OnePrimaryCare
Improving Lives

NHS

JOB DESCRIPTION

Job Title:	Clinical Lead ANP
Location:	As per contract of employment
Reports To:	Senior Clinical Operations Manage
Professionally accountable to:	Director of NHS Services
Hours per week:	40

JOB SUMMARY

Reporting into the Senior Clinical Operations Manage and professionally accountable to the Director of NHS Services, the Clinical Lead ANP, in partnership with the Business Manager, plays a vital role in ensuring that the day-to-day clinical operations of the service run smoothly.

Utilising their in-depth Primary Care clinical knowledge, they will be able to translate legislative and operating developments into clinical service delivery designed to meet the needs of the patients and contractual requirements. In addition to the standard clinical duties, the Clinical Lead ANP role is responsible for clinical governance and quality at the surgery, driving continual improvement and thriving for excellence in patient outcomes and experience. The Clinical Lead ANP is to provide visible clinical leadership in order to ensure the safe, effective and compliant delivery of services to all patients.

Their time will be split between clinical sessions, whereby they will lead by example effectively treating patients, and clinical leadership and supervision sessions where they will provide clinical guidance, leadership and support to their team. Working closely with the NHS Service Delivery Leadership Team, they will support the Business Manager in the performance of their service including Key Performance Indicators, financial effectiveness, and quality schedules.

As with all Leaders within our NHS Services, the Clinical Lead is expected to harness a working environment which encourages team work, energy and creativity. To achieve this, they have strong leadership and excellent problem-solving skills along with good communication skills, demonstrating the ability to empower, enable and bring teams together to improve patient care, outcomes and effectiveness. The Clinical Lead will take a lead role in identifying development needs of their workforce and supporting individuals to grow.

The Clinical Lead will provide effective input into the work of OnePrimaryCare, to support the achievement of our vison and values:

- Putting people first
- Working together
- A better future

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JOB RESPONSIBILITES

Overall:

- To provide the full range of Medical Services based on patient needs and practice service offerings
- To participate in providing a range of services in line with local and national enhanced services and generation of private income
- Responsible for the provision of clinical leadership (including the ongoing development of all staff) at the practice.
- To escalate any clinical issues to the Senior Clinical Operations Manager
- Support the implementation of clinical strategy in conjunction with the clinical team, the Senior Clinical Operations Manager and the Director of NHS Services
- Support the implementation of innovation and clinical strategy
- Support and contribute to a robust clinical governance programme – being a member of the NHS Services Clinical Governance Committee
- 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 practice/CCG guidelines and protocols.
- Provide expert clinical advice to others working in primary care.
- Establish links with secondary care providers to help deliver changes in care pathways e.g. NICE guidelines etc.
- Work with nursing and medical teams in providing a proactive management of patients with chronic disease according to local strategies.
- Attend TARGET events and training to maintain professional development.
- Ensure confidentiality is maintained at all times as per Caldicott requirements
- Supporting the Business Manager to ensure contract compliance, KPIs are delivered and resources are used effectively

Clinical Leadership

- Be accountable for the clinical / service team operating within the clinical governance framework at all times, incorporating service users and carers, audit, guidelines and risk management
- Ensure effective communication
- Develop, appraise and performance management of clinical staff
- Committed to innovation and continual improvement
- Recruitment and selection of all staff
- Chair relevant clinical / service meetings including multi-disciplinary meetings
- With the Business Manager, develop and implement a compassionate and inclusive leadership culture, supporting team development and promoting staff wellbeing
- Support professionals within the team to meet revalidation requirements

Contract Adherence

- Ensure the relevant clinical procedures and systems are in place to enable all clinical KPIs to be met
- Ensure mandatory training (clinical and systems) for all clinical staff

Business Development

- Provide clinical input into any new service procurement bids/service development and subsequent implementation as led by the Senior Clinical Operations Manager and the Director of NHS Service
- Build relationships with local health professionals, organisations and any other relevant stakeholders
- Be an active ambassador for OneMedical Group

Competencies

- Actively supports Clinical Governance
- Acts as a mentor for other clinical staff requiring mentoring i.e. for their prescribing qualification
- Oversees clinical audit process on monthly basis
- 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 clearly
- Adapts to the team and builds team spirit
- Embraces the group Values in day to day work
- Proactively seeks to develop professional and clinical skills of self and their team
- Operates within the agreed guidelines and requirements of both OneMedical 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

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 recognizes the importance of people's rights, interpreting them in a way that is consistent with OnePrimaryCare 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, OnePrimaryCare 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.

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PERSON SPECIFICATION

Clinical Lead ANP

Criteria		Essential	Desirable
Qualifications & Training	▪ Registered with current NMC or other professional body i.e., HCPC	X	
	▪ Certified Nurse Prescriber and MSc in Advanced Practice (or working towards/willingness to undertake)	X	
	▪ Evidence of up to date clinical practice	X	
Knowledge and experience	▪ Experience and understanding of working in a Primary Care environment	X	
	▪ Experience in supporting and leading a team	X	
	▪ Good working knowledge of Clinical Governance	X	
	▪ Leadership experience		
	▪ Teaching/ Mentoring experience	X	
	▪ Managing change in a clinical environment		X
	▪ Audit and quality improvement	X	
	▪ Knowledge and understanding of HR procedures	X	X
	▪ Knowledge and understanding of provider organisations and NHS organisations		X
	▪ Experience of teaching, training, and planning for continuous professional development		X
	▪ Service development		X
Skills & capabilities	▪ Excellent communication skills	X	
	▪ The ability to make decisions and implement them in complex healthcare environments.	X	
	▪ Ability to work as part of a multidisciplinary team	X	
	▪ Strategic planning skills		X
	▪ Competent IT Skills	X	
	▪ Accurate use of clinical systems for audit	X	
	▪ Leadership	X	
		X	
Behaviours	▪ Demonstrate a personal commitment to optimising a high standard of patient care	X	
	▪ Approachable	X	
	▪ Flexibility to adapt to different working environments.	X	
	▪ Ability to empower others in striving and adopting high standards of patient care.	X	
	▪ To strive for excellence and effectiveness at all times.	X	
	▪ Highly motivated	X	
	▪ Resilience	X	

	▪ Able to work under pressure	X	
Communication Skills	▪ Ability to utilise a range of communication methods ▪ The ability to build relationships at all levels ▪ Excellent interpersonal skills ▪ Excellent verbal and written skills. ▪ Effective negotiation and influencing skills	X X X X	X
Equality, diversion and inclusion	▪ Understanding of and commitment to quality of opportunity and good working relationships	X	
Other Requirements	▪ Ability to maintain confidentiality and trust ▪ An awareness of information governance and data protection ▪ To improve own continuous learning and professional development, whilst consistently supporting others with professional development. ▪ Eligible to live and work in the UK.	X X X X	