**KERNOW HEALTH CIC**

**CORNWALL GENERAL PRACTICE STAFF BANK – ADVANCED PRACTICE NURSE**

**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Job details** | | |
| Job Title: | Advanced Practice Nurse | |
| Salary: | Variable – dependant on individual GP Practice | |
| Hours/Contract: | As and When, Casual Worker | |
| Department: | General Practice Staff Bank | |
| Managerially Accountable to: | To be advised by practice | |
| Professionally Accountable to: | To be advised by practice | |
| Location: | Various locations across Cornwall | |
| **Job summary / purpose** | | |
| To work as an autonomous practitioner, undertaking a range of nursing assessments and providing appropriate care or treatment, in accordance with practice policies and protocols as part of a multidisciplinary team.  To act within your own sphere of competence and agreed acceptable limits of practice to provide expert professional clinical advice to patients, carers and colleagues ensuring clinical safety and excellence. | | |
| **Primary duties and responsibilities** | | |
| The duties will vary according to the practice requirements and the individuals competencies, but an outline of the duties and responsibilities which may be undertaken is provided below:   * Plan, manage and complete episodes of care, working in partnership with others and delegating /referring as appropriate; to optimise health outcomes and resource use, as well as providing direct support and subject matter expert advice to patients and clients. * Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly * Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients as appropriate, delivering evidence based care in line with NSF, NICE guidelines. * Prescribing and reviewing medication that is appropriate to patient needs and in accordance with latest evidence based practice, national and practice protocols and within the scope of qualified practice. * Request diagnostic investigations such as x-ray, blood tests and scans, and interpret within agreed protocols. * Undertake and interpret a range of diagnostic tests and routine clinical procedures, e.g. cytology, venepuncture, blood pressure monitoring ete based on individual competency and relevant qualifications. * Work as part of a multi-disciplinary team to deliver safe and high-quality care to patients in healthcare setting and in their homes. * Carry out clinical nursing practice at an advanced level using expert clinical skills, critical judgements and knowledge to deliver appropriate and safe care. * Provide advanced, specialist nursing care to patients as required in accordance with clinical based evidence, NICE and the NSF. * Provide clinics to patients based on individual competence e.g. chronic diseases, diabetes, asthma, COPD, women’s health (HRT, contraception, family planning). * Support the team in dealing with clinical emergencies. * Take responsibility for own personal and professional development. * Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures. * Ensure accurate and legible notes of all consultations and treatments are recorded in the patient’s notes in accordance with practice policy. * Act as a mentor for junior staff, assessing competence against set standards where appropriate. * Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care and motivational interviewing techniques as required. | | |
|  | | |
| **Freedom to act** | | |
| The Post holder will have direct responsibility for patient caseload, ensuring all patients have an accurate plan of care, which reflects the assessment undertaken and incorporate the issues and recommendations made.  The Post holder may be assigned responsibility for the delegation of work to other medical professionals. | | |
| **Working conditions / effort** | | |
| Unavoidable adverse working conditions   * Unavoidable hazards/unpleasant working conditions/continuous VDU use * Physical Effort * Mental Effort (concentration, dealing with interruptions, need to meet deadlines) * Emotional Effort (exposure to distressing/emotionally demanding situations) | | |
| **Values** | | |
| Kernow Health CIC expects all employees to demonstrate the organisation’s Values as part of their day to day working lives.   * We will work to promote high quality care for all our patients * We will listen to our member practices, regardless of their size or contract type, and act in their best interests and the interests of the patients that they serve * We will work hard to support and protect our practices, ensuring a strong and vibrant Primary Care * We will encourage patients and their families to take an increased responsibility for their own health and well-being * We will demonstrate honesty, integrity and a desire to always do the right thing * We will promote teamwork, collaboration, and transparency across the system * We will actively support talent and innovation that seeks to deliver coordinated care across organisational boundaries * We will support the development of clinical leadership, assisted by highly effective management staff * We will expect that patients and carers are involved in decision making about their care * As a Community Interest Company, we will use our resources to improve health care in the communities we serve. | | |
| **Corporate requirements and Responsibilities** | |
| **GENERAL**   * **Confidentiality:** In line with the Data Protection Act 1998 and general data protection regulations and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality as outlined in the terms of engagement. This legal duty of confidentiality continues to apply after a casual worker has left Kernow Health CIC. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties. * **Health and Safety:** The post holder is required to ensure health and safety duties and requirements are complied with. These include those of both the Practice and Kernow Health CIC. It is the post holder’s personal responsibility to conform to procedures, rules and codes of practice. All staff have a responsibility to access Occupational Health and other support in times of need and advice. * **Risk Management:** The post holder will be required to comply with Kernow Health CIC’s Health and Safety Policy and those of the Practice and actively participate in this process, having responsibility for managing risks and reporting exceptions. * **Safeguarding Children and Adults:**  Kernow Health CIC is committed to safeguarding children and adults and therefore all staff must attend/ complete the required level of safeguarding children and adults training. * **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Kernow Health premises and grounds are smoke free. * **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for promoting diversity and equality of opportunity across all areas of your work. This applies to service delivery as casual worker and for anyone who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people’s human rights as part of your everyday practice. * **Confidentiality:** The Post Holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty.   Please note:  Rehabilitation of Offenders Act   * This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a DBS check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions | |

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Post: | **General Practice Bank Staff – Advanced Practice Nurse** |

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Requirements** | | **Method of Assessment** |
| **Essential** | **Desirable** |
| **Qualifications, training & professional membership** | Registered nurse  Post graduate diploma or degree (Advanced Practice Qualification  Qualified Nurse Prescriber  Qualified Triage Nurse  Clinical supervision | Teaching qualification  ALS, PALS |  |
| **Knowledge & experience** | Experience of working in a primary care environment  Experience of prescribing and undertaking medication reviews  Clinical competence  Knowledge of health promotion strategies | Experience of range of software systems including EMIS, SystmOne and Microtest  Experience with audit  Previous management experience  Knowledge of public health issues  Clinical supervision |  |
| **Skills & abilities** | Excellent communication (written and oral)  Problem solving and analytical    Planning and organisational skills  Good interpersonal skills  Ability to work as part of a team and autonomously  Clinical leadership  Negotiation and conflict management  Ability to work across organisation and system |  |  |
| **Personal qualities** | Flexible  Self-motivated  Sensitive and empathetic  Commitment to ongoing professional development |  |  |
| **Behaviours & aptitudes required to demonstrate the Values** | Integrity  Resourceful  Adaptable  Resilient |  |  |
| **Additional circumstances** | A criminal record check satisfactory to the organisation. |  |  |