

Job Description

Advanced Nurse Practitioner

JOB TITLE:	ADVANCED NURSE PRACTITIONER [ANP]
RESPONSIBLE TO:	Nursing Manager and Head of Clinical Services
RESPONSIBLE FOR:	The support and development of the Nursing Team
JOB PURPOSE:	<ul style="list-style-type: none"> To provide a high-quality, cost-effective service to the patients of the Practice Maintaining excellent duty of care at all times Diagnosing and prescribing treatments and drugs while working within defined procedures and protocols as laid down by the GPs. Adhering to all CQC requirements and guidelines

MAIN DUTIES AND RESPONSIBILITIES	
1.	Receive patients with undifferentiated and undiagnosed problems and make an assessment of their healthcare needs
2.	Assessment, diagnosis, treatment, prescribing, referral and discharge as appropriate and deliver key elements of NSF's, providing public health, health protection and promotion programmes that improve health and reduce inequalities
3.	Break bad news to patients/parents/carers and provide appropriate ongoing support to meet identified needs
4.	To provide a patient centred service, ensuring appropriate, effective and seamless care
5.	To practice as an advanced practitioner demonstrating in-depth knowledge and competence in all areas of first contact nursing encompassing the management of minor illness, ailments, trauma, long term conditions, palliative care and uncomplicated mental health.
6.	To provide evidence based care within an primary care environment
7.	Support and facilitate the delivery of clinical governance within General practice. Be accountable for using in-depth knowledge to assess, plan, implement and evaluate individualised care for unscheduled care need. Undertake the holistic care of a group of patients as required.
8.	Work across boundaries and in partnership with primary and secondary care clinicians and social services, co-ordinating care and promoting a multi-disciplinary approach
9.	Order and interpret investigations, for example laboratory tests, X-rays and act on results as appropriate
10.	Administration/ supply of medicines on an individual basis through independent prescribing
11.	Recognise ethical and legal issues, which have implications for nursing practice, and take appropriate action.
12.	To provided sensitive complex communication skills in identifying area of need such as child abuse or elder abuse
13.	To be competent in managing any emergency situations.
14.	Carry out complex risk assessments relating to the patient/client, the environment, and any possible risk to others, formulating a plan of action.
15.	Support the development of the Nursing Team
16.	To maintain accurate patient records and enter onto the computer using agreed Read Codes
17.	To collect data and participate in regular Practice audit and research projects

18.	Maintain a high standard of clinical competence and professional development by keeping self informed of current advances in research and practice.
19.	To contribute to the preparation of any Practice development plans
20.	To maintain own yearly registration with the NMC
21.	To adhere to the NMC Code of Professional Conduct
22.	To promote a professional approach at all times by attire and attitude to patients and staff both in and out of the Practice
23.	To maintain own continuous professional development and ensure PDP kept up-to-date in line with the requirements of the Practice
24.	Attend and participate in staff meetings
25.	Personal Qualities
	<ul style="list-style-type: none"> To have personal qualities such as compassion, resourcefulness, stamina, motivation and perseverance
	<ul style="list-style-type: none"> The ability to work within a multidisciplinary team
	<ul style="list-style-type: none"> Excellent Communication Skills
	<ul style="list-style-type: none"> A realistic idea of what the work involves.
26.	Confidentiality
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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 organization. All such information from any source is to be regarded as strictly confidential
	<ul style="list-style-type: none"> Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorized persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.
27.	Health and Safety
	<p>To assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy to include:</p> <ul style="list-style-type: none"> Providing information regarding immune consent with particular regard to Hepatitis B status Identifying the risk involved in work activities and undertaking such activities in a way that manages those risks Using appropriate infection control procedures particularly those relating to needlestick injuries, maintaining work areas in a tidy and safe way and free from hazards Ensuring that all accident or dangerous accidents are reported and investigated, and follow up action taken where necessary.

28.	Equality and Diversity
	<p>To support the quality, diversity and rights of patients, carers and colleagues to include:</p> <ul style="list-style-type: none"> • Acting in a way that recognizes the importance of people’s rights, interpreting them in a way that is consistent with 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-judgemental and respects their circumstances, feelings, priorities and rights.
29.	Communication
	<p>To recognize the importance of effective communication within the team and will strive to:</p> <ul style="list-style-type: none"> • Communicate effectively with other team members • Communicate effectively with patients and carers • Recognise people’s needs for alternative methods of communication and respond accordingly.

This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time-to-time.

This is a description of the job as it is presently constituted. It is the practice of York Medical Group to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

This job description is supported by annual objectives and performance standards via an annual appraisal to provide an indication of the level of performance expected from the role.

Date: February 2017