

Stockwood Medical Centre – Job Description

TITLE OF POST:	NURSE PRACTITIONER : GENERAL PRACTICE
HOURS OF EMPLOYMENT :	Up to 15 hours per week.
RESPONSIBLE TO:	Practice Manager, Nurse Lead GP Partner
ACCOUNTABLE TO:	PARTNERS

JOB SUMMARY

The post holder will use evidence based knowledge to deliver a high standard of care, making professionally autonomous decisions for which he/she is accountable. They will work within their professional boundaries to demonstrate safe clinical decision-making and cost-effective, expert care for patients within the practice.

They are responsible for providing care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care, working collaboratively with the multi-disciplinary general practice team and other healthcare professionals, to promote integrated and seamless pathways of care to meet the needs of patients.

They will support service development, the delivery of policy and procedures, and provide nurse leadership.

PRIMARY DUTIES & AREAS OF RESPONSIBILITY

Clinical Practice:

The post-holder will :

- Provide a first point of contact within the Practice for patients presenting with undifferentiated, undiagnosed problems. Taking a history, making a physical examination, problem-solving and clinical decision-making, to establish a diagnosis and management plan.
- Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports
- To prescribe safe, effective and appropriate medication as defined by current legislative framework and as defined by the partners
- Carry out home visits that have been requested by housebound patients, and feed back to relevant GP.

- Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care/support, with an emphasis on prevention and self-care.
- Promote health and well-being through the use of health promotion, health education, screening and therapeutic communication skills
- Refer patients directly to a GP if outside clinical competence/experience or other services/agencies as appropriate
- To assist the practice in fulfilling various contractual requirements by taking up elements of clinical support work, such as dementia and care plan reviews, the patient self-care program and supporting local care homes without nursing.
- To manage some areas of long term condition clinics eg. Diabetes, asthma, CHD if appropriate.

Administration and Professional:

The post holder will:

- Record accurate consultation data in patients records in accordance with the latest NMC guidance and other pertinent standards
- Maintain professional registration and practice in accordance with 'The code: Standards of conduct, performance and ethics for nurses and midwives' with reference to practice guidelines, monitoring the effectiveness of clinical practice through the use of audit and peer review
- To provide clinical leadership within the practice, participate in clinical supervision for the nursing team and mentor and support other nurses in developing and maintaining clinical skills and evidence based practice.
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit as required.
- Attend and participate in practice meetings as required.

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

Contribution to the Development and Implementation of Services:

The post-holder will:

- Apply Practice policies, standards and guidance and discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate
- Work closely with the doctors and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets e.g. QoF and CQC.
- Contributing to and developing service quality improvement initiatives including the development of specialist primary care services
- Participate in multi-disciplinary protocol development

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 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
- The post-holder will establish and maintain effective communication pathways with the other members of the practice, including a close working relationship with the practice nursing team.
- Communicate effectively with external colleagues, working closely with them to ensure high quality clinical standards.

While this job description outlines the responsibilities currently envisaged, the needs of the practice may well change in the future, with a corresponding need for the responsibilities of the post to change in response to this.