

JOB DESCRIPTION

General Practice Nurse (GPN) Facilitator

Reports to: CCG Nurse Director/CCG Quality Lead

Hours: Full time

Job Summary

The purpose of the role is to:

- lead the GPN workforce strategy within the wider primary care agenda across the CCG area;
- to facilitate high standards of clinical practice;
- to be a source of expert advice and signposting

The post holder will be an expert resource, demonstrating a commitment to high standards of patient care and with a demonstrable enthusiasm for GPN development. The role requires specialised knowledge of primary care nursing and the implications of GPNs' employment status.

A key objective of the post is to promote primary care as an attractive setting for nurses and develop new pathways to enable entry into this specialism. The post holder will also develop networks to support current GPNs identifying risk and reducing the isolation and vulnerability of the role. Working with CCG and NHS England colleagues, the post will advise on the potential and value of the GPN role and how the nursing workforce can meet the aspirations of the General Practice Forward View (GPFV).

Key responsibilities

Clinical leadership and practice development

- Develop a programme of support for GPNs in leadership and management.
- Translate emerging developments and policies into practice e.g relevant new legislation.
- Represent the CCG at local, regional and national meetings deputising for the Director of Nursing when necessary.
- Provide specialist professional and clinical advice to GPNs, GPN Managers and Practice Managers which may include:
 - o Coordinating of and signposting to appropriate training
 - o Advising on safe standards of nursing care
 - o Protocol development
 - o Principles of delegation to unregistered health care support workers
 - o Contractual issues and good employment practice
 - o Appraisal and use of Personal Development Plans
 - o Support for revalidation
- Represent the GPN workforce at CCG meetings including at board level; make written and provide verbal reports reflecting the current concerns, gaps and training needs.

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- Work with local GPN practice leads to promote self-care initiatives and advise CCG colleagues on design of new services to meet the needs of the population and primary care agenda.
- Advise on workforce skill mix, roles and responsibilities to ensure a balance of service delivery to meet patient need.
- Assist GPNs to develop and present business cases to the practice partnership to develop the workforce appropriately in response to changing demand.
- Advise practices on recruitment of nursing workforce including production of induction and training packages and compliance with employment law.
- Lead on research projects related to clinical/nursing service.

Quality assurance

- Assist GPN leads on clinical governance and quality assurance issues within their own practices e.g. effective audit and significant event analysis to measure and improve quality of clinical nursing service.
- Challenge poor practice in an objective and constructive manner.
- Communicate effectively with GP employers so that GPNs are able to work within their NMC Code to provide a safe and high quality nursing service.
- Analyse national and local data e.g. on uptake of national screening and immunisation programmes and work with local GPN practice leads on improving uptake.
- Continually appraise new guidance and policies to assess relevance for nursing service.

Education and training

- Work closely with training hub/community education provider network (CEPN) to develop a programme of CPD for GPNs and unregistered health care support workers.
- Work with the CCG and CEPN to develop, participate and evaluate training packages in collaboration with other disciplines to facilitate inter-professional working.
- Build capacity to support learning in practice settings including support for existing and potential nurse mentors to facilitate pre-registration nurse placements in primary care liaising with local Higher Education Institutions.
- Facilitate a programme of GPN mentorship for new health care support workers to ensure they meet the standards of the Care Certificate.
- Create a network of mentorship support for new GPNs and current GPNs acquiring new skills e.g. in long term conditions management.
- Provide a framework of support for nurses to meet the requirements of NMC revalidation including acting as confirmer or as registrant for reflective discussion where necessary.
- Working with practice managers, formulate induction and preceptorship programmes for new GPNs.

Liaison with other agencies/stakeholders

- Working in collaboration with other stakeholders such as CQC, RCGP and NHS England, advise on regulatory inspection reports and formulate action plans to address findings where they relate to nursing.

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- Working with NHS England and CCG colleagues, explore and advise on ways of addressing service demand e.g. use of skill-mix across CCG practices.
- Liaise with patient groups e.g. Healthwatch, patient participation groups and community groups in order to understand local patient perspective and promote awareness of the GPN service.

Personal/professional development

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

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.