



JOB DESCRIPTION

Job Title	Advanced Nurse Practitioner	Employing Organisation	Devon Doctors Ltd
Directorate and / or Dept	Operations	Location	Derriford Treatment Centre
Pay / Band	Depending on experience and qualifications.	Hours / Days	TBA

Type of Contract	
Direct Line Manager:	Head of Nursing and Allied Health Professionals
Key Account Manager:	Head of Nursing/ Medical Director

Qualifications:	See Personal Specification
Computer Skills:	MS Office applications

Key Working Relationships	<ul style="list-style-type: none"> • Managers and Staff at all levels and locations within the Devon Doctors Group (DDG) • Patients and their Carers / Representatives • GPs and Allied Health Professionals within the DDG • Local Health and Social Care Providers
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Job Summary:

The post holder will work within the Out of Hours Service, which currently provides urgent care services to Devon wide patients. This can be across a variety of areas, including: Clinical Assessment Service (CAS), Treatment Centre, home visiting and Telephone Triage.

The Advanced Nurse Practitioner will be an autonomous practitioner, who is confident to work both as the only clinician and as an integral part of the multi-disciplinary team.

They will see patients presenting through the Integrated Urgent Care Service with undifferentiated diagnoses to assess, treat, prescribe and review, referring as necessary.

The post holder will be contributing towards a 'one team culture' throughout the Organisation and promoting a patient centred ethos of "Putting Patients First".

Key Responsibility Areas

Clinical Responsibilities

- Receive patients/ carers with undifferentiated and undiagnosed problems, including complex cases. Undertake a comprehensive holistic assessment of the patient's health and social care needs, make a diagnosis and provide, where possible, a complete package of care for a range of patients who present within the urgent care service.
- Provide a holistic, autonomous and clinical nursing service.
- Making an assessment of their physical, psychological and social needs through focused history taking either via telephone triage or face to face consultation.
- Develop a clear management plan with patients including appropriate prescribing and referral.
- Adopt an evidence based approach to patient care.
- Have a broad range of knowledge, clinical skills and competencies to enable the needs of patients to be met.
- Maintain anaphylaxis and resuscitation techniques.
- Recognise the signs, symptoms and categories of child abuse. Have an understanding of child health procedures, statutory local procedures and points of referral and the basic legal issues around child safeguarding
- Recognise and be aware of appropriate referral mechanisms for family violence, vulnerable adults and addictive behaviours
- Recognise psychological needs of patients with depression or suicidal tendency and respond appropriately to refer to support teams/agencies as required
- Collaborate, consult and refer to the GP or secondary care colleague when a patient's situation warrants more advanced diagnosis and treatment, or is outside the nurses' scope of practice and/or expertise.
- Demonstrate knowledge of the pathology of conditions commonly seen in Urgent Care.
- Prioritise health problems and intervene appropriately including the initiation of effective emergency care.
- Prescribe from the Extended Nurse Prescribing formulary in line with NMC and Devon Doctors policies and guidelines.
- Provide information and advice to patients and carers concerning drug regimes, side effects and interactions in order to promote understanding and concordance.
- Employ appropriate diagnostic and therapeutic interventions with attention to

safety, invasiveness, acceptability, concordance, effectiveness and cost.

- As part of holistic assessment, signpost screening services to patients for identification of disease risk factors and provides appropriate health promotion advice in terms of preventing illness or deterioration of their condition.
- Signpost a wide range of health promotion interventions to individual patients and patient groups, such as smoking cessation and weight reduction, paying attention to the patient's interpretation of health conditions and their perceived barriers to change and support mechanisms.
- Offer brief counselling interventions to patients and carers experiencing emotional distress and signpost local support services available within the OOH period.
- Where appropriate, signpost and direct patients to other relevant health, social and voluntary services.
- Apply principles of epidemiology and demography in clinical practice by recognizing populations at risk, patterns of disease and the effectiveness of prevention and intervention.
- Recognise environmental health problems affecting patients and advocate for patients by working in partnership with relevant agencies to develop healthy environments for individuals, families and communities.
- Undertake appropriate house calls, following allocation and discussion with the clinical team.
- Document all patient consultations in accordance with NMC, DDoc and practice policies, using the practice clinical system, including Read codes as appropriate.
- Maintain confidentiality and compliance with the Data Protection Act, Access to Health Records and Consent for Treatment legislation, in accordance with DDoc policies and protocols.
- Act ethically to meet the needs of patients in all situations, however complex.
- Assume responsibility and accountability for own decisions and practice, striving to attain the highest standards of evidence based practice and clinical excellence.
- Monitor quality of own practice and participate in continuous quality improvement through clinical audit and formal evaluation processes.

Leadership and Management

- Participate as a key member of the multi-disciplinary team to promote innovation and manage change in order to develop the Urgent Care Service.
- Establish links with other advanced nurses and nurse specialists in primary, urgent and secondary care in order to share best practice and promote innovation in practice.
- Undertake risk assessments and manage risk effectively.

- Manage specific aspects of the Quality and Outcomes Framework on behalf of the Urgent Care Service where relevant.
- Where required, facilitate and undertake clinical audit to implement change identified as a result of the audit cycle.

Organisational Responsibilities for the Post Holder:

- Unless there is a locally agreed operational process, the post holder will be expected to adhere to all Devon Doctors Group policies, procedures and guidelines which are on the Organisational intranet.
- To report any incidences of safety breaches, including but not limited to accidents, complaints and defects in equipment.
- Troubleshoot simple computer problems and initiate repair or recovery.
- To ensure familiarisation with disaster recovery and emergency procedures
- Complete all paperwork and maintain administrative systems appropriate to Company needs.
- Provide assistance to colleagues ensuring smooth operations and to provide effective responses to both individual and group needs.
- Adherence to all protocols, policies and guidelines in line with Company requirements.
- The post holder must maintain a safe environment, taking care to avoid injuries and assist the company in meeting statutory requirements.
- Undertake all mandatory training and other training as required by the Employing Organisation and / or Line Manager.
- Attend Staff meetings, check e-mails regularly and read all communications from the organisation in order to keep up-to-date with operational practices.
- Wear Identification Badges when on duty / carrying out duties on behalf of the organisation.
- Where supplied, wear the organisational uniform when undertaking duties on behalf of the organisation. Where uniform is not supplied, adhere to the organisational Dress Code.
- Be conversant with local and organisational regulations and Health and Safety responsibilities.
- To conform to and actively commit to and promote Devon Doctors Group Customer Service Standards both with internal and external stakeholders.
- Apply infection control measures within the organisation according to local and national guidelines and Standard Operating Procedures
- Abide by the NHS Code of Conduct
- Comply with the Duty of Candour
- Disclose any incident or investigation they were involved in either involving another employer or other body to their line manager.
- There must be compliance with all policies, protocols, procedures and specific training on:
 - The safeguarding of children and vulnerable adults.
 - Infection prevention and control.
 - Equality and diversity.
 - Health and safety.
 - Information Governance.

Information Governance

Data Protection Act 1998

All staff are under a personal and legal obligation to comply with information governance requirements. These include statutory responsibilities (such as compliance with the Data Protection Act 1998), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures. Staff must also comply with the Caldicott Principles and common law duty of confidence.

Staff are responsible for any personal and commercially sensitive or confidential information, belonging to individuals including patients, and must ensure it is processed in a secure and appropriate manner. Failure of any staff member, contractor or third party to adhere to this instruction can be regarded as serious misconduct and may lead to disciplinary action in accordance with our HR policies/procedures and any relevant criminal legislation. Where the incident is serious, this may result in dismissal.

Confidentiality

You will process personal details and information relating to patients, staff, visitors and other individuals. This information is highly confidential and must not be discussed or divulged to any unauthorised person or in an unauthorised way. You are required at all times to comply with our rules, policies and procedures including guidance contained in any staff handbook(s). From time to time the company will exercise the right to change or update existing these documents and introduce new ones. Any breach of confidentiality could result in disciplinary action, including dismissal.

Other terms and conditions of your employment are detailed in our organisational policies that are available to all staff on SharePoint. These include our remote access and off-site working policies, code of conduct, IG and IT policies. All staff are responsible for adhering to our policies and procedures at all times. This includes taking appropriate measures to comply and enforce our expected standards in information sharing, records management and information quality.

This is an outline of the Job Description and may be subject to change depending on the needs of the service, in consultation with the post holder.

Does this post require a Disclosure and Barring Service (DBS) Check? – Yes

If Yes - Level of DSB Check required –Enhanced

Does this post require Occupational Health Clearance? Yes

Signature (Employer)	
Name Printed	
Date	

Signature (Employee)	
Name Printed	
Date	

PERSON SPECIFICATION

Advanced Nurse Practitioner

Factor	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Current NMC Registration. • Registered General Adult Nurse. • Recognised Advanced Nurse Practitioner qualification / higher degree e.g. PG Dip / MSC in Health care incorporating RCN Advanced Nurse Practitioner Diploma (RCN Advanced Level Nursing Practice register). • Independent Nurse Prescriber with a minimum of 1 years' experience. • Credentialing- where appropriate). 	<ul style="list-style-type: none"> • Recognised teaching/ assessing qualification e.g. ENB998: City and Guilds 730(7) Teaching and assessing adults. • Specialist courses appropriate to primary and Urgent care such as Sexual Health and Family Planning, Asthma, CHD, Diabetes
Knowledge & Experience	<ul style="list-style-type: none"> • Minimum of 3 years' experience, working in primary or urgent care, with at least 1 year working as an Advanced Nurse Practitioner. • Advanced theoretical and practical knowledge of managing a wide range of clinical conditions gained as a result of additional training and work experience in primary care. • Experience of prioritising complex workloads. • Experience of applying relevant legislation and national guidance within nursing practice. 	<ul style="list-style-type: none"> • Demonstrate ability to initiate and develop new services and policies in response to identified need. • Demonstrate clear understanding of national and local policy in relation to primary care.
Communication & skills	<ul style="list-style-type: none"> • Excellent communication skills, ability to communicate with a wide variety of people at all levels. • Excellent inter-personal and team working skills. • Excellent organisational and prioritisation skills. • Autonomous decision making with awareness of limitations to ensure safe practice. • Critical analysis and problem solving skills. • Able to travel within the local area. 	<ul style="list-style-type: none"> • Ability to work across professional and organisational boundaries. • Clinical audit skills. • Ability to demonstrate leadership skills in an environment of continuous change. • Use of Adastra
Personal Attributes & Abilities	<ul style="list-style-type: none"> • Pragmatic approach to day to day problems. • Able to work pro-actively within a multi-disciplinary team to deliver optimal patient care. 	

	<ul style="list-style-type: none">• Flexible and adaptable approach to work.• Ability to handle conflict, respecting values and opinions of others.• Ability to promote equality and diversity in the workplace and when working with patients, carers and families.	
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