

ADVANCED NURSE PRACTITIONER (ANP) PERSON SPECIFICATION & JOB DESCRIPTION

ANP GENERAL PRACTICE SPECIALIST ASSOCIATE (GPSA) JOB SUMMARY

The ANP GPSA will act autonomously within their professional scope of practice through the delivery of bespoke clinical advice to the clients of General Practice Solutions (GPS). Depending on the GPS services commissioned, ANP GPSAs may also be required to care for the patients face to face, via the telephone consultations and/or undertake video consults.

The ANP GPSA will use their skills, knowledge, and competencies as a qualified Advanced Nurse Practitioner to be responsible and accountable for mentoring GPS clients on the management of service user caseloads for treatments, referral, admission, and discharge. The ANP GPSA may also be required to simultaneously apply the same standards for the direct care of service users depending on the GPS services commissioned.

The ANP GPSA will be required to implement robust workflows and processes dependent on the client's needs and as outlined in the GPS mobilisation brief. Ones duties may well vary from paper-based exercises such as introducing best practice guidelines and processes to the physical management of patients.

ANP GPSA PERSON SPECIFICATION

This person specification provides a list of essential and desirable skills and competencies that a candidate should have in order to perform the job.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
<i>RGN / RN With current NMC registration</i>	<input checked="" type="checkbox"/>	
<i>MSc or BSc, Nurse Practitioner degree</i>	<input checked="" type="checkbox"/>	
<i>Independent prescriber</i>	<input checked="" type="checkbox"/>	
<i>Completed Nurse Practitioner (Primary Care) Post Graduate Diploma level</i>	<input checked="" type="checkbox"/>	
<i>A full understanding of the Health and Social Care Act</i>	<input checked="" type="checkbox"/>	
<i>Attended a minimum of two CQC inspections carried out at your usual place of work</i>	<input checked="" type="checkbox"/>	

PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
<i>Autonomous practitioner who can work independently and in partnership with other healthcare professionals.</i>	<input checked="" type="checkbox"/>	
<i>High level of clinical skills and competency relevant to the role.</i>	<input checked="" type="checkbox"/>	
<i>Works effectively independently and as a member of a team.</i>	<input checked="" type="checkbox"/>	
<i>Flexible approach to meet service needs and ensure a stakeholder focused response.</i>	<input checked="" type="checkbox"/>	
<i>Self-motivated and proactive.</i>	<input checked="" type="checkbox"/>	
<i>Continued commitment to improve skills and ability in new areas of work.</i>	<input checked="" type="checkbox"/>	
<i>Able to undertake the demands of the post with reasonable adjustments if required.</i>	<input checked="" type="checkbox"/>	
<i>Able to work across several sites and travel.</i>	<input checked="" type="checkbox"/>	
<i>Understanding of National Nursing strategy and implications for Nursing.</i>		<input checked="" type="checkbox"/>

SKILLS AND EXPERIENCE	ESSENTIAL	DESIRABLE
<i>Minimum of 2 years' experience post-registration experience of working in primary / community / acute health care setting.</i>	<input checked="" type="checkbox"/>	
<i>Able to analyse and interpret prescribing data.</i>	<input checked="" type="checkbox"/>	
<i>Able to manage acute illnesses, long term conditions and minor ailments.</i>	<input checked="" type="checkbox"/>	
<i>Refer service users independently as appropriate.</i>	<input checked="" type="checkbox"/>	
<i>Interprets a range of diagnostic tests and routine clinical procedures.</i>	<input checked="" type="checkbox"/>	
<i>Understanding and experience of inter-agency working across health groups and networks.</i>	<input checked="" type="checkbox"/>	
<i>Has provided effective health education and health promotion to service users presenting with a range of health needs.</i>	<input checked="" type="checkbox"/>	
<i>Has a planned and organised approach with an ability to prioritise their own workload to meet strict deadlines.</i>	<input checked="" type="checkbox"/>	
<i>Excellent understanding of data protection and confidentiality issues.</i>	<input checked="" type="checkbox"/>	
<i>Able to think analytically; anticipating obstacles and thinking ahead; using analytical techniques to come up with solutions.</i>	<input checked="" type="checkbox"/>	
<i>Excellent verbal and written communication skills with team members, service users, carers, and other healthcare professionals whilst recognising people's needs for alternative methods of communication.</i>	<input checked="" type="checkbox"/>	
<i>Has attention to detail, able to work accurately, identifying errors quickly and easily.</i>	<input checked="" type="checkbox"/>	

<i>Experience of Clinical Governance and risk assessment.</i>	☑	
<i>Committed to own continuing personal development and an ability to support others to develop and progress.</i>	☑	

PHYSICAL REQUIREMENTS	ESSENTIAL	DESIRABLE
<i>Commit to a DBS Check.</i>	☑	
<i>UK Driving Licence.</i>	☑	

ANP GPSA JOB DESCRIPTION

- Work as part of a multi-disciplinary team to deliver safe and high-quality care.
- Carries out clinical nursing practice at an advanced level using expert clinical skills, critical judgements & knowledge to deliver appropriate and safe care.
- Delivery of care in line with NSF, NICE guidelines, and evidence-based care.
- Delivery of professional advice in line with NSF, NICE guidelines, and evidence-based care.
- Triage and treat service users, performing specialist assessment of their needs and make referrals as necessary to other members of the primary and secondary health care teams as appropriate.
- Co-ordinate the planning and delivery of care ensuring the service users and carers/relatives are involved.
- Prescribing and reviewing medication that is appropriate to service users' needs and in accordance with latest evidence-based practice, national and GPS protocols and within the scope of qualified practice.
- Embed new processes as per the GPS specification.
- Diagnose and manage acute and chronic conditions, including drug and non-drug based treatment methods into a management plan.
- Request diagnostic investigations and interpret within agreed protocols e.g. x-ray, blood tests, scans, etc.
- Assess, diagnose and treat service users in client provider premises or their own home who require medical attention and/or refer to appropriate agency.
- Refers patients to other members of the multi-disciplinary practice teams, secondary care organisations and other organisations as necessary.

CARE MANAGEMENT

- Communicate confidential and sensitive information to service users, relatives, and carers in relation to their condition.
- Provide highly specialised care advice beyond the scope of normal Nursing practice e.g. care treatment plans, making referrals as appropriate (including fast track referrals).
- Contribute to local and national targets clinical remit e.g. QOF, prescribing incentive scheme, National benchmarking.
- To monitor and meet care outcomes against standards and recommend or initiate changes as necessary.

HEALTH IMPROVEMENT

- Management of health screening programmes and ensures other team members are aware of health priorities and screening objectives and programmes.
- Innovation to meet ongoing demands on the delivery of care.
- Improve health outcomes for service users by introducing new developments and can demonstrate them as reports and presentations where appropriate.
- Makes referrals to appropriate agencies (statutory and voluntary) where necessary.

PROVIDING ASSESSMENT, SCREENING SERVICES, HEALTH EDUCATION ADVICE

These may include but not restricted to:

- Blood pressure checks.
- Urinalysis.
- Ear syringing.
- Dressings.
- Contraception/ fitting contraceptive devices.
- Routine immunisations and vaccinations.
- Removal of sutures / clips.
- First registration checks / health surveillance / general health advice.
- Assisting with minor procedures in the treatment room.
- Organise and plan the provision of nursing services to include the delegation of duties to other members of the team as appropriate.

ADMINISTRATION AND PROFESSIONAL RESPONSIBILITIES

- Produce accurate, contemporaneous, and complete records of patient consultation, consistent with legislation, policies, and procedures.
- Participate in the administrative and professional responsibilities of the team.
- Accurate and legible notes of all consultations and treatments are recorded in the service user notes.
- Ensure clinical systems kept up to date, recording and/or amending accurate details.
- Ensure appropriate items of service claims are made accurately, reporting any problems to a manager.
- Ensure accurate completion of all necessary documentation associated with service user health care and registration with the client provider.
- Attend and participate in practice meetings as required.
- Restocking and maintenance of clinical areas and consulting rooms.
- Attend GPS mobilisation meetings.

TRAINING AND PERSONAL DEVELOPMENT

- Maintain up to date skills and knowledge, maintaining awareness of professional issues at an advanced level.
- Training needs will be monitored by yearly appraisal and will be in accordance with GPS requirements. Personal development will be encouraged and supported by GPS.
- Assess effectiveness of care delivery through self-reflection and peer review, as well as benchmarking and formal evaluation.

- Contribute to the identification and assessment of learning needs of workers and other professionals and assist in planning effective programmes of education.
- Act as a mentor to GPS clients as per the GPS brief.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work and ensure own educational commitment is at least sufficient to maintain revalidation requirements.
- Develop and maintain a Personal Learning Plan.
- Regularly participate in clinical supervision.

LEADERSHIP – PERSONAL AND PEOPLE DEVELOPMENT

- Act as a clinical leader on behalf of GPS in the delivery of advanced practice nursing services ensuring that the needs of the service users are a priority.
- Support worker development to maximise potential.
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
- Critically evaluate and review innovations and developments that are relevant to the area of work.
- Take part in recruitment processes where appropriate.
- Maintain effective communication and active involvement in the planning and processes of practice-based commissioning or similar initiatives.
- Promote the role of the advanced nurse practitioner.

CONFIDENTIALITY

In the course of seeking treatment, service users entrust professionals with, or allow them to gather, sensitive information in relation to their health and other matters.

- Comply with Legislation with regards to data protection act and ensure confidentiality is always maintained.
- The ANP GPSA must regard all information relating to service users and their carers, and other healthcare workers (as well as information relating to the client provider and GPS as a business organisation) as strictly confidential.
- Information relating to service users, carers, colleagues, other healthcare workers or the business of the GPS may only be divulged to authorised persons in accordance with the GPS policies and procedures relating to confidentiality, data protection legislation and the protection of personal and sensitive data, as well as other related healthcare legislation (e.g. the NHS Confidentiality Code of Practice).

HEALTH & SAFETY

The GPSA will comply with policies, procedures and clinical guidelines for oneself and others. This includes but not limited to:

- Identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised.
- Identifying issues and hazards / risks in relation to other work areas within the business.
- Awareness of national standards of infection control and cleanliness, as well as ownership of infection control and clinically based care protocols and implementing them across the client provider.

- Active observation of current working practices across GPS / the client provider in relation to infection control, cleanliness, and related activities, ensuring that procedures are followed, and weaknesses / training needs are identified, escalating issues as appropriate.
- Identifying the risks involved in work activities, raising them with appropriate management and managing those risks across clinical and service user processes.
- Safe management of sharps procedures, including training, use, storage, and disposal.
- Keeping own work areas and general / service user areas generally clean, sterile, assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other managers.
- Demonstrate due regard for safeguarding and promoting the welfare of children.
- Routine management of own team / team areas, and maintenance of workspace standards;
 - Waste management, including collection, handling, segregation, container management, storage, and collection.
 - Spillage control procedures, management, and training.
 - Decontamination control procedures, management and training, and equipment maintenance.

EQUALITY AND DIVERSITY

The ANP GPSA 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 service users, carers and colleagues.
- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity.
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.
- Support people who need assistance in exercising their rights.

QUALITY

The ANP GPSA will strive to maintain quality 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 service user needs.
- Effectively manage own time, workload, and resources.

COMMUNICATION

The ANP GPSA should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with service users and carers.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Ensure awareness of sources of support and guidance (e.g. PALS) and provide information in an acceptable format to all service user, recognising any difficulties and referring where appropriate.

CONTRIBUTION TO THE IMPLEMENTATION OF SERVICES

The ANP GPSA will:

- Apply 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.