as audits or administrative tasks
- Identifying issues which may negatively impact upon service delivery and reporting these on to the clinical support manager/clinical manager operational team leader/shift manager in a timely fashion
- Acting as a clinical resource for non-clinical staff who may require advice and support
- Maintain contemporaneous records of the consultation and action using the computer software and where necessary written records, in line with NMC guidance and local policies, guidelines and procedures
- Remain focused on the delivery of an excellent service within an unpredictable, diverse and challenging workload

Communication

- Work effectively as a team member, supporting and communicating with other professional colleagues and clinicians
- Use critical thinking and effective communication skills to holistically assess patients' needs and determine relevant culture, social, economic factors in a respectful and non-judgemental manner
- Provide a professional, courteous and efficient service consistent with organisational standards for patients seeking assistance from the service, maintaining a professional and reassuring manner at all times
- Utilise advanced listening, probing and facilitative skills across a diverse range of cases, some of which may be highly challenging due to emotive circumstances, communication difficulties and patient anxiety
- Utilise complex communication skills to negotiate and provide support to patients who may be non-compliant with the recommended outcomes
- Utilise interpreter services, communication aids and other resources, to address barriers to communication and understanding
- Effectively use a range of communication methods (e.g. telephone, email, fax, letter and report writing) to facilitate communication at all levels within and external to the organisation
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Education, Training and Development

- Actively participate in the individual annual review process
- Actively participate in individual and service performance reviews
- In conjunction with line manager take responsibility for identifying and addressing personal/professional development needs in line with service requirements and to meet the requirements of professional registration and revalidation
- Actively participate in clinical supervision to facilitate personal and professional development

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- Contribute to the development of a learning environment in which organisational and professional development can flourish
- Contribute to the training of other staff where required
- Support new staff in their development and participate in supervision, teaching and mentorship to help new staff develop and achieve competency to perform their role
- Attend statutory, mandatory and any other relevant training courses/updates (e.g. IT and computer skills including specific decision support / clinical tool kits, Governance and Health and Safety)
- Share and utilise professional knowledge, skills and expertise with colleagues to enhance the service delivered to patients

Information Management and Technology

- Keep contemporaneous and accurate records during the patient consultation within the relevant software programme and maintain paper records as appropriate
- Maintain confidentiality in relation to all information governance requirements, ensuring that data is only disclosed in compliance with such
- Develop and maintain knowledge and competence in computer skills in order to access software applications, databases, documents, email and approved intranet / internet resources
- Develop and maintain knowledge and competence in using telephony

Governance, Quality and Service Development

- Contribute to the achievement of service standards and performance requirements by participating in regular quality monitoring and individual performance reviews
- Attend and contribute to meetings, workshops, and other groups in order to support the on-going development of the service
- Participate in audit, customer satisfaction programmes, research and other quality improvement activities
- Participate in the investigation of incidents, complaints and other issues as required
- Adhere to organisation policies, procedures and guidelines
- Adhere to professional codes of conduct and guidelines
- The post holder must, at all times, act honestly and open and comply with relevant corporate governance requirements, employment legislation, standards of business conduct, codes of openness and accountability *Other*
- At all times to act in a professional manner and to also act as a role subordinates and peers
- Work flexibly to support the needs of the service
- Undertake any other duties, role and responsibilities commensurate with the nature and grading of the post or as reasonably requested by Clinical Support Manager

Key Values

In addition to undertaking the duties as outlined above, the job holder will be expected to fully adhere to the following rules and regulations that may from time to time be in force and ensure full understanding of those rules and regulation relevant to the role. In addition at all times the job holder must act in accordance with the Company's policies and regulations.

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Our Values

- To act in accordance with “Our Values” at all times in delivering their role, ensuring reliability, respect, trust, integrity, timeliness and innovation is a fundamental part of their behaviour.

Continuous Personal Development

- To contribute to their own personal development and participate in an appraisal and regular performance reviews.

Conduct

- To demonstrate professional and ethical behaviours at all times when liaising with internal and external colleagues.

Confidentiality

- Under the Data Protection Act 1998, the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

Equality and Diversity

- Actively promote equality and diversity and encourage colleagues to do the same.
- Direct staff as necessary to ensure compliance with the Companies policies to ensure no discrimination occurs irrespective of gender, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin.
- Support a zero-tolerance approach to bullying and harassment in all forms, and to lead by example in this area.

Health, Safety & Security

- Comply with the Companies health and safety policies, procedures and guidelines and ensure that appropriate arrangements are in place.

Hours of Work

- The Company is operational 24 hours a day, 365 days a year. Part of the normal working period may be outside of normal office hours.
- You may be required to participate in some out of hours work to support business needs and developments.

Safeguarding

- It is the responsibility of every member of staff to safeguard and protect vulnerable adults from abuse. All staff are expected to undertake mandatory training relevant to the role. All staff should familiarise themselves with the Companies Policy on “Safeguarding Vulnerable Adults” which is available on the intranet.

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- The Company is committed to the safeguarding of children and young people and has signed up to across all services with which the post holder must be familiar with and adhere to.

Person Specification:

| Attribute/Skills | Essential <i>(When applying for this job it is important you fulfil all these essential requirements. If you do not you are unlikely to be interviewed)</i> | Desirable <i>(When applying for this job it is desirable you fulfil these requirements. However, if you do not you may still apply and may be interviewed)</i> | Measurement A/C/P/R/T |
|------------------------|--|---|---------------------------------|
| Qualification & Skills | <ul style="list-style-type: none"> Registered Nurse – First Level Nurse or other healthcare professional qualification leading to registration Evidence of degree level study or equivalent Degree in advanced practice or equivalent (to include research an evidence to inform practice, clinical leadership, work-based learning, clinical history taking and examination skills, pathophysiology, investigations and immediate management, non-medical prescribing) Evidence of completion of study in minor illness Evidence of study in minor injury Evidence of completion of study in paediatric minor illness Evidence of study in paediatric minor injury Masters level study in advanced practice Independent/supplementary prescriber | <ul style="list-style-type: none"> Evidence of study to conduct paediatric clinical examination Teaching/training qualifications such as ENB998 or equivalent | A/I/C |
| Experience | <ul style="list-style-type: none"> Minimum 5 year post registration experience 2 years’ experience of working as a practitioner in a primary care environment, Emergency Department, Urgent Care Centre, MAU/EAU or other first contact setting, evidence of excellent assessment skills Experience of having provided mentorship and/or coaching to other staff Experience of having participated in service improvement activates including audit and | <ul style="list-style-type: none"> Experience of telephone triage/assessment environment | A/I |
| | research | | |

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| Communication & People Skills | <ul style="list-style-type: none"> • Advance clinical assessment skills including history taking/clinical examination • Use of expert knowledge and clinical judgement to identify the potential diagnosis • Excellent communication, listening and interpersonal skills • Demonstrates advanced problem solving and decision making skills supported by the use of evidence based and/or best practice • Ability to assimilate large quantities of information quickly and accurately and communicate it clearly • Able to work autonomously and as part of a team • Able to use information technology and communications equipment efficiently • Able to under pressure whilst maintain a high level of accuracy and attention to detail • Self motivated with the ability to support and enthuse | • | A/I/C |
| Organisational Skills | <ul style="list-style-type: none"> • Good organisational and prioritisation skills | • | A/I/R |
| Specialist knowledge/skills | <ul style="list-style-type: none"> • Excellent broad base and relevant clinical knowledge • Comprehensive knowledge of Health Service environment and health agenda (national/local) • Awareness of mental health, child protection and safeguarding vulnerable adults issues • Knowledge of service improvement activities including audit, research, reflective practice | • | A/I/R |
| Physical Skills | <ul style="list-style-type: none"> • Able to pass pre-employment checks | • | P |

A – Application Form C – Certificate I – Interview P – Pre-employment Screening R – References T – Tests/presentation

This job description and person specification reflects the current requirements of the role. As objectives, duties and responsibilities change and develop; the job description will be reviewed and amended or updated as required.

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