



The Alresford Surgery

Station Road

ALRESFORD

Hampshire

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Dr Anna Cross

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JOB DESCRIPTION

JOB TITLE: ADVANCED NURSE/CARE PRACTITIONER

REPORTS TO: GP NURSE LEAD / BUSINESS PRACTICE MANAGER

Job Summary:

An Advanced Nurse/Care Practitioner at Alresford Surgery will be;

- An experienced practitioner who, acting within their professional boundaries, will provide care for patients presenting at the practice from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care.
- An independent prescriber
- They will demonstrate safe, clinical decision making and expert care, including assessment and diagnostic skills, for patients within the general practice.
- The post holder will demonstrate critical thinking in the clinical decision-making process.
- They will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing leadership as required.

In addition, the post holder will be encouraged and supported to undertake any training required to ensure appropriate role development.

Job Responsibilities:

Duties and Responsibilities:

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

- To deliver a high standard of patient care as Advanced Nurse/Care Practitioner (NP) in general practice, using advanced autonomous clinical skills, and a broad and in-depth theoretical knowledge base.

- To manage a clinical caseload, dealing with presenting patient's needs in a primary care setting.
- Provide the choice of direct access to ANP, both in the Surgery and over the telephone, for general practice population.
- Make professionally autonomous decisions for which he / she is accountable.
- Provide a first point of contact within the Practice for patients presenting with undifferentiated, undiagnosed problems, making use of skills in history taking, physical examination, problem solving and clinical decision-making, to establish a diagnosis and management plan.
- Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings / reports.
- As an independent prescriber: to prescribe safe, effective and appropriate medication as defined by current legislative framework.
- Provide safe, evidence-based, cost-effective, individualised patient care.
- Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care / support, with an emphasis on prevention and self-care.
- Promote health and well-being through the use of health promotion, health education, screening and therapeutic communication skills.
- Refer patients directly to other services / agencies as appropriate.
- Work with nursing, medical and health care assistant colleagues to ensure that National Service Frameworks (e.g. Coronary Heart Disease / Older People / Diabetes / Mental Health) are being delivered.
- Contribute to the practice achieving its quality targets to sustain the high standards of patient care and service delivery.

This list is not exhaustive and roles may be added or changed to meet the needs of the business.

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, the practice health & safety manual, and the practice infection control policy and published procedures. This will 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
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- 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 recognizes 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.

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

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 recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize 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 audit where appropriate

LB
22nd Sept 2025

Person Specification – Advanced Nurse/Care Practitioner

Qualifications	Essential	Desirable
Registered Nurse with Nursing & Midwifery Council (NMC)	✓	
Master's degree required for qualification post December 2020 – refer to RCN Credentialing for Advanced Level of Nursing Practice (ALNP) or, a degree for Advanced Practice Qualification up to December 2020	✓	
Qualified Independent Nurse Prescriber on the NMC register	✓	
Has evidence of working at an enhanced level, as described in the Primary Care and General Practice Nursing Career and Core Capabilities Framework	✓	
Meets NMC revalidation requirements in accordance with the NMC Revalidation booklet	✓	
Confirmation of registration with the NMC	✓	
Qualified triage nurse		✓
Minor illness qualification	✓	
Experience	Essential	Desirable
Understanding of general practice and the wider NHS	✓	
Experience of practice within the four pillars	✓	
Experience of leading in chronic disease management	✓	
Experience of working as a practice nurse or community nurse		✓
Experience of prescribing and undertaking medication reviews	✓	
Experience of infection prevention and control measures	✓	
Experience of quality initiatives, i.e., benchmarking	✓	
An appreciation of the new NHS landscape including the relationship between individual organisations, PCNs and the commissioners.		✓
Clinical Knowledge & Skills	Essential	Desirable
Advanced clinical skills	✓	
Clinical examination skills	✓	
Management of longer term conditions	✓	
Management of patients with complex needs www.valresfordsurgery.co.uk	✓	

Clinical governance Quality and Outcomes Framework	✓	
Broad knowledge of clinical governance	✓	
Ability to record accurate clinical notes	✓	
Ability to work within own scope of practice and understanding when to refer to GPs.	✓	
Knowledge of public health issues in the local area		✓
Awareness of issues within the wider health arena		✓
Knowledge of health promotion strategies	✓	
Understands the requirement for PGDs and associated policy	✓	
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills		✓
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS		✓
Effective time management (Planning & Organising)	✓	
Ability to work as a team member and autonomously	✓	
Good interpersonal skills	✓	
Problem solving & analytical skills	✓	
Ability to follow clinical policy and procedure	✓	
Experience with audit and able to lead audit programmes		✓
Experience with clinical risk management		✓
Personal Qualities	Essential	Desirable
Polite and confident	✓	
Flexible and cooperative	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	

Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure / in stressful situations	✓	
Effectively able to communicate and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Effectively utilises resources	✓	
Punctual and committed to supporting the team effort	✓	
Other requirements	Essential	Desirable
Disclosure Barring Service (DBS) check	✓	
NMC registration	✓	