**HELLESDON MEDICAL PRACTICE**

**JOB TITLE: NURSE PRACTITIONER**

**REPORTS TO: THE PARTNERS (Clinically)**

**THE PRACTICE MANAGER (Administratively)**

**Advanced Nurse Practitioner Role**

The Nurse Practitioner will be responsible for attending to patients who wish to be seen by a health care professional, assessing, diagnosing, and treating patients presenting with undiagnosed and undifferentiated health problems. They will advise people in respect of their continuing medical and nursing needs. The Nurse Practitioner will need to prioritise and triage the needs of patients accordingly making any necessary referrals for investigations in the appropriate manner.

* Ensure clinical practice is safe and effective and evidence based and remains within boundaries of competence and acknowledges their limitations.
* Advise patients on general health care and minor ailments/minor injuries with referral to other members of the primary and secondary health care team as necessary.
* Assist Senior Nurse in providing daily support to the Practice Nurse Team.
* Provide general and specific health screenings to the practice patients (within agreed protocols).

**Administration and professional responsibilities**

* Participate in the administrative and professional responsibilities of the practice team.
* Ensure accurate and legible notes of all consultations and treatments are recorded in the patient’s notes.
* Ensure the clinical computer system is kept up to date with accurate details recorded and amended.
* Ensure Quality & Outcomes framework knowledge is up to date & opportunistically record appropriate measures in the patient record.
* Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice.
* Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit.
* Attend and participate in practice meetings as required.
* Report any problems to the Clinical Lead Nurse or Practice Manager.
* Always work in accordance with the NMC Code and within the Scope of Professional Practice.
* Attend and participate in all regulatory training, including BLS and Safeguarding for children and adults.
* They should have the ability to recognise signs and symptoms of child/adult and vulnerable adults abuse and be aware of the correct policy for reporting.

**Manage and supervise**

* Assist the Clinical Lead Nurse in developing and maintaining practice policies and protocols for all nursing activity.
* Assist Senior Nurse to ensure agreed practice audits are carried out
* Ensure the Clinical Lead Nurse/Practice Manager informed of any matters arising or problems / potential problems.

**Meetings**

* It will be necessary to attend and contribute to various Practice meetings as requested. The only reason for not attending will be annual, study or sick leave.

**Liaison**

* As well as the nursing team there is a need to work closely with reception and office staff to ensure the smooth running of the practice, reporting any problems encountered to the relevant person and ensuring everyone is aware of the different roles within the nursing team.
* There is also the need to establish and maintain good liaison with other surgeries and agencies including secondary care.

**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.
* Training requirements will be monitored by the yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the Practice. It is the individuals’ responsibility to remain up to date with recent developments.
* Participate in the education and training of students of all disciplines and the introduction of all members of the practice staff where appropriate.
* Maintain continued education by attendance at courses, study days and webinars as deemed useful or necessary for professional development ensuring NMC Revalidation requirements are met.
* If it is necessary to expand the role to include additional responsibilities, full training will be given.
* Develop and maintain a Personal Learning Plan.

**Confidentiality:**

* While 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, to 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.
* 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.

**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.