

# Coleridge Medical Centre

## Job Description

<b>Post:</b>	<b>Practice Nurse Practitioner</b>
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<b>Based at:</b>	The Coleridge Medical Centre Canaan Way Ottery St Mary EX11 1EQ
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<b>Accountable to:</b>	Practice Manager, Lead Practice Nurse
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### JOB SPECIFICATION

- To work as an autonomous, independent practitioner.
- To provide a holistic approach to individuals including assessment, diagnosis, treatment and referral to other agencies if necessary, practicing within agreed guidelines and protocols to deliver quality patient services.
- To support and educate patients and all members of the Coleridge Medical Centre.
- To play an active role in supporting the management of the Coleridge Medical Centre, as required.
- Maintain registration with the NMC
- Maintain high standards of professional practice and competence in keeping with the NMC Code of conduct and Scope of Professional Practice. Promote and facilitate the development of specialist nursing practice.
- Promote and facilitate the development of specialist nursing practice, including the maintenance of a professional profile.
- To prescribe safe, effective and appropriate medication as defined by current legislative framework

### PERSONAL SPECIFICATION

- Registered Nurse Practitioner
- Registered Independent Prescriber
- Membership of a professional body
- Able to work using own initiative
- Effective team worker
- A flexible approach to working hours and location
- Excellent communication skills (written and oral)
- IT Skills
- Time management and the ability to work towards a deadline
- Discretion and confidentiality

## **ROLE SUMMARY**

**The role of the Practice Nurse Practitioner (with independent prescribing rights) within the Practice Nursing Team is to:**

- Work under the clinical supervision of the Lead Nurse and practice GPs
- Communicate effectively with the lead nurse and all members of the team within the Coleridge Medical Centre.
- Ensure own actions are consistent with clinical governance systems and manage risk.
- Assist in the implementation of policies, standards and guidelines within the team.
- Undertake first contact consultations (including telephone) and treat or triage as appropriate. Work autonomously if appropriate.
- Contribute to the development of students and staff through participating in teaching programmes and supporting them at work.
- Monitor and maintain health, safety and security of self and others in own work area.
- Monitor the effectiveness of own clinical practice through the quality assurance strategies such as the use of audit, peer review and mentoring.
- Participate in continuing professional development opportunities to ensure that up to date evidence based knowledge and competence in all aspects of the role is maintained.

## **SPECIFIC RESPONSIBILITIES**

- **Patient/Client Care**
  - Promote and provide nursing services in the treatment of patients presenting with minor illnesses and injuries and with specialist knowledge and skills, ensure the delivery of quality patient care.
  - Undertake holistic assessment and consultation of patients, including examination, diagnosis, treatment and formulation of management plans, working within agreed protocols and guidelines
  - Independently prescribe safe, effective and appropriate medication as defined by current legislative framework.
  - Use effective communication and advanced listening skills with patients and their carers, including the provision of patient education, emotional support and opportunistic health promotion where appropriate.
  - Recognise situations which may be detrimental to the well being of the individual and take appropriate actions liaising with other services as necessary.
  - Be aware of needs of patients and their carers with learning difficulties, mental health conditions and multicultural and ethnic needs.
  - Be aware of child protection issues and appropriate referral procedures acting on them when necessary.
- **Policy and Service**
  - Comply with all practice policies, procedures, formulary and guidelines.
  - Have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of health and safety regulations.
  - Contribute to and participate proactively in local changes related to the local modernisation agenda
  - Be involved in the development, planning and implementation of services to meet national and local targets.

- **Financial and Physical**
  - Be responsible for effective and efficient use of resources.
- **Information Resources**
  - Record and maintain full and accurate manual and or electronic records.
  - Comply with the requirements of the Data Protection Act.
  - Document all relevant information regarding patients and where appropriate report and act upon it immediately.
- **Research and Development**
  - Where possible, ensure that care is research/evidence based.
  - Challenge existing practice and act as a change agent in the clinical environment.
  - Work collaboratively with the Lead Nurse, Partners and Managers to assess and evaluate practice. Contribute to the formulation of policies and protocols relevant to the area of practice. Promote and participate in clinical governance issues, including multidisciplinary audit and quality initiatives.
  - Be involved in the identification, assessment, audit and management of clinical risk.
- **Freedom to Act**
  - To work without direct supervision to assess, treat or refer patients who attend the practice with a wide range of minor illness/injury.
  - Accept delegated responsibility for completing specific tasks within the clinical environment.
  - Be responsible for the management of the clinical environment to ensure that clinical and organisational standards are maintained.

### **CONFIDENTIALITY**

- Maintain confidentiality of information relating to patients, carers, practice staff and other healthcare workers. Promote the importance of confidentiality throughout the practice nurse team.
- Maintain confidentiality of information regarding the business of the practice.

### **HEALTH AND SAFETY**

- Monitor and maintain health, safety and security of self and others in own work area.
- Identifying the risks of health, safety and security of working in the practice environment.
- Ensuring that the working environment is as safe as possible and complies with organizational, professional and legal requirements and taking appropriate action when there are problems.
- Using the personal security systems within the workplace according to practice guidelines.
- Report and act on risks identified.

### **EQUALITY AND DIVERSITY**

- Support the equality, diversity and rights of patients, carers and colleagues. Have the skills and know the policies to:

- Recognise the importance of people's rights and interpret them in accordance with practice procedures, policies and current legislation.
- Respect privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Behave in a manner that is welcoming to and of the individual, is non-judgmental and respects circumstances, feelings, priorities and rights.

### **PERSONAL AND PROFESSIONAL DEVELOPMENT**

- Maintain continued education through attendance to any course and/or study days necessary to ensure that NMC professional development requirements for PREP are met.
- Participate in any training implemented by the practice as part of employment including participation in an annual appraisal; maintain a record of personal and professional development.
- Participate in development and learning and demonstrate skills and activities to others in the practice nurse team.
- Following training be prepared to undertake new responsibilities, relevant to patient need and agreed guidelines.

### **COMMUNICATION**

- Communicate effectively with the practice nurse team and the GPs, Practice Manager, Reception staff and other members of the Primary Health Care Team.
- Participate in audits.

### **REMUNERATION**

- Agreed on appointment, according to skills and experience.
- NHS Pension Scheme.
- NHS Occupational Health Scheme.

### **TERMS AND HOURS**

- Hours and shifts of work to be agreed on appointment.
- Working hours will be subject to alteration if required by the Practice.
- Working across all Coleridge Medical Centre sites to ensure continuity of service cover.

### **INDUCTION AND TRAINING**

- There will be an initial period of supervised 'on the job' training, tailored to the needs of the Practice and the individual.
- **Additional training** and support may be arranged periodically, to provide additional skills to support the more specialised duties of the Practice Nurse Practitioner.
- **Ongoing training & development** The Practice Nurse Practitioner will be encouraged and supported to undertake training, when appropriate, to extend their knowledge and skills in relation to medical practice.