**Job description template for an advanced nurse practitioner in general practice**

**Title**: Advanced nurse practitioner in general practice  
**Salary Level Recommendation:**  The group would recommend that this role is considered equivalent to a level 8A on the Agenda for Change scale (salary range for 2013/14: £39,239 - £47,088)

**Hours of duty:**   to be agreed on appointment  
**Responsible to:**  GP  
**Accountable to:**  GP

**Line Management Responsibilities**: this will be updated by the practice if staff management is required

**Job summary**

The post holder will demonstrate courageous and critical thinking and is a caring, compassionate and committed experienced nurse who, acting within their professional boundaries, will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care. They will demonstrate safe, competent clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice. The post holder will commit to demonstrating critical thinking in the safe clinical decision-making process. They will communicate and work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership as required.

**Key responsibilities**

**Clinical practice**

* Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting  
  with an undifferentiated diagnosis
* Clinically examine and assess patient needs from a physiological and psychological perspective, and plan  
  clinical care accordingly
* Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs  
  Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term  
  condition (as appropriate)
* Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based  
  treatment methods into a management plan
* Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice
* Work with patients in order to support compliance with and adherence to prescribed treatments  
  Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency  
  situations, including initiation of effective emergency care
* Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care  
  Support and manage health needs of women presenting for family planning, cervical cytology or sexual health consultation
* Assess, identify and refer patients presenting with mental health needs in accordance with the NSF for Mental Health  
  Implement and participate in vaccination and immunisation programmes for both adults and children
* Advise, support and administer vaccinations for patients travelling abroad, where appropriate
* Promote and deliver evidence-based care for patients presenting with aural conditions
* Meet the needs of patients presenting for opportunistic wound care
* Undertake minor surgery as appropriate to competence

**Communication**

* Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent  
  to treatment
* Communicate with and support patients who are receiving ‘bad news’
* Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
* Anticipate barriers to communication and take action to improve communication
* Maintain effective communication within the practice environment and with external stakeholders
* Act as an advocate for patients and colleagues
* Ensure awareness of sources of support and guidance (eg PALS) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate

**Delivering a quality service**

* Recognise and work within own competence and professional code of conduct as regulated by the NMC
* Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
* Prioritise, organise and manage own workload in a manner that maintains and promotes quality
* Deliver care according to NSF, NICE guidelines and evidence-based care
* Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
* Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities
* Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
* In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate
* Evaluate patients’ response to health care provision and the effectiveness of care
* Support and participate in shared learning across the practice and wider organisation
* Use a structured framework (eg root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events
* Assess the impact of policy implementation on care delivery
* Working with the practice management monitor and develop the performance of the GPN team in accordance with local policies
* Contribute to the appraisal of the performance of the team, providing feedback as appropriate
* Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable patients health procedures and local guidance
* Working with practice management to ensure the whole team have skills and knowledge regarding domestic violence, vulnerable adults, substance abuse and addictive behaviour. Provide guidance and support to ensure appropriate referral if required

**Leadership – personal and people development**

* Act as a clinical leader in the delivery of practice nursing services ensuring that the needs of the patient are a priority
* Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
* Support staff development in order to maximise potential
* Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
* Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency or actions that are not in the interest of the public and/or users of services
* Critically evaluate and review innovations and developments that are relevant to the area of work
* Enlist support and influence stakeholders and decision-makers in order to bring about new developments in the provision of services
* Work with practice management to ensure sufficient staff of appropriate ability, quality and skill-mix are available to meet current and future service delivery, that selection and recruitment processes are effective and that equality of treatment of the team incorporates quality HR principles and processes
* Contribute to the development of local guidelines, protocols and standards
* Maintain effective communication with those responsible for the overall commissioning and procurement process
* Maintain active involvement in the planning and processes of practice-based commissioning or similar initiatives
* Promote the role of the advanced nurse practitioner in general practice

**Team working**

* Understand own role and scope and identify how this may develop over time
* Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
* Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence
* Create clear referral mechanisms to meet patient need
* Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
* Work effectively with others to clearly define values, direction and policies impacting upon care delivery
* Discuss, highlight and work with the team to create opportunities to improve patient care
* Manage and lead on the delivery of specifically identified services or projects as agreed with the practice management team
* Agree plans and outcomes by which to measure success

**Management of risk**

* Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
* Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
* Ensure appropriate supervision of safe storage, rotation and disposal of vaccines and drugs. Oversee the monitoring, stock control and documentation of controlled drug usage according to legal requirements where appropriate
* Working with the practice management, ensure the nursing team has access to and undertakes mandatory and statutory training requirements
* Apply infection-control measures within the practice according to local and national guidelines
* Advocate for policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
* Interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice

**Managing information**

* Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
* Review and process data using accurate Read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes
* Manage information searches using the internet and local library databases
* Understand responsibility of self and others to the practice and primary care trust regarding the Freedom of Information Act
* Collate, analyse and present clinical data and information to the team
* Communicate essential financial restraints with the team and discuss with them ideas for effective and efficient working within these constraints
* Manage, if agreed, the nursing budget within financial principles

**Learning and development**

* Undertake mentorship for more junior staff, assessing competence against set standards
* Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences)
* Assess own learning needs and undertake learning as appropriate
* Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

**Equality and diversity**

* Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
* Enable others to promote equality and diversity in a non-discriminatory culture
* Support people who need assistance in exercising their rights
* Monitor and evaluate adherence to local chaperoning policies
* Act as a role model in the observance of equality and diversity good practice
* Accept the rights of individuals to choose their care providers, participate in care and refuse care
* Assist patients from marginalised groups to access quality care

**Person specification**

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| Criteria | Essential | Desirable |
| Knowledge | * Advanced clinical practice skills Management of patients with long-term conditions * Management of patients with complex needs * Clinical examination skills * Accountability of own role and other roles in a nurse-led service * Local and national health policy * Wider health economy * Clinical governance issues in primary care * Patient group directions and associated policy | * Knowledge of public health issues * Able to identify determinants on health in the area * Knowledge of public health issues in the area |
| Skills | * Clinical leadership skills * Communication skills, both written and verbal * Communication of difficult messages to patients and families * Negotiation and conflict management skills * Change management * Teaching and mentorship clinical setting * Resource management |  |
| Experience | * Significant post registration experience * Recent primary and community nursing experience * Nurse-led management of minor illness, minor ailments and injuries * Nurse-led triage * Compiling protocols and clinical guidelines * Clinical Leadership * Audit * Research * Nurse prescribing | * Project management * Working with community development initiatives * Health-needs assessment |
| Qualifications | * Registered first level nurse MSc or equivalent * Relevant nursing/health degree * Mentor/teaching qualification * Clinical supervision training and experience * Extended/independent nurse | * Community nursing specialist qualification |
| Other | * Self-directed practitioner * Highly motivated * Flexibility * Enthusiasm * Team player * Ability to work across boundaries |  |

**Suggested competences for an advanced nurse practitioner**

The following competences are an example of competences associated with this role as outlined on the general practice nursing (GPN) career pathway. They are based on the sample job descriptions, developed as part of the GPN career pathway. They have also been aligned to the knowledge and skills framework.

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| --- | --- | --- | --- | --- |
| **NHS KSF** | **WIPP Competence/Level** | **Skills for Health competence suite and competence status** | **Skills for Health National Occupational Standards/National Workforce Competences** | **Notes** |
| **Core 4/4** | Interprets national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice. | **Gen53** NOS | Support the development of strategies to meet local needs for health care services Users of this competence will need to ensure that practice reflects up to date information and policies. |  |
| **HWB6/4** | **Assessment and treatment planning**  When working at this level, the advanced nurse practitioner in general practice is required to: 'assess physiological and/or psychological functioning when there are complex and/or undifferentiated abnormalities, diseases and disorders, and develop, monitor and review related treatment plans.'  Analyses and interprets history, presenting symptoms, physical findings and diagnostic information to develop the appropriate differential diagnoses. | **CHS40** NOS | **Establish a diagnosis of an individual's health condition**  This workforce competence is about determining a diagnosis following initial assessment and investigations of an individual's suspected health condition. It involves reviewing the results of the initial assessment and initiating any further tests to confirm the diagnosis and the possible underlying causes.  Users of this competence will need to ensure that practice reflects up to date information and policies |  |
| **HWB7/3** | **The advanced nurse practitioner in general practice is required to: 'plan, deliver and evaluate interventions and/or treatments when there are complex issues and/or serious illness.'**  Prioritises health problems and intervenes appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care. | **CHD\_HB1** NWC | **Recognise indications of heart conditions and take appropriate action**  This workforce competence is about recognising the indications of acute cardiac syndromes and taking appropriate action. This workforce competence has been developed for practitioners who may be working in settings outside the Coronary Heart Disease area e.g. primary care setting, general wards. |  |
| **G8/3** | The advanced nurse practitioner in general practice is required to: 'assist with public relations and marketing activity.'  Promote the role of advanced nurse practitioner enhances the services offered by general practice to the public, other health care professionals and wider stakeholders and policy makers.  Discusses, highlights and works with the team to create opportunities to promote the team, the practice and its services in the local community | **GEN48** NOS | **Promote your organisation and its services to stakeholders**  This workforce competence is about promoting your organisation and the services it provides to a range of stakeholders.  This involves developing plans to promote your organisation and its services, communicating key messages to stakeholders, and evaluating the effectiveness of promotional activities. |  |
| **HWB7/4** | **Prescribing** Following successful completion of a national training programme, undertakes the professional role of independent/supplementary nurse prescriber. | **CM\_A7** NWC | **Prescribe medication for individuals with a long term condition**  This competence is about prescribing medication to reduce the impact of a long term condition on individuals' health and wellbeing. It covers relating the prescription to the individual's condition and treatment plan and, where appropriate, making arrangements for repeat prescriptions.  This competence is relevant to those who may be responsible for prescribing medication. In order to prescribe, you are legally bound to have successfully completed the Extended Formulary/Supplementary Prescribing course.  This competence is relevant to those who provide proactive and co-ordinated Case Management. Here, Case Management means identifying and risk stratifying vulnerable, high-risk people with complex multiple long term conditions. Case Management should take place within the philosophy of enabling and promoting self care, self management and independence.  Users of this competence will need to ensure that practice reflects up to date information and policies. |  |