**Swanage Medical Practice**

**Job Description**

**POST** Advanced Practice Nurse

**HOURS** 27 hours a week

**LOCATION** Swanage Medical Practice, Swanage, Dorset

**ACCOUNTABLE TO** GP Partners & Royal College of Nursing & Practice Manager

The post holder must possess a valid and current registration and maintain current membership of a professional organisation such as the Royal College of Nursing. An enhanced DBS check will be required.

**JOB AIM**

To work, within professional boundaries, as part of the Duty Team to triage, assess, plan and treat emergency or same day presentations in the surgery. Ensuring high quality, accessible, evidence based and clinically effective care to the patients of Swanage Medical Practice.

**JOB SUMMARY**

The post holder will be an experienced Advanced Practice Nurse who, acting within their professional boundaries, will work autonomously to provide care for patients presenting at the practice from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care.

They will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice in face to face and telephone appointments.

The post holder will demonstrate critical thinking in the clinical decision-making process.

They will work collaboratively and will be supported by the Duty Doctor and will work with other clinical team members, to meet the needs of patients and supporting the delivery of policy and procedures.

**KEY RESPONSIBILITES**

**Clinical practice**

* Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis including those with complex needs, whilst demonstrating safe clinical decision making skills.
* Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly
* Proactively identify, diagnose and initiate 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 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
* Initiates appropriate diagnostic strategies and therapeutic interventions including laboratory request, ECGs with attention to safety, cost invasiveness, acceptability and efficacy.
* 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;

**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 practice protocols, current national guidelines and evidence-based care
* Participate in planning and implementing changes within the area of care and responsibility
* Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
* Critically evaluate and review innovations and developments that are relevant to the area of work
* Follow infection-control measures within the practice according to local and national guidelines
* 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 work, 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
* Participate in shared learning across the practice and wider organisation
* Review and identify learning from patient complaints, clinical incidents and near-miss events
* 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

**Other**

* 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
* Use clear referral mechanisms to meet patient need
* Prioritise own workload and ensure effective time-management strategies are adopted.
* Participate in discussion with the team to create opportunities to improve patient care
* Input on the delivery of specifically identified services or projects as agreed with the Lead nurse.

**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, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will 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
* Actively reporting of health and safety hazards and infection hazards immediately when recognised
* Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder’s role
* Undertaking periodic infection control training (minimum annually)
* 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.

**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 including nurse revalidation.
* Taking responsibility for own development, learning, and performance and demonstrating skills and activities to others.

**Quality**

* The post-holder will strive to maintain quality within the practice and service, 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:
* Communicate effectively with other team members.
* Communicate effectively with patients.
* Recognize people’s needs for alternative methods of communication and respond accordingly.

**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.
* Adheres to the requirements of the General Data Protection Regulations (GDPR)

**Administration**

* To liaise closely with other health care/administration staff members to organise and maintain effective methods of recall systems.
* To enter information on the computer and maintain accurate records.

**Training and Professional Development**

* To be accountable for profession standards of care.
* Participate in programmes of profession training to keep updated and consolidate existing knowledge, demonstrating professional development with practice.
* Using knowledge gained from professional training; disseminate research findings and new knowledge to facilitate change in clinical practice.
* To be responsible for ensuring safe practice adhering to infection control standards and risk management, implementing action in areas of concern.
* Support practice development plans and participate in developing and reviewing practice protocols.
* Participate in multi-disciplinary team meetings, working towards the common goal of the practice.
* The post holder will attend relevant meetings convened by the Practice Manager or GP Nurse Lead to discuss and plan workloads and protocols for care.
* Attendance at in-house clinical meetings will be expected.
* Additional specific training to fulfil competency for role.

**Clinical Development of Practice**

* Initiate and participate in practice developments to enhance the clinical practitioners contribution and quality of care.
* Initiate the management of skilled holistic care for users and carers in general practice as appropriate.
* Maintain current professional portfolio and continuous professional development plan.
* Be prepared to attend annual appraisals where professional development will be discussed and PDP’s planned for the following year.

This is not an exhaustive list of duties. This job description outlines the key responsibilities of the post; it does not form the Main Statements of Terms and Conditions of Employment.

**Person Specification**

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| **Job Title:** | Advanced Practice Nurse |
| **Recruiter:** | Swanage Medical Practice Partners |
| **Date:** | Aug 2025 |
| **Qualifications** | Essential | Desirable |
| Professional registration with the NMC  | ✓ |  |
| Master's or Doctoral degree in Nursing | ✓ |  |
| Advanced Clinical Practice Certificate | ✓ |  |
| Qualified, registered independent non-medical prescriber | ✓ |  |
| **Experience** | Essential | Desirable |
| 2 years + NHS experience | ✓ |  |
| Experience of minor illness or acute care management | ✓ |  |
| Experience of working as part of an MDT | ✓ |  |
| Experience in examination of adults and children | ✓ |  |
| Experience of working in a General Practice or Primary Care | ✓ |  |
| **Skills & Knowledge** | Essential | Desirable |
| The ability to develop and maintain communication with people on complex matters, issues and ideas and/or in complex situations | ✓ |  |
| Ability to work autonomously using own initiative to manage workload and targets | ✓ |  |
| Sound ability to make clinical decisions | ✓ |  |
| Excellent problem solving skills | ✓ |  |
| Ability to manage and prioritise workload | ✓ |  |
| **IT** |  |  |
| Experience of using SystmOne |  | ✓ |
| Experience of using Ardens |  | ✓ |
| Experience of QOF |  | ✓ |
| Competent and confident in using IT and computers | ✓ |  |
| **Personal Attributes** | Essential | Desirable |
| Smart, clean and professional appearance & disposition | ✓ |  |
| Can do attitude, willing to support colleagues and be a team player | ✓ |  |
| Friendly and approachable | ✓ |  |
| Able to perform under pressure | ✓ |  |
| Able to develop, establish positive relationships with colleagues | ✓ |  |
| Able to work as part of a team | ✓ |  |
| Excellent attention to detail | ✓ |  |
| Willing to learn new skills | ✓ |  |
| **Other** |  |  |
| Full, clean driving licence | ✓ |  |