

JOB DESCRIPTION

Advanced Nurse Practitioner/General Practice Nurse Manager (Agenda for Change Band 7 or equivalent)

REPORTS TO:

Partners (Clinically)
Practice Manager (Administratively)

HOURS:

JOB SUMMARY

The purpose of the post is to lead the delivery of safe, high quality primary care nursing services to the practice population including management of the nursing workforce. Working within the NMC Code of Conduct the post holder will demonstrate highly specialised knowledge in general practice nursing and influence development of nursing service. The requirements of the post are linked to the Level 7 General Practice Nurse role in the District and GPN Service Education and Career Framework (Health Education England).

KEY RESPONSIBILITIES

Clinical care delivery - general

- Carry out nursing interventions and measurements for patients using clinical judgement.
- Recognise health promotion opportunities and give brief, focussed lifestyle advice using motivational interviewing techniques which may include:
 - Alcohol screening
 - Smoking cessation
 - Weight management
- Undertake initial assessment of patients presenting with wounds, produce treatment plans and refer to other services as necessary.
- Measure circulation by recording Ankle Brachial Pressure Index and applying compression therapy to patients with venous leg ulcers.
- Take samples for the cervical screening programme according to recognised standards.
- Provide ear care including removal of cerumen and provide education and advice.
- Administer vaccines to adults and children according to the UK immunisation schedule.
- Provide a pre-travel health service including administration of vaccines and advice after undertaking appropriate risk assessment.
- Administer prescribed therapies such as contraceptive injections, vitamin B12, and depo neuroleptic medications recognising side effects and contraindications.
- Develop and follow referral pathways for patients with specialist needs.
- Undertake risk stratification and care planning for those with complex needs contributing to admission avoidance strategies.

Sexual health

- Provide health promotion advice on prevention of sexually transmitted infections, take sexual history and initiate investigations.

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- Advise women on suitability of oral and long term contraceptive methods and be aware of local referral pathways.
- After assessment, prescribe contraception methods and carry out reviews to ensure on-going suitability.

Long term conditions

Provide a nurse-run asthma/diabetes/COPD service to patients to include screening, diagnosis, on-going management and referral to other agencies in line with NICE guidance and Quality and Outcome Framework indicators.

Minor illness/first contact care

- Manage consultations for patients presenting with undifferentiated conditions using clinical assessment and physical assessment skills.
- Formulate treatment plans including prescription of medicines and safety netting.

Quality assurance/service support

- Lead on clinical governance and quality assurance to develop key performance indicators to measure and improve quality of clinical service and reduce unwarranted variation as outlined in *Leading Change, Adding Value* (May 2016).
- Oversee workforce skill mix, roles and responsibilities to ensure a balance of service delivery to meet patient need across the practice's contracted hours and sites.
- Be responsible for recruitment of nursing workforce including production of induction and training packages including compliance with employment law.
- Liaise with practice manager and clinical system provider to improve standard of nursing documentation and information retrieval e.g. new read codes and formulation of templates.
- Coordinate in-house meetings to develop the nursing service and where appropriate wider practice systems.
- Develop effective systems for ongoing supervision of all health care staff, including leading the appraisal process, mentorship for preceptor programmes and revalidation needs of nurse colleagues.
- Lead liaison with external agencies and commissioners to develop nursing service in local area.
- Analyse data and develop initiatives to improve uptake of national screening and immunisation programmes including coordinating new vaccination campaigns.
- Where relevant for the nursing/clinical service, develop systems to ensure incoming correspondence and safety alerts are actioned.
- Develop and present business cases to the practice partnership in response to changing demand.

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- Advise on the cost-effective purchase of assets, equipment and other resources including staff costs.
- Access databases and other guidance and critically appraise information and relevance for nursing service.
- Develop, deliver and evaluate training packages for all health care staff.
- Lead on research projects related to clinical/nursing service.

Personal/professional development

- Complete statutory training/updating and mandatory training as defined by the practice.
- Complete skills-specific training and regular updating.
- Participate in an annual individual performance review maintaining a record of own personal and professional development including NMC revalidation requirements
- Take responsibility for own development, learning and performance. Identify gaps in knowledge and skills and how further learning can enhance delivery of nursing service.

Health and safety

- Identify and address risks in work activities working with practice manager.
- Follow appropriate infection control procedures.
- Maintain work areas in a tidy and safe manner
- Communicate effectively with individuals in other agencies to meet people's needs.

Equality and diversity

Act in a way that recognises people's rights, interpreting them in a way that is consistent with practice procedures and policies and current legislation.

Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.