



NAPC | National Association
of Primary Care

JOB DESCRIPTION

Assistant Practitioner (Agenda for Change Band 4 or equivalent)

REPORTS TO:

Senior General Practice Nurse/General Practice Nurse Manager (Clinically)
Practice Manager (Administratively)

HOURS:

JOB SUMMARY

The purpose of the post is to assist the GPs and nurse team in the delivery of safe, high quality primary care services to the practice population. Working within the Health Care Support Workers Code of Conduct, the post holder will undertake delegated tasks and duties under indirect supervision of members of the practice nurse team.

The post holder will have undertaken, or be willing to work towards, a Foundation Degree in Health and Social Care or a Qualification and Credit Framework Level 5 apprenticeship programme or diploma in health care. The post holder will work within clear parameters and lines of accountability after appropriate training and assessment of competence. The requirements of the post are linked to Level 4 of the District and General Practice Nursing Service Education and Career Framework (Health Education England).

KEY RESPONSIBILITIES

Clinical care delivery

- Working within guidelines and protocols undertake and record:
 - Urinalysis and preparation of specimens for laboratory analysis
 - Temperature, pulse and respiratory rate
 - Weight, height, waist circumference and Body Mass Index
 - Measurement of legs for compression hosiery
 - ECGs, ambulatory blood pressure monitoring
 - Near patient testing e.g. blood glucose, lipids and INR
 - Doppler ultrasound measurement working with registered nurse
 - Measurement of airway function (peak expiratory flow rate and spirometry)
- Obtain venous blood samples from individuals for investigation
- Administer selected medicines and vaccines in accordance with the national schedule and legal authorisation
- Carry out care of wounds and apply dressings after initial assessment by registered nurse
- Remove wound closure materials including sutures, clips and staples
- Assist clinicians carrying out minor surgical procedures
- Provide health promotion to patients including use of level 2 brief intervention behaviour change in:
 - Alcohol screening
 - Smoking cessation
 - Weight management

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- Working in nurse-run clinics, provide assessment, teaching and support for patients with long term conditions e.g. diabetes, asthma and COPD in line with NICE guidance and Quality and Outcome Framework indicators which may include:
 - blood sugar monitoring
 - assessment of feet including risk stratification
 - spirometry
 - pulse oximetry
 - Peak Expiratory Flow rate
 - teaching inhaler technique
 - assessment of breathlessness
- Recognise signs and symptoms that may indicate undiagnosed long term conditions e.g. poor wound healing, winter cough in smokers and also factors that may indicate mental health problems and use relevant referral pathways.

Administrative/service support

- Manage clinical supplies e.g. monitoring stock levels, ordering, re-stocking of clinical areas and maintenance of equipment.
- Participate in quality improvement e.g. audit, development of protocols and new services.
- Supervise, teach, mentor and assess HCAs, students and new members of staff including acting as an assessor for HCAs undertaking the Care Certificate Framework.
- Attend practice/clinical/nurse meetings and contribute to the agenda in the development of the nursing service and where appropriate wider practice systems.

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.
- Take responsibility for own development, learning and performance and identify gaps in knowledge and skills.
- Inform practice manager or registered nurse if unable to perform any aspect of role competently.

Health and safety

- Identify risks in work activities and report to registered nurse or 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 utilising relevant referral pathways.



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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.