

## **Job Description**

### **Nurse Practitioner Dorchester Road Surgery**

**Title:** Advanced nurse practitioner in general practice

**Hours of duty:** To be agreed on appointment

**Holiday entitlement:** To be agreed on appointment. There will be a fair discussion about how many staff can be on leave at anyone time. This is to ensure the continued and smooth running of the surgery.

**Study leave:** To be agreed with the manager. Study leave must align to practice goals and/or personal development needs. It will usually not exceed 5 working days and will depend on other factors such as cost and other staff leave at the same time. (So that the surgery continues to function)

**Responsible to:** The Partners at Dorchester Road Surgery

**Line Management Responsibilities:** Currently none but this will be updated by the practice if staff management is required

#### **Job summary**

The post holder will be a caring, compassionate and committed experienced nurse who, acting within their professional boundaries, will provide 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**

##### **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
- 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
- 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
- Assess, identify and refer patients presenting with mental health needs in accordance with the NSF for Mental Health
- Promote and participate in vaccination and immunisation programmes for both adults and children

### **Communication**

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
- Communicate with and support patients who are receiving 'bad news'
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Anticipate barriers to communication and take action to improve communication
- Maintain effective communication within the practice environment and with external stakeholders
- Act as an advocate for patients and colleagues
- Ensure awareness of sources of support and guidance 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
- 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 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 to manage, review and identify learning from patient complaints, clinical incidents and near-miss event
- If requested to 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

### **Leadership – personal and people development**

- Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
- Support staff development in order to maximise potential
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
- Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency or actions that are not in the interest of the public and/or users of services
- Critically evaluate and review innovations and developments that are relevant to the area of work
- Contribute to the development of practice protocols and standards where relevant.
- Promote the role of the advanced nurse practitioner in general practice

### **Team working**

- Understand own role and scope and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence
- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
- Work effectively with others to maintain and improve care delivery
- Discuss, highlight and work with the team to create opportunities to improve patient care
- Manage and lead on the delivery of specifically identified services or projects as agreed with the practice management team
- Agree plans and outcomes by which to measure success

### **Management of risk**

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect yourself, staff and patients
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Apply infection-control measures within the practice according to local and national guidelines
- Advocate for policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
- Work with rest of the team to interpret national strategies and policies and help to apply them to general practice

### **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/ Snomed Codes in order to ensure easy and accurate information retrieval for monitoring and audit processes
- Manage information searches using the internet and other databases
- Understand responsibility of self and others to the practice regarding the Freedom of Information Act
- Collate, analyse and present clinical data and information to the team
- Understand essential financial restraints with the team and discuss with them ideas for effective and efficient working within these constraints

**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 (e.g. 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

**Equality and diversity**

- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance in exercising their rights
- Act as a role model in the observance of equality and diversity good practice
- Accept the rights of individuals to choose their care providers, participate in care and refuse care
- Assist patients from marginalised groups to access quality care