

JOB TITLE	Advanced Nurse Practitioner
RESPONSIBLE TO	Practice Manager
ACCOUNTABLE TO	Nursing Operations Manager
GRADE/PAY	Dependent on experience
HOURS	Flexible (up to 20 hours)

The Windrush Medical Practice, Witney, Oxfordshire (Edge of the Cotswolds and 13 miles from Oxford).

This is an excellent opportunity for a registered Advanced Nurse Practitioner wishing to join Primary care.

We have a rapidly expanding team of healthcare professionals within the Practice, including GPs, Nurses, health care assistants, care-co-ordinators and clinical pharmacists. We are also a training practice for GP Registrars and regularly have medical students with us from both the University of Oxford and University of Buckingham.

Job Purpose

- The responsibilities will include direct patient contact through assessment, examination, investigation, diagnosis, and treatment. The post-holder will provide holistic clinical services with support from the multi-disciplinary team.
- The ANP will work within their scope of clinical practice and provide care for patients presenting with undifferentiated, undiagnosed problems, utilising history-taking, physical examinations, and clinical decision-making skills to establish a working diagnosis and management plan in partnership with the patient.
- Working to a professional code of ethics you will be able to demonstrate flexibility in the role and have a calm and caring attitude towards patients.

Key working relationships

- Patients
- Windrush Medical Practice Staff
- GP Clinical Lead(s)
- Community nurses and other allied health professionals
- Secondary care clinicians.

Responsibilities underpinning the role

The following are the core responsibilities expected of the ANP fulfilling this role. On occasion there may be a requirement to carry out other tasks; this will be dependent on factors such as workload and staffing levels:

- Provide care for patients presenting with undifferentiated, undiagnosed problems, utilising history-taking, physical examinations and clinical decision-making skills to establish a working diagnosis and management plan in partnership with the patient (and their carers where applicable). Patients will have been initially triaged by the Duty GP, to ensure suitability in line with clinicians scope of competency
- Undertake face to face consultations for emergency problems, as determined by the Practice, including management of patients with long-term conditions. Participate in all treatment and preventative healthcare services in the Practice as delegated and agreed by the supervising GP(s).
- Perform diagnostic physical examinations and treatment.
- Identify, signpost or refer patients at risk of developing long-term conditions, preventing adverse effects on the patients health.
- Organise onward investigation, treatment and referral where appropriate.
- Ensure continuity of care, arranging follow-up consultations or reviews as necessary
- Attend regular practice clinical meetings.
- Support the clinical team with all safeguarding matters, in accordance with local and national policies.
- Under supervision of the GPs in the practice, make professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the Organisation.
- Record clear and contemporaneous IT based consultation notes to an agreed standard.
- Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately.
- Be able to justify choice of medication, and support patients in the use of their prescribed medication (within own scope of practice).

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- Be able to understand the impact of comorbidities, other medications and poly-pharmacy.
- Deliver integrated patient centred care through appropriate working with the wider primary care multi-disciplinary team and social care networks.
- Act on alerts (e.g. QOF, local enhanced services etc.) and reminders during a consultation.
- Assist the practices in achieving their clinical targets and objectives in QOF, Local enhanced services etc.
- Participate in continuing professional development opportunities and keep up to date with evidence-based knowledge and competence in all aspects of your role, meeting clinical governance guidelines for continuing professional development (CPD).

This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the written statement of the main terms and condition of employment.

This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will have the opportunity to develop the role and participate in initial and ongoing discussions with their line manager as to the development of the team.

Professional registration requirements.

- Active registration with the NMC, with evidence of re validation
- Be an independent prescriber on the NMC register

Qualifications	Essential	Desirable
Active registration with the NMC, with evidence of re validation	x	
Evidence post-graduate clinical experience	x	
Completed ALS/APLS	x	
Evidence of continued professional development.	x	
ENP/ ECP Minor Injuries and Minor Illness course Level 6	x	
Attended X-ray/IRMER course		x
Relevant MSc or BSc		x
Experience and skills	Essential	Desirable
Ability to manage and prioritise workload	x	

Experience of working in Primary care		x
Evidence of clinical leadership		x
Experience of non-medical prescribing and using PSDs		x
Understanding of Clinical governance and its significance on clinical practice	x	
Experience of computer based clinical systems such as EMIS Web		x
Experience of independent assessment	x	
Understanding of Health Education or Promotion		x
Experience of using referral pathways	x	
Skills	Essential	Desirable
Ability to work autonomously, using clinical judgement to form a diagnosis	x	
Ability to manage acute care presentations	x	
Able to record/interpret ECGs		x
Good interpersonal skills with the ability to communicate effectively with a diverse range of people.	x	
Knowledge of IT systems – email / word / Microsoft teams	x	
Excellent written and verbal communication skills	x	
Knowledge of audit and research		x
Good time management skills, able to prioritise and organise workload for best effect	x	
Leadership skills		x
Ability to maintain a high level of confidentiality and discretion at all times	x	
Problem solving & analytical skills	x	
Current knowledge of NHS five year plan, as well as Government initiatives and NICE guidelines	x	
Ability to follow policy and procedure	x	
Personal Qualities	Essential	Desirable
Sensitive and empathetic in distressing situations	x	
Ability to work under pressure	x	
Other requirements	Essential	Desirable
Flexibility to work outside of core office hours if required	x	
Clear vision of role and commitment to working in Primary Care	x	
Disclosure Barring Service (DBS) check	x	

Under the Data Protection Act 1998 and GDPR, the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must

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not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

We expect all of our staff to actively promote equality and diversity and encourage colleagues to do the same. We encourage staff to support a zero tolerance approach to bullying and harassment in all forms, and to lead by example in this area.

This post is deemed to require a Disclosure check Enhanced Level with the Disclosure & Barring Service (DBS). This is due to the fact the post has access to children and vulnerable adults. Further information on the disclosure Service is available from www.disclosure.gov.uk

