

St Paul's Medical Centre Job Description

JOB TITLE: ADVANCED NURSE PRACTITIONER

RESPONSIBLE TO: PARTNERS & MANAGERS'

RESPONSIBLE FOR: N/A

MAIN PURPOSE OF THE POST

- To provide a complementary service to that of the GPs in providing evidence-based management of patients presenting with an undifferentiated diagnosis

KEY RESULT AREAS

1. NURSE PRACTITIONER DUTIES
2. GENERAL & ADVANCED NURSING
3. TEAMWORKING & LEADERSHIP
4. MISCELLANEOUS

KRA 1: NURSE PRACTITIONER DUTIES

- 1:1 Provide direct access to telephone and/or surgery appointments as a first point of contact for patients presenting with an undifferentiated diagnosis
- 1:2 Assess, diagnose, plan, implement and evaluate treatment and care for adults and children presenting with undifferentiated diagnosis.
- 1:3 Perform comprehensive and focused physical examinations as necessary.
- 1:4 Instigate diagnostic tests or investigations and interpret findings or refer to an appropriate health professional as necessary.
- 1:5 Diagnose and manage both acute and long term conditions considering both drug based and non drug based methods of treatment.
- 1:6 As an independent prescriber, prescribe safely, cost effectively and appropriately within current legislative frameworks for both acute and long term conditions within scope of practice, reviewing its effectiveness and appropriateness to each individual patient.
- 1:7 Provide support to patients in improving compliance to advised treatments.
- 1:8 Prioritise health problems and intervene appropriately including initiation of effective emergency care.
- 1:9 Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long term condition.
- 1:10 Assess, identify and refer patients presenting with mental health needs in accordance with current guidelines.
- 1:11 Ensure all consultations are entered onto the computer, using the correct encounter type, read codes where possible and sufficient detail regarding the consultation and any agreed follow-up.

KRA 2: GENERAL & ADVANCED NURSING

- 2:1 Take part in the nursing team rota to process items and mail from the nurses' basket located in the general office or electronically on workflow within Emis, Docman and Path links.
- 2:2 Provide opportunistic health promotion strategies to patients that promote healthier lifestyles and methods of self-care and responsibility.
- 2:3 Ensure every patient contact is recorded contemporaneously and accurately on the computer, using appropriate encounter, read codes and/or templates.

KRA 3: TEAMWORKING & LEADERSHIP

- 3:1 Attend and take an active part in all nurse meetings and other meetings as required.
- 3:2 Promote teamwork and consider other peoples roles and responsibilities.
- 3:3 Undertake a fair share of nursing department tasks.
- 3:4 Promote and contribute to supporting a learning environment for patients, nurses, other health care professionals and students.
- 3:5 Contribute to the development of practice guidelines, protocols and standards
- 3:6 Assist the other members of the nursing team to cover absent colleagues' workload during periods of annual leave or sickness.
- 3:7 Contribute to practice procedures for evaluating, developing, introducing and improving patient services.

KRA 4: MISCELLANEOUS

- 4:1 Use effective communication skills and consultation models in meeting the needs of patients during the consultation, and recognise and address barriers to communication.
- 4:2 Communicate and provide support to patients, relatives and friends who are receiving 'bad news'.
- 4:3 Consider and respect a patient's age, gender, religion, socio-economic group, sexual orientation, ethnicity and culture.
- 4:4 Act as an advocate to all patients and colleagues.
- 4:5 Maintain effective communication to all members of the multi-disciplinary team.
- 4:6 Work within own competence and follow the NMC professional code of conduct and other professional standards of nursing and prescribing.
- 4:7 Ensure that professional registration, indemnity insurance and mandatory skills (including Basic/Intermediate Life Support) are kept up-to-date.
- 4:8 Maintain the highest standards of personal cleanliness and infection control.
- 4:9 Take part in the practice annual performance appraisal system.
- 4:10 Take part or lead in clinical audit work as required.

ESSENTIAL REQUIREMENTS OF THE POST

- Friendly, polite and calm disposition
- Keyboard skills and willingness to undertake training in Emis Web and other IT systems.
- Relevant qualifications and up-to-date knowledge and skills.
- Good verbal and written communication skills.
- Efficient organisational and time management skills
- Understanding, acceptance and adherence to strict rules of confidentiality.
- Willingness and ability to work alone and as part of a team.

I agree to fulfil the requirements of this job description to the best of my ability.

Signed: _____

Date: _____

Review date: _____