

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:**            **Advanced Nurse Practitioner**

**BAND:**                **Band 8a**

**BUSINESS UNIT:**   **Health & Justice**

### **JOB PURPOSE**

As an Advanced Nurse Practitioner, you will be responsible for autonomously making decisions in the clinical assessment and delivery of evidence-based treatment for patients as appropriate across a wide spectrum of clinical conditions within our service through direct consultations and reception screening. You will use clinical information to adjust care and treatment including medications or provide onward referral to appropriate health professionals. You will be a senior clinical leader and will work as part of a multi-professional/skilled team delivering integrated healthcare and evidence-based treatment to patients. You will work collaboratively with the GPs and clinical teams to meet the needs of patients e.g. via the first night centre, routine primary care clinics etc. The role requires the effective delivery of primary care services including initial history taking, clinical assessment, diagnosis, treatment, safe and effective prescribing, care planning and evaluation of care. You will demonstrate safe, clinical decision-making and expert care assessment and diagnostic skills coupled with high quality.

You will be working with patients at the establishment across a range of conditions including minor injuries and ailments, long term / chronic conditions management, and ongoing medication reviews.

The post holder will also be required to support the delivery of policies and procedures and provide clinical leadership to the establishment as required. A commitment to a quality service, excellence in clinical practice, delivery of evidence-based practice and continuous professional development are integral to the role and the development of the service.

You will be expected to operate in line with our shared commitment to our values, Working Together, Integrity, Respect and Recognition, Compassion and Innovation.

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| <b>Position this Post reports to</b>          | <ul style="list-style-type: none"> <li>• Head of Healthcare</li> </ul> |
| <b>Positions this post is responsible for</b> | <ul style="list-style-type: none"> <li>• Clinical Team</li> </ul>      |

## KEY RESPONSIBILITIES

### 1. Communication and Relationships

- Communicate effectively with other team members and providers, recognising the importance of communication within a team.
- Communicate effectively with patients and establishment staff.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Be confident in conflict resolution and negotiating.

### 2. Analytical Data and Information

- Contribute and lead on the improvements to quality within the service and wider organisation ensuring national guidance applied for specialist areas.
- Work with the Heads of Healthcare and Nursing & Quality and other professionals to address any areas of concern in quality and safety across the local site and wider organisation.
- Take responsibility for continuous quality improvement and support professional growth in others.
- Lead on research and evidence-based practice using audit and NICE to improve direct care.
- 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 providers to meet patient needs.
- Effectively manage own time, workload and resources.
- Support the delivery of Fundamental Standards.
- Maintain NMC registration and ANP competencies.

### 3. Patient/Client Care

- Making professionally autonomous clinical evidence-based decisions within one's boundary of competence and having full accountability for such decisions.
- Receiving patients with undifferentiated and undiagnosed problems and making an assessment of their health care needs, based on evidence based clinical assessment and highly developed nursing knowledge and skills, including skills not usually exercised by nurses, such as physical examination.
- Prescribing acutely for clinical conditions appropriately and where relevant in accordance with NICE guidelines and local pathways and protocols
- Undertaking medication reviews from SystmOne repeat templates including read coding entries and identifying individuals warranting MDTs or GP review
- Screening patients for disease risk factors and early signs of illness.
- Making differential diagnoses using decision-making and problem-solving skills.
- Developing with the patient an ongoing nursing care plan for health, with an emphasis on health education and preventative measures.
- Ordering necessary investigations, and providing treatment and care both individually, as part of a team, and through referral to other agencies.
- Having a supportive role in helping people to manage and live with illness.
- Having the authority to admit or discharge patients from their caseload and refer patients to other health care providers as appropriate.
- Working collaboratively with other health care professionals and disciplines.
- Providing a leadership and consultancy function as required.

- Prioritise health problems and intervene appropriately including the initiation of effective emergency care.
- Takes responsibility for the clinical prioritisation and decision making relating to external escorts and transfers out of the establishment.
- Confidently and competently make ethical, evidence-based decisions and interventions when faced with complexity and assess and manage the risk associated with these decisions.
- Lead on ensuring evidence-based practice within Spectrum is up to date using data, audit and research to evaluate care.

#### **4. Policy and Service Development.**

- Apply organisational policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate and conduct in audits where appropriate.
- Develop procedures and policies within sphere of clinical expertise
- Identify and action opportunities for research and development within the service
- Support the equality, diversity and rights of patients and colleagues.
- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients and colleagues.
- Behaving in a manner which is welcoming and non-judgmental, respecting patient's circumstances, feelings, priorities and rights.
- Ensure reasonable adjustments to care.

#### **5. People Management and Development**

- Provide strong clinical leadership across the organisation leading on the clinical nursing agenda.
- Provide credible and visible clinical leadership.
- Influence and guide on policy development responding as relevant, eg to PPO reports and DIC, to adjust and develop practice.
- Assume responsibility and accountability for own decisions and practice, striving to obtain the highest standards of practice.
- Take responsibility for own learning and performance, including participating in clinical supervision and acting as a positive role model.
- Actively promote workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
- Critically evaluate and review innovations and developments that are relevant to area of work.
- Develop guidelines, protocols and standards.
- Create an environment of mutual trust and participate in education and training of nursing staff.
- Provide mentorship and supervision to developing Advanced Nurse Practitioners and other staff as appropriate.
- Work in collaboration with other ANPs across Spectrum.
- Understand own role and scope and identify how role may develop over time.
- Delegate clearly and appropriately, adopting the principles of safe evidence-based practice and assessment of competence.
- Monitor and evaluate clinical practice through audit and formal evaluation process leading on development and changes to improve clinical care and staff satisfaction.

## 6. Continuous Professional Development

- Apply organisational policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate and conduct in audits where appropriate.
- Develop procedures and policies within sphere of clinical expertise.
- Identify and action opportunities for research and development within the service.

## 7. Information Resources

- Promote and maintain the health, safety and security of self and others as defined in the Health & Safety Policy.
- Using personal security systems within the workplace according to establishment 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.
- Implement safeguarding and risk
- Significantly contribute to the clinical risk management agenda
- Support the equality, diversity and rights of patients and colleagues.
- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients and colleagues.
- Behaving in a manner which is welcoming and non-judgmental, respecting patient's circumstances, feelings, priorities and rights.
- Ensure reasonable adjustments to care.

The post holder will be expected to operate in line with our shared commitment to our values; Working Together, Integrity, Respect and Recognition, Compassion and Innovation. These values and behaviours are extremely important to us and we expect everyone who works with us in any capacity, including employees, bank staff, contractors, agency staff, people who hold honorary contracts, students and volunteers to demonstrate behaviours consistent with Spectrum's values and behaviours.

## GENERAL

### • Confidentiality

Maintain high levels of confidentiality at all times, ensuring that information is not communicated except in the course of recognised duty and in accordance with Spectrum's policy.

- **Equality and Diversity**

Support the equality, diversity and rights of patients, clients and colleagues by working in a way that recognises the importance of people's rights and respects and promotes their privacy, dignity, needs and beliefs.

- **Safeguarding**

The post holder will be expected to undertake safeguarding training (Children and Adults) appropriate to their role and adhere to policies and procedures relevant to the area they work in.

- **Infection Prevention**

Duty and responsibility to comply with Spectrum's Infection, Prevention & Control Standards Precaution Policy, ensuring compliance with any specific role and responsibilities outlined within this policy.

- **Health and Safety**

Promote and maintain the health, safety and security of self and others as defined in the Health & Safety Policy.

- **Mandatory Training**

To complete and update all Mandatory Training requirements.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.

## PERSON SPECIFICATION

| Requirements                  | Essential   | Desirable  | Assessed   |
|-------------------------------|---|--|--|
| <b>Education and Training</b> | <p>First level registered nurse.</p> <p>Post registration training and development</p> <p>Accredited advanced nurse practice programme OR substantial autonomous practice experience supported by the appropriate post registration qualification at degree or MSc level. (which maps across to ANP competencies)</p> | <p>RCGP Certificate in the Management of Drug Misuse (Parts 1 or 2).</p> <p>Accredited Nursing leadership course</p> <p>Supervisor /Mentor</p> | <p>Application form</p> <p>Interview</p> <p>Portfolio</p> <p>Certificate</p> <p>NMC Pin number</p> |

|                                 |   |   |                               |
|---------------------------------|---|---|-------------------------------|
|                                 | <p>Evidence of substantial experience using advanced clinical examination &amp; assessment skills within practice supported by the appropriate post registration qualification.</p> <p>Independent prescriber</p> <p>Evidence of extended practice – special skills in Clinical Examination and Diagnosis</p> <p>Evidence of continued professional development at masters level, including delivery of evidence-based care.</p>  |   |                               |
| <b>Knowledge and Experience</b> | <p>Substantial autonomous practice working and multi-professional team working. Demonstrable experience of working to the ANP competencies (RCN/National)</p> <p>Evidence of ability to use advanced physical examination and assessment skills in practice and demonstrate continuous improvement to patient care</p> <p>Demonstrable experience coupled with a broad and sound knowledge of complex and common conditions in adults.</p> <p>Significant experience of working in a complex environment which allows for the full use of ANP skills e.g. nurse led clinics or emergency care centres, out of hours facilities, walk in centres or general practice.</p> <p>Experience of independent prescriber including identifying and leading change to clinical/ prescribing practice to improve service delivery</p> <p>Experience of application of clinical governance</p> <p>Experience of leading on the nursing agenda.</p> | <p>Experience of working within a secure environment.</p> <p>Experience of working with vulnerable groups.</p> <p>Experience of conducting and supporting research.</p> | Application form<br>Interview |
| <b>Skills and Abilities</b>     | Lead and participate in service developments.   | Research skills   | Interview                     |

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|---------------------------|--|--|-----------|
|                           | <p>Effective communication skills within practice – both written and verbal.</p> <p>Keyboard skills - computer literate with a working knowledge of Microsoft Office</p> <p>Negotiation skills.</p> <p>Able to take a concise history and demonstrate differential diagnosis skills at an advanced level, employing critical thinking.</p> <p>Ability to identify individual client needs.</p> <p>Able to maintain contemporaneous clinical records following clinical activities.</p>   |  |           |
| <b>Personal Qualities</b> | <p>Compassionate leader who is supportive and approachable with staff</p> <p>Leads by example by being self-motivated and works on own initiative by taking responsibility for own actions</p> <p>Creates an environment that promotes innovation excellent team working and encourages creativity and innovation</p> <p>Willing to challenge existing practice where appropriate and undertake research to improve practice.</p> <p>Professional attitude</p> <p>Ability to use own initiative and work as team member by developing and maintaining positive working relationships</p> <p>Positive attitude to change</p> <p>Non-judgmental attitude treating others with courtesy and respect at all times.</p> |  | Interview |
| <b>Other Requirements</b> | <p>Flexible in approach to tasks undertaken displaying resilience to sometimes challenging situations</p>  |  |           |

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|  | <p>Flexibility with regard to patterns and places of work</p> <p>Demonstrates Spectrum's values</p> <p>Committed to patient user involvement listening to their voice.</p> <p>Commitment to personal and professional development, including being up to date with mandatory and statutory training.</p> <p>Comply with and promote high standard as outlined the Infection, Prevention &amp; Control Standards Precaution Policy</p> <p>Ability to obtain vetting clearance to work in a prison.</p> |  |  |
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## GENERAL INFORMATION

| Location     | Y/N | Location           | Y/N | Location     | Y/N |
|--------------|-----|--------------------|-----|--------------|-----|
| Office based |     | Community based    |     | Clinic Based |     |
| Home based   |     | Secure Environment | Y   | Other        |     |