

JOB DESCRIPTION

JOB TITLE: QUALIFIED ADVANCED NURSE PRACTITIONER/PARAMEDIC PRACTITIONER

HOURS: Part-time – Minimum of 17 hours per week, will consider more.
Working days: Thursdays & Fridays +

RESPONSIBLE TO: Lead Clinical Practitioner

RATE OF PAY: Dependent on experience and qualifications

Job Summary:

The purpose of the role is to:

- Deliver Health Care Services and care to the practice population.
- Work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures.
- Facilitate effective communication between patients, members the primary health care team, secondary care and other associated healthcare agencies.

Person Specification:

Must have either

- Graduated from a Centre for advancing Practice accredited MSc advanced practice programme or completed the centre's ePortfolio (Supported) route; or
- Enrolled as a trainee on a Centre for Advancing Practice accredited MSc advanced practice programme; or
- Enrolled on and progressed past the initial Learning Needs Analysis (LNA) stage of the Centre for Advancing Practice.

Followed by

- Current NMC/HCPC Registration
- Independent/extended Nurse/Paramedic Prescribing qualification.
- To have the ability and be prepared to work:
 - Independently
 - As part of the "Urgent Care Team"
 - As a member of the greater practice team
- Excellent communication and interpersonal skills
- Ability to adapt to service needs whilst working in a busy environment.
- Must be willing to undertake any appropriate training requested by the Practice.
- Must work within (1) the NMC/HCPC Code of Professional Conduct (2) the NMC/HCPC Guidelines for Records and Record keeping and (3) the NMC/HCPC Guidelines for the Administration of Medicines current at the time.
- Must be aware of the limitations within the Nurse Practitioner/Paramedic Practitioner role.

Duties and Responsibilities:

The duties and responsibilities to be undertaken by members of the urgent care team are varied and will differ from time to time under the direction of the Lead Clinical Practitioner / Partners / HR Manager, dependent on current and evolving Practice workload and staffing levels:

- To work autonomously, providing care for our practice patients within the GP surgery, their own homes and nursing or residential homes.
- To work within the rules governing patient confidentiality at all times.
- To work independently or as part of the Urgent Care Team, assessing emergencies, planning, implementing and evaluating acute medical problems presenting to the surgery, as well as via econsults, telephone or face to face.

- To be first responder to emergencies presenting in the surgery – walk in/green button – including carrying out ECGs.
- To work independently or as part of the Urgent Care Team to assess, diagnose and treat specific conditions in accordance with agreed protocols.
- To competently take a full history and examination for certain specified conditions face to face, enabling a provisional working diagnosis to be made.
- To prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including the initiation of effective emergency care.
- To triage patient problems effectively and recognise when and if they need to be seen in a face-to-face consultation and identify who they would be most appropriately seen by.
- To initiate a treatment plan for patients seen and communicate this plan effectively to the patient and other clinicians as appropriate.
- To carry out, if required, annual health reviews on patients with chronic disease and or epilepsy.
- To have the ability to liaise with other professionals and services to enable the delivery of patient focused care when appropriate.
- To evaluate the need and where appropriate, undertake regular opportunistic screening such as BP, BMI, smoking status.
- To advise, if appropriate, patients on family planning and offer a contraception service.
- To be competent in ECG, anaphylaxis, and resuscitation techniques.
- To have a basic understanding of asthma care and be able to nebulise a patient if required.
- To recognise signs of child abuse and be aware of The Child Protection register.
- To encourage health promotion and lifestyle changes where appropriate.
- To ensure that infection control procedures are followed.
- To input information on the practices IT system.
- To assist in clinical audit.
- To maintain NMC/HCPC Registration at all times.
- To contribute to QOF requirements; spare appointments to be used to undertake QOF work.
- To report any error or complaint in accordance with practice guidelines.
- To teach and mentor other staff.
- To carry out other general nursing tasks as needed.
- To carry out/cover any other tasks that may be deemed suitable for the grade.
- To cover PAN PCN working as and when required.

Training:

Post-holders will be encouraged and supported to undertake any training required to ensure appropriate role development.

- To maintain skills and any certification required for all aspects of role.
- To attend all training as required e.g., Fire Lecture, Resuscitation update, Safeguarding, Data Security Awareness and Manual Handling; this is not an exhaustive list.
- Any other training that may be deemed necessary from time to time to carry out the role of an Advanced Nurse Practitioner / Paramedic Practitioner

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Confidentiality:

- 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.

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers, and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers, and colleagues.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities, and rights.

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

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognise people's needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

The post-holder will:

- Apply Practice policies, standards, and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audits where appropriate.