

## Job Description

Job Information	
<b>Job Title:</b>	Advanced Nurse Practitioner
<b>Directorate/Service:</b>	Community Planned Care
<b>AfC Band:</b>	Band 8A
<b>Responsible to:</b>	Directorate Manager
<b>Accountable to:</b>	Director of Nursing
<b>Base Location:</b>	St Helens Hospital
<b>Job Code:</b>	409-S6204077

Job Summary
<p>The ANP is defined as a First Level Nurse; the role will be to provide highly specialised care to patients within the General Practice setting, using advanced clinical knowledge that is evidence based. You will be expected to function independently and within a clinical team and will demonstrate advanced autonomous clinical practice working across traditional boundaries and augmenting the medical role, utilising assessment, decision making and diagnostic skills. Providing expert advice and to ensure the needs of the patient are met by leading, challenging, and changing practice within the clinical setting.</p> <p>You will have the ability to independently order and interpret investigations and will demonstrate the ability to safely manage your own caseload, identifying the need to involve other members of the MDT, ensuring high quality, effective management of patients with General conditions.</p> <p>You will be expected to take the lead and participate in educational issues; clinical supervision; research &amp; audit; evidence-based practice and provide mentorship to other clinical staff working in the field of General Practice.</p> <p>The role of the ANP will include working collaboratively with other health care professionals in primary and secondary care to ensure a high quality easily accessible service and act as a ANP in the service provided.</p> <p>The post holder will accept new and follow-up patient referrals within the General Practice, undertaking clinical audit and research, recognising, and acting as an advocate for patients, carers within the service and organisation and leading on changes as required.</p> <p>The post holder will assist in General Practice clinics as required and develop services where required.</p> <p>The post holder will abide by legal requirements and statutory rules relating to their practice maintaining standards of professional practice in accordance with the NMC guidelines.</p>

Key Responsibilities
<p><b>CLINICAL &amp; PROFESSIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Provide advanced levels of clinical practice, knowledge, and skills in General Practice.</li> <li>• Undertake history and physical examination to accurately assess the patient's condition.</li> <li>• Request, interpret and act upon relevant diagnostic tests and procedures.</li> <li>• Interpret, convey and act upon complex and conflicting information to MDT members/patients/relatives including in possible stressful situations, which may be delicate or offensive in nature (i.e. breaking bad news).</li> <li>• Act as a clinical expert providing continuous support to the nursing staff and other MDT members within and outside designated area of work.</li> </ul>

- Undertake advanced (invasive and non-invasive) procedures pertaining to patient need, in accordance with appropriate training and clinical supervision.
- Prescribe medication in accordance with current legislation and Trust policy.
- Maintain comprehensive, contemporaneous, and accurate nursing/medical records and documentation, utilising information technology where available to facilitate caseload management.
- Effectively manage acute life-threatening conditions in accordance with current ALS guidelines (as appropriate at area of work/need).
- Act as a role model through demonstration of high standards of practice, providing a clinical environment that motivates and encourages effective working partnerships.
- Participate in multidisciplinary, case conferences, clinical and audit meetings.
- Gain informed consent from patients for procedures undertaken by self or on behalf of others, both written and verbal, according to Trust policy.
- Provide evidence-based specialist knowledge and advice to patients, families/carers throughout the patient's journey to meet their physical, emotional and psychological needs.
- Provide clinical expertise in the management of patients utilising specialist theoretical and clinical skills.
- Issue Fit Notes and Prescriptions.
- Certify expected deaths as per Trust policy.
- Facilitate and support general practice doctors/Matron/Trainees to develop effective working relationships with the multi-disciplinary team to enhance the care and management of patients.
- Act as an autonomous practitioner exercising judgement, discretion and decision making in clinical care.
- To support junior medical staff, sharing clinical workload and allowing junior doctors to achieve training and development requirements.
- Act autonomously, referring to appropriate specialists/care agencies.

#### **EDUCATIONAL RESPONSIBILITIES**

- Adherence to competency framework.
- Attend mentor meetings with respective Consultants.
- Take responsibility for one's own professional development and continually assess and acknowledge areas for development as they arise.
- Advise on the promotion of health and prevention of illness to all client/carer groups and empower individuals to make informed health choices
- Recognise situations which may be detrimental to the health and well-being of the individual and manage risk accordingly

- Seek opportunities to publicise and promote the role of the Advanced Nurse Practitioner and disseminate information regarding the development of practice
- Assist in identified training and educational needs of the nursing staff/medical staff and participate in its delivery

#### **LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES**

- Ensure that the patient experience remains the focal point for service improvement within the Division.
- Provide support for nursing staff in relation to clinical support to complaints, SIRI / SUI investigations.
- To contribute effectively to service developments both within the divisions and at strategic level.
- Attend General Practice meetings as required.
- To act as a role model by demonstrating excellent communication and listening skills with patients, relatives and staff.
- Promote effective team working within the team along with nursing and medical staff in the service.
- Network locally, regionally and nationally to share and exchange ideas and principles.
- Provide an effective leadership role in contributing to own departmental issue pertaining to clinical governance agendas and shared governance within the Trust e.g., maintaining standards, risk management, clinical audit and research, standard setting, benchmarking, evidence-based practice, etc.
- Develop clinic skills as required and assist where necessary.

#### **RESEARCH & AUDIT**

- Lead the reporting of clinical incidents/concerns and take appropriate action to address any safety and quality issues raised.
- Develop and implement policies and strategies in line with evidence-based practice e.g. NICE/DoH.
- Be involved in identification, development and implementation of relevant policy/guidelines to aid future management by the MDT.
- Facilitate and identify clinical audit/research and disseminate findings.

#### **PERSONAL RESPONSIBILITIES**

- Develop good working relationships with medical and nursing staff and other members of the multidisciplinary team within and other departments within the Trust and external.
- Act in accordance with the NMC guidelines/Code of Professional Conduct.

#### **SAFEGUARDING RESPONSIBILITIES**

- Comply with Trust Safeguarding Children Policy and standard operating procedures to safeguard vulnerable children up to 18 years throughout the Trust, this includes the Protocol for Children who Do Not Attend Clinics, fulfilling your role as defined in these documents.

- Liaise with all relevant professionals (Police, Social Services) in relation to safeguarding work undertaken by your Consultant. Type any medical reports for child protection cases as requested by the Consultant, nurse or junior medical staff. Arrange multi-professional meetings regarding child protection/child in need cases. Minute multi-professional meetings as necessary.
- Provide administrative support for the Named Consultant and Named Nurse for Safeguarding Children
- Know about the range of physical abuse, emotional abuse, neglect and sexual abuse.
- Be able to recognise signs of abuse appropriate to role and what action to take
- Know what to do if concerned that a child is being abused.
- Know about the Trust's local policies/procedures.
- Understand the importance of sharing information, how it can help and the dangers of not sharing information.
- Be able to recognise signs of child abuse as this relates to their role. e.g observe inappropriate parenting, an unusually quiet and withdrawn child etc
- Be able to seek advice and report concerns, ensuring that they are listened to.

#### **GENERAL DUTIES**

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or

employment status.

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore who come into contact with children, young people and vulnerable adults have a responsibility to ensure they are trained and competent to be alert to potential indicators of abuse or neglect, and know how to act on their concerns in line with the policies and procedures of Mersey and West Lancashire Teaching Hospital NHS Trust.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the [www.gov.uk](http://www.gov.uk) website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.