

JOB DESCRIPTION

JOB TITLE:	ADVANCED CARE PRACTITIONER
RESPONSIBLE TO:	PRACTICE BUSINESS MANAGER
ACCOUNTABLE TO:	THE PARTNERS (Clinically) THE PRACTICE BUSINESS MANAGER (Administratively)

Job Summary:

Ivy Grove Surgery is looking to appoint a forward-thinking, enthusiastic, motivated ACP (full or part time) to join our friendly, established, patient centred team. We offer full support for professional development and clinical interests and can be flexible on the sessions to ensure maintenance of a good work/life balance.

The ideal candidate will be an 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, clinical decision-making and expert care, including applying assessment and diagnostic skills, for patients within the general practice. The post holder will demonstrate critical thinking in the clinical decision-making process. They will work collaboratively with the wider general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing leadership as required. In order to work at this level NMC requirements for advanced practice must be met.

Main Tasks – Duties & Responsibilities:

Be proficient at working autonomously and be accountable for own actions, recognising and working within own competence and professional code of conduct as regulated by NMC.

- Assess diagnose and treat patients attending primary health care services with a range of acute, non-acute and chronic medical conditions.
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing or have already developed long-term/complex condition/s (as appropriate).
- Undertake and interpret a range of diagnostic tests and routine clinical procedures e.g. cytology, venepuncture, blood pressure monitoring etc.
- 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 local formularies.

- Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions and work with patients and their carers in order to support compliance with and adherence to prescribed treatments.
- 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.
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly

Essential Criteria:

- Independent Nurse Prescriber.
- Appropriate qualifications in autonomous practice
- Ability to manage patient risk effectively and safely Excellent interpersonal, verbal & written communication skills Reflective practice
- Time management & ability to prioritise
- Negotiation and conflict management skills
- Able to analyse data and information, drawing out implications for the patient/implications for the care plan
- Undertake home visits as required

Administrative and professional responsibilities:

- Participate in the administrative and professional responsibilities of the practice team.
- Ensure accurate notes of all consultations and treatments are recorded in the patients' notes on the clinical computer system as appropriate.
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice.
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports.
- Attend and participate in practice meetings as required.

- Assist in the formulation of practice policies and develop appropriate protocols.

Student/staff education and training:

- Participate in the education and training of students of all disciplines and the induction of new nursing staff.

Liaison:

- Maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines within the practice, with appropriate regard to confidentiality.

Professional development:

- Maintain continued education by attendance at courses and study days as deemed useful or necessary by the practice manager for professional development.

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.

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, to 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.

- 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.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Quality:

The post-holder will strive to maintain quality within the practice, 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 strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognize people's needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

The post-holder will:

- Apply practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate.