

Recruitment Pack

Advanced Nurse Practitioner / Advanced Clinical Practitioner

28.5 – 37.5 hours per week. Minimum 3 days PW

Salary - £38,000 - £43,000 – depending on experience

Permanent

Closing date for applications: 25/01/2022

Interviews held – week commencing 31/01/2022

About Living Well

Our foundations

Living Well Partnership was formed in 2017 following the merger of four GP surgeries and three smaller branch sites. The GP partners, many of whom continue to lead LWP, were brought together by a growing awareness that we could deliver more streamlined medical care by sharing resources rather than operating on a smaller scale as individual practices.

We are delighted that our patients have benefited from faster access to a larger range of services while achieving operational efficiencies behind the scenes.

Our reach

We care for 38,000 adults and children across the eastern Southampton region. Our seven different sites ensure everyone has local GP access, from the inner city to the rural outskirts.

Our clinical team is made up of 10 GP Partners, as well as 18 Non-Principal GPs including 4 retainers, employed directly by LWP. Our GPs work alongside Advanced Nurse Practitioners, Practice Nurses, Health Care Assistants, Social Prescribers, Care Coordinators and our own in-house Pharmacy team.

Our vision

The health and well-being of our patients is at the heart of everything we do. Our goal is to provide an accessible, friendly, evidence based and compassionate service. By taking into account an individual's holistic needs we will utilise the correct professionals from our large multi-disciplinary team to address the problem presented. We pride ourselves that we are able to address medical, physical, psychological and social aspects of care.

Next generation

As a practice that strives for continuing clinical excellence we are passionate about helping to train the next generation of competent clinicians. We are a thriving and progressive training hub supporting physician associates, nurses, HCA's, pharmacy technicians, independent prescribers, medical students, newly qualified doctors and GP registrars through their academic and clinical education.

Come and join us

We are looking for outstanding Advanced Nurse Practitioner who want to embrace the changes in general practice but value the preservation of continuity. We can accommodate and help you develop skills and we welcome part-time agile working.

Come and talk to us, come and see what we are doing, come and join us.

Job description & person specification

Job Title:	Advanced Nurse Practitioner / Advanced Clinical Practitioner
Status:	Permanent
Salary:	£38,000 - £43,000 – depending on experience
FTE:	Full-time / Part time (28.5 - 37.5 hours)
Location:	Practices of Living Well PCN Southampton
Accountable to:	Living Well PCN Clinical Director
Team / Function	Clinical
Supervision exercised:	General supervision is received from the accountable GP(s)

Job summary

The post holder is an experienced nurse who, acting within their professional boundaries, will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment including prescribing and evaluation of care. They will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice. The post holder will demonstrate critical thinking in the clinical decision-making process. The post holder will be responsible for telephone triaging patients who wish to be seen on the day by a health care professional; diagnosing and treating patients presenting with minor illness seeing and advising people in respect of their continuing medical and nursing needs. Responsible for prioritising and triaging the needs of patients accordingly making any necessary referrals for investigations in the appropriate manner.

Duties and responsibilities

- Providing assessment, screening treatment services and health education advice
- Assist with the organisation and co-ordination of the provision of nursing services for the practice.
- Provide nursing treatment to patients in participation with general practitioners or independently agreed protocols.
- Provide general and specific health screening to the practice patients (within the agreed protocols) with referral to general practitioners as necessary.
- Be competent and confident in managing people with long term health conditions
- Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis.
- Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs Proactively identify, diagnose and manage

treatment plans for patients at risk of developing a long-term condition (as appropriate).

- Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan.
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice.
- Work with patients in order to support compliance with and adherence to prescribed treatments. Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions.
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care.
- Implement and participate in vaccination and immunisation programmes for adults.
- Meet the needs of patients presenting for opportunistic wound care.
- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.

Training and development

- Training requirements will be monitored by yearly appraisal and will be in accordance with Practice requirements. Personal development will be encouraged and supported by the Practice. It is the individuals' responsibility to remain up to date with recent developments.
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development ensuring PREP requirements are met.
- If it is necessary to expand the role to include additional responsibilities, full training will be given.
- Develop and maintain a Personal Learning Plan

Administration

- Participate in the administrative and professional responsibilities of the Practice team
- Ensure accurate and legible notes of all consultations and treatments are recorded in the patients notes
- Ensure the clinical computer system is kept up to date with accurate details recorded and amended
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the Practice
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit

Professional

- The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:
- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
- Take the UK PA National Re-Certification Exam every six years - required for Physician Associates and maintain your professional registration working within the latest Code of Professional Conduct (CIPD)
- Undertake statutory and mandatory training as required by the practice
- Demonstrate clinical leadership
- Pro-actively promote the role of the PA within the practice and externally to key stakeholders and agencies
- Respect patient confidentiality at all times unless sanctioned by the requirements of the role, under guidance from a senior clinician.

Health and Safety

- Comply at all times with the practice health and safety policies by following agreed safe working procedures and reporting incidents.
- Comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

Equality and Diversity

Co-operate with all policies and procedures designed to support equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

Communication and working relationships

Establish and maintain effective communication pathways with all practice staff and visiting clinical team members such as district nurses, community matrons, health visitors etc.

This Job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job.

Other duties

General practice is fast moving and therefore changes in 'employees' duties may be necessary from time to time.

The post holder will be required to undertake other appropriate duties according to the needs of the service.

Travel

The post holder may be required to travel to other practices within the Primary Care Network during their working day although this will be kept to a minimum where possible.

Key results

1. On time, accurate delivery of the workflow objectives in line with agreed protocols
2. Effective and efficient patient workflow service
3. Clinical involvement in support functions is minimised

It is a requirement of all staff that they are aware of and follow the Partnership's policies and procedures, with attention to patient confidentiality, health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Partnership reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the job.

Person specification

		Essential/ Desirable
Qualifications	Postgraduate Diploma/Master in Physician Associate from an accredited UK University	E
	Bachelor Degree in Life Science / Biomedical / Nursing or Allied Health Science	E
	Member of Faculty of Physician Associate Managed Voluntary Register (PAMVR)	E
	Valid national certification and recertification every six years stipulated by PAMVR	E
	Basic Life Support	D
Experience/ Achievements	Experience of general practice and/or secondary care	E
	Demonstrates an in-depth knowledge of medical conditions, treatments and pharmacology	E
	Experience of supporting doctors in clinical decision making	E
	Ability to work autonomously within the scope of supervised practice	E
	Detailed knowledge of maintaining confidentiality and implementing data protection legislation requirements including information governance	E
Aptitudes Teaching and training	Ability to organise and prioritise workload effectively	E
	Ability to exercise sound judgement when faced with conflicting pressures	E
	Excellent written and verbal communication skills	E
	IT literate (EMIS and S1 training will be provided)	E
	Experience and enthusiasm for clinical teaching of D multi-disciplinary students and qualified staff when appropriate	E
Audit and Research	Knowledge of Audit principles and evidence of participation in audit / Quality Improvement projects	E
	Experience of applying evidence to clinical practice	E
	Evidence of knowledge of research methodology	D
Attitude/ Commitment	Good communication and empathy skills with patients	E
	Evidence of willingness to participate in a multi- disciplinary team environment to provide and integrated service for patients	E
	Ability to work as a member of a team, both through communication and sharing workload	E
	Ability to manage high pressure situations e.g. clinical crisis	E
	Willingness to work flexibly to deliver clinically effective and cost effective healthcare	E
Practical and personal qualities	Evidence of continual learning and development	E
	Understands self (strengths/weaknesses) and impact of behaviour on others	E
	Evidence of innovation	D
	UK Driving Licence	E

Salary & remuneration

Position	Senior Administrator – Patient Workflow Team
Normal Work location	Weston Lane, Southampton SO19 9GH
Remuneration	£38,000 - £43,000 – depending on experience
Hours of work	Full time 28.5 - 37 hours per week, As per discussion with the candidate.
Annual Leave	25 days per annum plus bank holidays, pro rata.
Pension	NHS pension scheme

Key Dates

Closing date for completed applications	25/01/2022
Interview to be held	WC - 31/01/2022

If you have any queries please contact the recruitment team on soccg.livingwell-recruitment@nhs.net