JOB DESCRIPTION

## JOB TITLE: NURSE PRACTITIONER

**REPORTS TO: SENIOR NURSE PRACTITIONER/NURSING TEAM MANAGER**

**SALARY: £37,000 TO £42,000 (pro rata) dependent on skills & experience** **FTE (equivalent to Band 7 Agenda for Change)**

**HOURS: 23 (negotiable)** ideally candidates will be able to carry out minor illness sessions across the Practices sites Monday-Thursday am + Nursing sessions Wednesday & Thursday (pm).

**ADDITIONAL BENEFITS:**

* Continuation of NHS Pension Scheme
* 6.6 weeks A/L rising to 7.6 weeks pro rata (include B/H allowance)
* Professional development and support
* Access to confidential employee wellbeing and advice service
* Professional indemnity via state backed scheme and top up fees covered via the Practice
* Travel expenses between sites

**Practice Profile:**

The Doctors and staff at Western Vale Family Practice are proud to offer the highest standard of patient-centred healthcare. We are a friendly, caring and forward thinking Practice. We provide quality services to a patient population of over 10,600 patients across the Western Vale of Glamorgan. We also undertake the vocational training of General Practitioners and Medical Students.

Our main site, which is also our administrative centre, is in the purpose developed Health Centre in Cowbridge and we have branch surgeries in Llantwit Major Health Centre and St Athan.

We offer a range of NHS and private services in the Practice via our multidisciplinary and highly skilled team. We currently have five GP Partners, three Salaried GPs, a Nurse Practitioner (Nursing Team Manager), a Practice Nurse, a Nursing Assistant (Carer and Memory Champion) and a Practice and Cluster Pharmacist. We also employ around 20 members of staff across Management, Administrative and Reception areas.

**As a Practice, we have much to be proud of:**

* We will soon be offering a Community Memory clinic and are active participants of Dementia Friendly Cowbridge and will be supporting Dementia Friendly Llantwit Major.
* We have recently been given silver accreditation via the Vale Local Authority for the support we provide Carers.
* We actively support children’s wellbeing in the local community, through sponsorship of kits for the Cowbridge Mini and Junior Rugby Team and the St Athan Saints junior football team.

The GP Practice is often first point of contact for healthcare. The aim is to provide an easily accessible route to care, whatever the patient’s problem. Since we often care for people and their families over extended periods of time, the relationship between patient, the Doctors and staff in the Practice is particularly important. All our staff, at all times are expected to behave in accordance with the Practice values, demonstrating commitment to the delivery of a high quality service to our patients. Our values are:

We **Care**, **Respect** and treat our patients and colleagues with **Kindness**;

* We **Trust** one another; and act with **Honest**
* We take **Personal Responsibility**

We aim to ensure that staff are appropriately trained and confident in the work they do and we provide opportunities to continuously learn, develop, gain job satisfaction and reach their full potential.

**Job Summary**

To deliver safe and effective Nurse Practitioner services and care, working as part of the Practice multidisciplinary team. You will be responsible for a number of clinical areas such as health promotion, chronic disease management, health prevention as well as supporting the Nursing team in the reviewing of clinical policy and procedure and supporting the mentoring of junior members of the Nursing Team.

The following are the core responsibilities of the Nurse Practitioner. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

* Develop, implement and embed health promotion and well-being programmes
* Provide a minor illness/ triage service, actively treating patients within own scope of practice and referring on as appropriate
* Prescribe in a safe an effective manner, in accordance with PGD and scope of Practice
* Support the clinical team in the development of individual treatment plans for chronic disease patients
* Identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects on the patient’s health
* Provide routine nursing care to patients as required in accordance with clinical based evidence
* Provide contraceptive advice and services
* Provide cervical cytology services
* Provide wound care to patients
* Provide travel advice and medicine services
* Request pathology services as necessary, processing and interpreting results as required
* Refer patients directly to other services as appropriate
* Provide chronic disease patient care as necessary, referring patients to secondary / specialist care as required
* Maintain accurate clinical records
* Ensure read codes are used effectively
* Maintain chronic disease registers
* Chaperone patients where necessary
* Assist GPs with minor surgery and vasectomy procedures when required
* Prioritise health issues and intervene appropriately
* Support the team in dealing with clinical emergencies
* Recognise, assess and refer patients presenting with mental health needs
* Recognise, assess and refer patients with community health needs, developing strategies for effective care pathways
* Implement vaccination programmes for adults and children
* Liaise with external services / agencies to ensure the patient is supported appropriately (vulnerable patients etc.)
* Delegate clinical responsibilities appropriately (ensuring safe practice and the task is within the scope of practice of the individual)
* Support the clinical team with all safeguarding matters, in accordance with local and national policies
* Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately
* Deliver opportunistic health promotion where appropriate.

In addition to the primary responsibilities, the Nurse Practitioner may be requested to:

* Undertake audits and quality improvement projects
* Monitor and ensure the safe storage, rotation and disposal of medical equipment, drugs and vaccines
* Contribute to the implementation of an effective training programme for staff, Registrars and students within the practice
* Help and support the professional development of trainee practice nurses or nursing students, providing teaching and mentorship as required
* Provide clinical supervision for the nursing team
* Participate in local initiatives to enhance service delivery and patient care
* Support and participate in shared learning within the practice
* Continually review clinical practices, responding to national policies and initiatives where appropriate
* Be aware of and contribute to the planning and implementation of Local health Board initiatives
* Participate in the review of significant and near-miss events
* Maintain professional registration and adhere to revalidation requirements
* Attend Practice meetings as requested.

**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 on a strict need to know basis and 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 Data Protection Act, General Data Protection Regulations, 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 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 recognized
* 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:

* Mandatory e-learning
* 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 recognise the importance of effective communication within the team and will strive to:

* Communicate respectfully and effectively with all patients, carers, staff and Partners
* Recognise people’s needs for alternative methods of communication and respond accordingly.

**Contribution to the Implementation and development 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 discussions on how to improve systems and processes.

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| **Person Specification – Nurse Practitioner** |
| **Qualifications** | **Essential** | **Desirable** |
| Registered Nurse | ✓ |  |
| Post graduate diploma or degree (Nurse Practitioner) | ✓ |  |
| Independent Nurse Prescriber | ✓ |  |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment | ✓ |  |
| Experience of working as a practice nurse or community nurse | ✓ |  |
| Experience of chronic disease management | ✓ |  |
| Experience of autonomous working | ✓ |  |
| Experience of managing, leading and developing a team |  | ✓ |
| **Clinical Knowledge & Skills** | **Essential** | **Desirable** |
| Wound Care / Removal of sutures & staples | ✓ |  |
| ECG’s | ✓ |  |
| Venepuncture | ✓ |  |
| New patient medicals | ✓ |  |
| Chaperone procedure | ✓ |  |
| Requesting pathology tests and processing the results, advising patients accordingly | ✓ |  |
| Travel medicine | ✓ |  |
| Diabetes | ✓ |  |
| Hypertension | ✓ |  |
| Asthma | ✓ |  |
| Spirometry | ✓ |  |
| CHD | ✓ |  |
| Immunisations (routine, childhood and travel) | ✓ |  |
| Women’s health (Cervical cytology, contraception, etc.) | ✓ |  |
| Understands the importance of evidence based practice | ✓ |  |
| 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 | ✓ |  |
| Vision user skills |  | ✓ |
| 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 |  | ✓ |
| 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** |
| Flexibility to work outside of core hours and cover colleagues leave | ✓ |  |
| Ability to travel between sites | ✓ |  |
| Welsh Speaker |  | ✓ |
| Meet the requirements and produce evidence for nurse revalidation | ✓ |  |
| Evidence of continuing professional development (CPD) commensurate with the role of a NP. | ✓ |  |