

JOB DESCRIPTION

TITLE OF POST:	NURSE PRACTITIONER : GENERAL PRACTICE
SALARY :	To be negotiated, depending on qualifications and experience.
HOURS OF EMPLOYMENT :	Full time (37 hours a week)
APPOINTMENT :	Permanent
RESPONSIBLE TO:	Partners

JOB SUMMARY

The post holder is an 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 their care. They will demonstrate safe, clinical decision-making and expert care for patients within the practice. They will work collaboratively with the multi-disciplinary practice team to meet the needs of patients and supporting the delivery of policy and procedures

1. SCOPE AND PURPOSE OF THE ROLE

- To deliver a high standard of patient care as Nurse Practitioner (NP) in general practice, using advanced autonomous clinical skills, and a broad and in-depth theoretical knowledge base
- To triage patients by telephone and in person as and when circumstances demand
- To run minor illness clinic when appropriate
- To develop the nursing services offered by the practice

2. JOB DIMENSIONS

- To manage clinical workloads in general practice responding effectively to patient need and ensuring ease of patient access to services
- Work with the GPs to ensure that acute patients are treated by the most appropriate member of the healthcare team
- Home visits for housebound patients with minor illness
- Telephone consultations as and when appropriate
- Patient education and Health Promotion

3. KNOWLEDGE, QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED

See person specification

4. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

A. CLINICAL ROLE:

The post-holder will:

- Provide the choice of direct access to a NP, both in the Practice and over the telephone, for the general practice population
- Make professionally autonomous decisions for which he/she is accountable
- Provide a 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 and follow up
- Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports
- To prescribe safe, effective and appropriate medication as defined by current legislative framework
- Provide safe, evidence-based, cost-effective, individualised patient care
- Promote health, self care 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
- Undertake relevant administration and paperwork e.g. Docman, blood results

B. PROFESSIONAL ROLE:

The post-holder will:

- Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research.
- Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review
- Maintain their professional registration
- Participate in continuing professional development opportunities to ensure that up-to-date evidence-based knowledge and competence in all aspects of the role is maintained
- Participate in annual appraisal
- Work within the latest NMC Code of Professional Conduct
- Record accurate consultation data in patients records in accordance with the latest NMC guidance and other pertinent standards
- Keep up to date with pertinent health-related policy and work with the practice team to consider the impact and strategies for implementation
- Support the delivery of practice policies and procedures
- Work collaboratively with colleagues within and external to the practice.
- Demonstrate leadership
- Pro-actively promote the role of the NP within the Practice, and externally to key stakeholders and agencies
- Use a structured framework to manage, review and learn from patient complaints
- Deliver a quality service by recognising and working within own competencies and professional codes of conduct as regulated by the NMC
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality and is managed within the hours of the surgery and the role

C. MANAGERIAL ROLE:

The post-holder will:

- Participate in relevant staff appraisal activities within the Practice
- Participate in clinical supervision
- Encourage and develop teamwork within the practice
- Participate in multi-disciplinary protocol and Patient Group Directions development
- Identify and manage nursing care risks on a continuing basis.
- Participate in relevant practice clinical meetings and practice management meetings, reporting progress as required.
- Participate in audits and inspections as appropriate.
- Work closely with the doctors and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets.
- Ensure that all Practice Policies are fully implemented

5. HEALTH AND SAFETY/RISK MANAGEMENT

- The post-holder must comply at all times with the Practice's Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System.
- The post-holder will comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

6. EQUALITY AND DIVERSITY

- The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

7. RESPECT FOR PATIENT CONFIDENTIALITY

- The post-holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

8. COMMUNICATION & WORKING RELATIONSHIPS

- The post-holder will establish and maintain effective communication pathways with the following :

All personnel employed within the Practice
NPs across the PCT/local geographical area
Local GPs

Local Community & Practice Nursing colleagues

Pertinent Professional Organisations including membership of the RCN Nurse

Practitioner Association and any associated local group

9. SPECIAL WORKING CONDITIONS

- The post-holder will have contact with body fluids i.e. wound exudates; urine etc while in clinical practice.

10. REHABILITATION OF OFFENDERS ACT 1994

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for

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posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

12. JOB DESCRIPTION AGREEMENT

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the Practice.

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**Person Specification:
 Nurse Practitioner: General Practice**

ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<p>Qualifications:</p> <ul style="list-style-type: none"> • Registered General Nurse (Currently registered with the Nursing & Midwifery Council) • Independent Nurse Prescriber • Recognised NP qualification at minimum of degree level or equivalent 	<ul style="list-style-type: none"> • Teaching / Mentoring experience and /or qualification 	<p>Original certificates, NMC card & CV</p>
<p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 5 years post registration nursing experience • Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence in all aspects of the NP role • Experience in management long term conditions e.g. asthma, COPD, diabetes, CHD (given the job description – why is this only desirable?) • Evidence of working autonomously and as part of a team • Proven ability to evaluate the safety and effectiveness of their own clinical practice 	<ul style="list-style-type: none"> • Interpreting and implementing local and National policy agendas for health 	<p>CV & Interview</p>
<p>Knowledge :</p> <ul style="list-style-type: none"> • Understanding and knowledge of policy developments related to the delivery of primary care services including General Practice, the GMS/PMS contract, Clinical Governance, Quality & Outcomes Framework • Understanding of systems to gain an understanding of the health needs of the Practice population as they relate to primary care • Understanding of evidence based practice 	<ul style="list-style-type: none"> • Awareness of own limitations 	<ul style="list-style-type: none"> • CV & Interview

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<ul style="list-style-type: none"> • Knowledge of national standards that inform practice (eg National Service Frameworks, NICE guidelines etc) • Understanding of their accountability arising from the NMC Code of Professional Conduct (2004) and medico-legal aspects of the Nurse Practitioner role • Understanding of equal opportunity and diversity issues 		
<p>Skills:</p> <ul style="list-style-type: none"> • Ability to assess and manage patient risk effectively and safely • Well developed word processing/data collection/IT skills • Excellent interpersonal, verbal and written communication skills • Reflective practitioner • Time management and ability to prioritise workload 	<ul style="list-style-type: none"> • Experience of use of a medical software package • Proven record of effective use of networking and influencing skills • Ability to think strategically 	<ul style="list-style-type: none"> • CV & Interview