

Job Description

Job Title	Advanced Practitioner (AP)
Line Manager	Director of Nursing
Accountable to	Executive Manager
Hours per week	37.5
Rate of Pay	Depending on experience

Job Summary

The Advanced Practitioner (AP) is an experienced clinician who has demonstrated advanced competence in practice through expert clinical knowledge, highly developed skills and sound clinical judgement. Working within their professional boundaries, the AP provides comprehensive, patient-centred care and manages episodes of care from initial presentation through to completion.

Advanced Practitioners are educated to Master's level and assessed as competent in advanced practice. This level of practice is defined by autonomous, high-level clinical decision-making, including the assessment, diagnosis and treatment of patients with complex and multi-dimensional health needs. APs apply expert reasoning and judgement, exercising the authority to triage, refer, prescribe, admit and discharge within appropriate clinical areas. They possess highly specialised knowledge across a range of clinical procedures and pathways.

In this role, the Advanced Practitioner will:

- Independently assess, diagnose and manage the holistic clinical needs of a broad and diverse patient population, working both autonomously and collaboratively within the interdisciplinary team.
- Ensure the delivery of safe, high-quality, evidence-based care.
- Provide specialist advice and clinical support to nursing staff and other members of the multidisciplinary team.
- Contribute to the setting, implementation and evaluation of clinical and professional standards within the service.
- Independently triage and direct patients to the most appropriate professional following assessment, including via digital platforms.



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Generic Responsibilities

All staff at 168 Medical Group have a duty to conform to the following:

Equality, Diversity & Inclusion

A good attitude and positive action towards equality, diversity and inclusion creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

This practice is committed to supporting and promoting opportunities to staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

Confidentiality

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is



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Partner GPs

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essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.

Quality & Continuous Improvement (CI)

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Induction Training

On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the appropriate Line Manager.

Learning and Development

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.

Collaborative Working

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

Service Delivery



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Staff at 168 Medical Group must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

Security

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

Professional Conduct

At 168 Medical Group, staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

Leave

All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take a their leave, and should be encouraged to take all of their leave entitlement.

Responsibilities

Clinical

1. Take and record a patient's history including medical, family and social history, talking to the patient, relatives or other carers as appropriate. There may be significant barrier to understanding and acceptance due to sensitive or contentious information given and received.
2. Conducts a comprehensive clinical examination of the patient including a physical examination of all systems and a mental health assessment
3. Screen patients for disease using clinical and other findings such as laboratory results or x-rays
4. Make diagnostic decisions based on interpretation of clinical and other findings such as laboratory results or x-rays
5. Applies high level decision-making and assessment skills to formulate appropriate differential diagnoses based on synthesis of clinical findings.
6. Has the authority to request, where indicated, appropriate diagnostic tests / investigations using judgement and clinical reasoning, based on differential diagnoses



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7. Conduct invasive and non-invasive diagnostic and therapeutic procedures where appropriate
8. Interprets and analyses previously ordered results of tests/investigations and works collaboratively with other healthcare professionals when needed.
9. Acts on the results to confirm diagnosis and thereby optimise treatment and management outcomes.
10. Formulates an action plan for the treatment of the patient, synthesising clinical information based on the patient's presentation, history, clinical assessment and findings from relevant investigations, using appropriate evidence-based practice.
11. Prescribe treatment including medications based on a sound knowledge of pharmacology
12. Implements non-pharmacological related interventions/therapies, dependent on situation and technical requirements of care
13. Has the freedom and authority to admit and discharge from identified clinical areas, dependent on patient need at time of review. This includes the freedom and authority to refer to all appropriate health care professional groups and agencies, working collaboratively with them.

Professional

14. Works autonomously within a multidisciplinary team.
15. Works collaboratively to meet the demands of the service.
16. Innovate, develop and lead evidence based clinical practice and professional development
17. Lead in the development of appropriate local policy and guidelines
18. Contribute to the development of local policies in relation to the implementation of national and regional strategies
19. Practice within the Legal & Ethical framework as established by Nursing Midwifery Council (NMC) if ANP and National Legislation to ensure patient interests and wellbeing are met.
20. Empower patients to take responsibility for their health, well-being and future lifestyle by practising in an open transparent and inclusive manner; thereby ensuring patients have the relevant information to participate in decisions about their care.

This list of responsibilities is not exhaustive and the post holder is expected to carry out any other tasks that are required to fulfil the needs of the role. Management may add or subtract from the list of duties in order to meet the need of 168 Medical Group as they see fit and as per the terms and conditions of contract.

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.

Person Specification – Advanced Practitioner		
Qualifications	Essential	Desirable
Registered Nurse with Nursing and Midwifery Council Paramedic registered with HCPC/College of paramedics	✓	
Master's degree required for qualification post December 2020 See RCN Credentialing for Advanced Level of Nursing Practice. Post graduate diploma or degree for Advanced Practice Qualification up to December 2020	✓	
Qualified Independent Prescriber on appropriate register	✓	
Meets revalidation requirements in accordance with the governing body.	✓	
Meets the standards for registered AP working at advanced level	✓	
Qualified triage practitioner		✓
Minor illness qualification	✓	
Teaching qualification		✓
ALS and PALS		✓
Experience	Essential	Desirable
Experience of practice within the four pillars	✓	
Job plan that demonstrates advanced practice and has equity with peers working at this level	✓	
Experience of prescribing and undertaking medication reviews	✓	
Experience of working in the wider healthcare setting.		✓
Experience of working in a primary care environment	✓	
Clinical Knowledge and Skills	Essential	Desirable
Wound care/removal of sutures and staples		✓

<p>Clinical knowledge and skills including:</p> <ul style="list-style-type: none"> • ECGs • Venepuncture • New patient medicals • Chaperone procedure • Requesting pathology tests and processing the results • Advising patients accordingly • Diabetes • Hypertension • Asthma • Spirometry • CHD • Immunisations (routine and childhood) • Women's health (cervical cytology, contraception, etc.) 		✓
Understands the importance of evidence-based practice	✓	
Broad knowledge of clinical governance	✓	
Ability to record accurate clinical notes	✓	
Ability to work within own scope of practice and understand when to refer to GPs	✓	
Knowledge of health promotion strategies	✓	
Understands the requirement for PGDs and associated policy	✓	
Polite and confident, flexible and cooperative	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations as well as ability to work under pressure/in stressful situations	✓	

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Knowledge of public health issues in the local area		✓
Awareness of issues within the wider health arena		✓
Other requirements	Essential	Desirable
Disclosure Barring Service (DBS) check	✓	
Occupational Health clearance	✓	
Meet the requirements and produce evidence for revalidation	✓	
Evidence of continuing professional development (CPD) commensurate with the role of an AP	✓	
Access to own transport and ability to travel across locality on a regular basis	✓	
Flexibility to work outside core office hours	✓	



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