

Job Description

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| Job Title | Advanced Nurse/Advanced Clinical Practitioner (ANP/ACP) |
| Location | Sheffield |
| Reports to | Clinical Service Manager / Practice Manager |
| Hours | 40 |

JOB SUMMARY

At OneMedical Group we believe in great people being set up to succeed. We thrive when our people thrive.

We are looking for a passionate individual to join our team to help deliver our Minor illness service, providing the people of Sheffield with an efficient, effective and dynamic service and experience at our centre. The successful applicant will have the essential training required to see patients of all ages including children.

In addition to standard nursing duties, the ANP/ACP role is accountable in conjunction with the Lead Nurse for the clinical governance of the practice and is designed to provide clinical leadership in the practice, in order to ensure the safe, effective and compliant delivery of services to all patients, and, to ensure profitable, successful and safe operation of the One Medical Group Primary Care site.

The post holder will provide effective input into the work of OneMedicalGroup, to support the achievement of our vision and values:

- Putting people first
- Working together
- A better future

JOB RESPONSIBILITIES

Overall:

- To access patients at point of entry into health care system with undifferentiated undiagnosed problems.
- To take responsibility for making autonomous decisions in relation to patient care.
- Using advanced assessment skills of history taking and clinical examination, make a diagnosis and initiate an appropriate care plan including any necessary tests of referral.
- To promote health and screening in relation to primary prevention. Gain an understanding of chronic disease management and access training as appropriate.
- To prescribe within current parameters according to prescribing authority for extended and supplementary prescribing.



- To participate in the development and implementation of service/CCG guidelines and protocols.
- Provide expert nursing clinical advice to other nurses working in primary care.
- Provide support to the junior members of the team
- To embrace and support change within the workplace
- To provide teaching and assessment to others in the team
- Establish links with secondary care providers to help deliver changes in care pathways for NSF, NICE guidelines etc.
- Work with nursing and medical teams in providing a proactive management of patients with chronic disease according to local strategies.
- Attend training events to maintain professional development.
- Ensure confidentiality is maintained at all times as per Caldicott requirements

Management

- Take a lead role to provide high quality patient care.
- To support and provide teaching to the junior practitioners and nurse practitioners within the service.
- Take an active role in clinical governance, particularly clinical audit, guidelines and protocols.
- To assist in achieving the Key Performance Indicators required for the service.
- To assist in the preparation for the Care Quality Commission visits
- Contribute and access clinical supervision.
- Provide evidence of ongoing personal development through appraisal and review.
- Have an understanding of and access to OMG/CCG policies and infrastructure
- To be aware of and utilise risk management strategies (clinical and organisational)
- Attend practice meetings
- Liaise with the providers of care and agencies
- Set up and monitor developments in own practice.
- Maintain own registration and work within NMC code of professional conduct.

Competencies

- Experience in minor illness and specifically in minor illness in a fast-paced walk-in environment
- Ability to see patients of all ages including children from birth.
- Experience in delivering teaching and education to others
- Ability to take charge of the service in the absence of the management team.
- Ability to effectively utilize conflict resolution skills
- Actively supports Clinical Governance
- Acts as a mentor and educator for other clinical staff as required
- Supports and participates in the clinical audit process on monthly basis
- Accurately use of using clinical systems software for audit



- Builds long lasting and effective relationships within the local healthcare economy
- Acts as an ambassador for the organisation
- Works productively in a high pressured environment
- Writes clearly, succinctly and correctly
- Adapts to the team and builds team spirit
- Embraces the One Medical Group Values in day to day work
- Proactively seeks to develop professional and clinical skills
- Operates within the agreed guidelines and requirements of both One Medical Group and the local health economy (including referral, prescribing)
- Understands NHS process/systems
- Strong communication skills. The ability to build relationships at all levels
- Highly motivated and enthusiastic with a 'can do' attitude
- A 'self-starter' with the ability to plan and organise workload effectively
- Creative, flexible and able to work in a time pressured environment ☑ Excellent attention to detail
- Strong computer literacy

Communication

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members and external suppliers
- Recognise people's needs for alternative methods of communication and respond accordingly
- Acknowledge concerns that are raised by patients and employees and report to the most relevant member of the team

Equality and Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with OneMedicalGroup procedures and policies and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental
- and respects their circumstances, feelings, priorities and rights.

Quality

The post-holder will strive to improve and maintain quality, and will:

- Alert other team members to issues of quality and risk
- 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 agencies to meet patients' needs
- Effectively manage own time, workload and resources

Health & Safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:-

- Using security systems within the workplace according to guidelines
- Identifying the risks involved in work activities and understanding such activities in a way that manages those risks
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Confidentiality

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, OneMedical staff and other healthcare workers. They may also have access to information relating to the business. All such information from any source is to be regarded as strictly confidential.
- The post holder will be required to adhere to their confidentiality agreement at all times.

Note

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.