

JOB DESCRIPTION

Job title: Advanced Nurse Practitioner

Specialist area: Unscheduled Care

Hours of work: 37.5

Reports to: Unscheduled Care Lead

Location: Hillcrest Surgery, Forge Road Surgery, Borrass Park Surgery

Contract type: Permanent

Salary: £44,606

Benefits & perks: Learning and development opportunities, staff socials, and more.

OUR VALUES

Community Care Collaborative CIC is a social enterprise that works collaboratively with people, statutory agencies and voluntary and community groups to deliver a non-traditional model of primary care that provides for the social, emotional and medical requirements of people at the point of need.

JOB SUMMARY

The Advanced Nurse Practitioner (ANP) will be an integral part of the clinical management team, demonstrating advanced autonomous practice skills across the Community Care Collaborative practice portfolio.

Acting within their professional boundaries, the ANP will demonstrate safe clinical decision making skills and will manage their own caseload, including the treatment and care of patients from initial history taking, assessment, diagnosis, treatment and evaluation of care for registered patients. The ANP will lead and participate in educational sessions, clinical supervision, research and audits, as well as quality and service improvements to ensure high quality care and effective management of patients.

KEY RELATIONSHIPS

- Patients
- Carers
- Voluntary and community services
- Statutory agencies
- All CCC staff

DEPARTMENT CHART



KEY RESPONSIBILITIES

Clinical Responsibilities

- To provide advanced levels of clinical practice, knowledge and skills in General and Acute Medicine.
- To undertake history and physical examination to accurately assess the patient's condition.
- To request, interpret and act upon relevant diagnostic tests and procedures.
- To interpret, convey and act upon complex and conflicting information to CCC staff, patients and relatives including potentially stressful situations which may be sensitive in nature.
- To act as a clinical expert providing continuous support to nursing staff and other healthcare professionals within and outside designated area of work.
- To undertake advanced (invasive and non-invasive) procedures pertaining to patient need, in accordance with appropriate training and clinical supervision.
- To prescribe and review medication in accordance with current legislation and CCC policy.
- To effectively manage acute life threatening conditions in accordance with current ALS/ATLS/ALERT guidelines (as appropriate to area of work/need).
- To gain informed consent from patients for procedures undertaken by self or on behalf of others, both written and verbal, according to CCC policy.
- To provide evidence based specialist knowledge and advice to patients, families and carers throughout the patient's journey to meet their physical, emotional and psychological needs.
- To act as an autonomous Practitioner exercising sound judgement, discretion and decision making in clinical care.
- To undertake nurse prescribing as part of the designated role.
- To support patients to adopt health promotion activities through social prescribing. Promote healthy lifestyles and support patients to apply principles of self-care and management.
- To 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, medication regimes, side-effects and interactions.

Leadership & Management Responsibilities

- To maintain and promote effective working relationships with staff at all levels, internal and external across the Wrexham Borough.

- To cultivate an environment of shared learning and a willingness to guide nursing staff in the appropriate and timely care of patients.
- Provide an effective leadership role in contributing to resolving practice issues pertaining to clinical governance agendas and shared governance across the Community Care Collaborative portfolio. E.g. maintaining standards, risk management, clinical audit and research, standing setting, benchmarking, evidence based practice.
- To support the practice in the safe and effective flow of patients.
- To provide leadership to nursing and HCA staff with regard to training and development, ensuring the delivery of consistently high quality care.

Information Governance & Data Responsibilities

- To maintain comprehensive, contemporaneous and accurate medical records and documentation, utilising EMIS (or similar) to facilitate caseload management that is consistent with legislation, policies and procedure.
- To ensure others in general practice nursing recognise the importance of data collection and quality assurance and ensure that findings and other results are disseminated in meaningful ways to staff.

Policy and Service Development Responsibilities

- To work to agreed organisational standards and standard operating procedures.
- To attend Practice audit.
- To develop and implement policies and strategies in line with evidence based practice, e.g NICE, in partnership with other clinical teams.

Research and Development Responsibilities

- To assess the effectiveness of care delivery through self and peer review, benchmarking, formal evaluation and consideration of patient responses.
- To facilitate and identify clinical audit/research and disseminate findings.

Safeguarding Responsibilities

- To comply with CCC's Safeguarding Children Policy and standard operating procedures to safeguard vulnerable children up to 18 years, this includes the Protocol for Children Who Do Not Attend Clinics, fulfilling your role as defined in these documents.
- To know about the range of physical abuse, emotional abuse, neglect and sexual abuse.
- To be able to recognise the signs of abuse appropriate to role and what action to take.
- To be able to seek advice and report concerns, ensuring that they are listened to.
- To know what to do if concerned that a child is being abused.
- To understand the importance of sharing information, how it can help and the dangers of not sharing information.

Freedom to Act

- To work within clearly defined organisational policies and procedures. Work will be managed and assessed at agreed intervals.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated to Advanced Nurse Practitioners. They are subject to modification in light of changing service demands and the development requirements of the individual.

SPECIAL CONDITIONS

Health and Safety

As a member of the Community Care Collaborative team, the Advanced Nurse Practitioner has the following duties:

- Legal duties and responsibilities under Health and Safety legislation in addition to a general duty to work safely and not to put others at risk, e.g. patients, visitors and colleagues as a result of any activity or omission at work.
- A duty to report any practice that they consider compromises standards of risk and health and safety. The Whistleblowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

Safeguarding

All Community Care Collaborative staff that have contact with patients, their families or systems to support them have a responsibility to safeguard and promote the welfare of children, adults and vulnerable families.

All Community Care Collaborative staff employed within clinical environments who have contact with children, vulnerable adults, patients and their families must familiarise themselves and be aware of their responsibilities and adhere to Local Safeguarding Children's Board and Local Safeguarding Adult Board procedures for safeguarding and protecting children and vulnerable adults.

Data Protection

The Community Care Collaborative places great emphasis on the need for the strictest confidentiality in respect of personal data – both that of patients and staff. All information about people will be treated in the strictest confidence at all times. Breaches of confidentiality will be investigated and may lead to disciplinary action being taken.

The Community Care Collaborative views its responsibility under the Data Protection Act 2018 and the Caldicott Principles as central to all activities that are carried out in its name. Staff are therefore expected to acquaint themselves with the principles of Information Governance and to complete the mandated training modules.

Promoting Equality and Reducing Inequalities

All members of the Community Care Collaborative team must:

- Understand and uphold organisational policies and principles on the everyday promotion of equality, diversity and inclusion.
- Create an inclusive working environment which values a variety of ideas, experience and practice, where differences are respected and celebrated for the benefit of our patients and ourselves.

PERSON SPECIFICATION

Expected Behaviours

The Advanced Nurse Practitioner is expected to:

- Value and respect our patients and colleagues
- Act with honesty and integrity at all times
- Be a positive ambassador for the Community Care Collaborative
- Support and engage in the aims of the Community Care Collaborative
- Be proactive and participate in the development and improvement of our services
- Demonstrate high standards of personal conduct in accordance with the NMC guidelines/Code of Professional Conduct
- Uphold the Community Care Collaborative's commitment to equality and diversity
- Take personal responsibility and be accountable for their words, deeds, actions and the quality of the service they deliver

Skill Requirements

Method of Assessment: 'A' Application Form, 'C' Certificate, 'I' Interview, 'R' Reference, 'T' Test/Presentation

Description	Essential	Desirable	Assessment
Education/Qualifications	Registered Nurse with current NMC registration MSc Advanced Practice Independent/supplementary nursing prescribing – V300 Clinical Assessment & Diagnostics Qualification Portfolio of evidence demonstrating up to date achievement of required competencies for advanced practitioner practice Evidence of ongoing professional study and personal development ALS provider or willing to work towards qualification		A/I/C A/I/C A/I/C A/I/C A/I/C A/I A/I/C
Knowledge & Experience	Awareness of local and national targets, policies and guidelines Experience of working with multi-disciplinary teams Experience of effective leadership, practice development, expertise and innovation in clinical practice Experience of clinical practice benchmarking Experience of managing complex and competing issues, remaining calm under pressure Experience of nurse triage, including telephone triage		A/I A/I A/I A/I A/I A/I
Skills and abilities	Ability to perform advanced clinical procedures Advanced clinical assessment and diagnostics skills		A/I A/I

	Ability to formulate differential diagnosis, appropriate treatment and evaluate effectiveness Ability to work as an independent practitioner Excellent communication skills with the ability to present all work in a clear and concise manner appropriate to the target audience. Ability to manage conflict, effective negotiation skills IT competent		A/I A/I A/I A/I A/I A/I
Work related circumstances	Commitment to own professional development, acknowledging individual limitations Demonstrate personal and professional pride in nursing Full driving license or access to assisted driver - required to travel to different locations across the portfolio		A/I A/I A/I

Effort Factors

PHYSICAL EFFORT				
What physical effort is required for the job?	Frequency	Duration	What weight is involved?	What mechanical aids are involved?
The ANP role involves a combination of sitting and standing. A good deal of walking is required throughout the day.	Daily	A substantial part of the day	N/A	N/A
Is the post holder expected to sit/stand in a restricted position?	How often?	For how long?	What activity is involved?	
Yes	Daily	A substantial part of the day	Computer-based activities e.g. completing patient records	
MENTAL EFFORT				
Are there any duties requiring particular concentration?	Frequency	Duration		
The ANP role involves a high level of concentration and a work pattern with frequent interruptions. They have to move between: consulting with patients, engaging with staff, concentrating on compiling consultation records/reports and responding to urgent deadlines.	Daily	A substantial part of the day		
Are there any duties of an unpredictable nature?	Frequency	Duration		
The behaviour of some patients and visitors can be unpredictable.	Occasional	Varies		
EMOTIONAL EFFORT				
Does the job involve dealing with distressing or emotional circumstances?	Direct/Indirect exposure	Frequency		

The ANP role involves frequent exposure to delicate situations, e.g. dealing with sensitive patient consultations.	Direct	Varies
WORKING CONDITIONS		
Does the role involve exposure to unpleasant working conditions?	Frequency	Duration
No	Not applicable	Not applicable

