



- Earache
  - Skin rashes
  - Diarrhoea / vomiting
  - Soft tissue and ligament injuries
  - Abdominal pain
  - Urine infection / discharges
  - Emergency contraception
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs, within the post holder's knowledge and skills and in accordance with National and Local Guidelines
  - 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. Support and manage health needs of women presenting for family planning or sexual health consultations
  - Assess, identify and refer patients presenting with mental health needs in accordance with national and local guidelines.
  - Recording clear and contemporaneous consultation notes to agreed standards.
  - Collecting data for audit purposes.
  - Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).

#### **Other Responsibilities within the Organisation:**

- Awareness of and compliance with all relevant Surgery policies/guidelines, eg prescribing, confidentiality, data protection, health and safety.
- To undertake any other duties commensurate with the post holder's grade as agreed with the Lead GP.
- To maintain registration as an Advanced Practitioner and comply with appropriate professional codes.
- A commitment to life-long learning and audit to ensure evidence-based best practice
- Contributing to evaluation/audit and clinical standard setting within the organisation
- Contributing to the development of computer-based patient records.
- Contributing to the summarising of patient records and Read-Coding patient data, contributing to the maximum Surgery performance under QOF.
- Attending training and events organised by the Surgery or other agencies, where appropriate.

#### **Communication**

- Able to confidentially utilise a variety of communication methods to disseminate information to large numbers of people
- Adapt communication style and content to reflect different type of people when making contact
- Ability to receive complex, sensitive or contentious information and process appropriately

- Promote positivity and effective working relationships with commissioners, other health care providers and other key health care providers and other key partners to support an integrated approach to high quality patient care

### **Confidentiality**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- Whilst performing the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their careers, surgery staff and other healthcare workers. They may also have access to information relating to the Surgery as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, careers, colleagues, other healthcare workers or the business of the Surgery may only be divulged to authorised persons in accordance with the Surgery policies and procedures relating to confidentiality and the protection of personal and sensitive data.

### **Health & Safety**

- Maintain own health, safety and security knowledge & understanding as defined in the surgery Health & Safety Policy
- Use personal security systems within the workplace according to surgery guidelines
- Identify the risks involved in work activities and undertaking such activities in a way that manages those risks
- Make effective use of training to update knowledge and skills
- Use appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Report potential & actual risks identified

### **Equality and Diversity**

- Support the equality, diversity and rights of patients, carers and colleagues
- Act in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with Surgery procedures and policies, and current legislation
- Respect the privacy, dignity, needs and beliefs of patients, careers and colleagues
- Behave in a manner which is welcoming to an individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **Personal/Professional Development**

- Participate in any training program implemented by the Surgery as part of this employment
- Identify personal development and training needs
- Participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Take responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
- Lead and support others with their training and development needs

- Participate in continuing education to maintain a contemporary level of professional knowledge and skill

### **Quality**

- Propose, implement, manage and evaluate initiatives to improve cost-effective, safe and appropriate prescribing within the surgeries.
- Assess own performance, ensuring competence, and being accountable for own actions, either directly or under supervision
- Be responsible for identifying risks within the working environment and either resolve these or report them within the surgeries.
- Contribute to the quality assurance process and 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 ensure the best care for the patient, referring in as necessary
- Effectively manage own time, workload and resources.
- Recognise people's needs for alternative methods of communication and respond accordingly

### **Contribution to the Implementation of Services**

- Maintain and update relevant Surgery policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audits & meetings where appropriate
- Work across sites to support our One Team culture and to provide a sustainable patient focused service

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to can be found on the Intradoc system, or alternatively copies can be obtained from the General Manager.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<p>Registered General Nurse/Paramedic (Currently registered with the Nursing &amp; Midwifery Council of HCPC)</p> <p>MSc in Advanced Practice</p> <p>Non-Medical Prescribing</p> <p>Evidence of ongoing professional development</p>	
<b>Knowledge and Experience</b>	<p>An appreciation of the nature of GPs and General Practices</p> <p>Experience in management long term conditions e.g. asthma, COPD, diabetes, CHD</p> <p>Evidence of working autonomously and as part of a team</p> <p>Experience of use of a medical software package</p> <p>Understanding of evidence based practice</p> <p>Proven ability to evaluate the safety and effectiveness of own clinical practice</p> <p>Understanding of the accountability arising from the NMC Code of Professional Conduct (2004) and medico-legal aspects of the Advanced Practitioner role</p> <p>Interpreting and implementing local and National policy agendas for health</p>	<p>Minimum of 3 years postgraduate experience</p> <p>Understanding of policy developments related to the delivery of primary care services including General Practice, the GMS contract, Clinical Governance, Quality &amp; Outcomes Framework</p> <p>Knowledge of systems needed to gain an understanding of the health needs of the surgery population</p>
<b>Skills and ability</b>	<p>Ability to use skills in a range of routine situations requiring analysis or comparison of a range of options</p> <p>Ability to assess and manage patient risk effectively and safely</p>	<p>Experience of presenting information to wider audience</p> <p>Experience of effective use of networking and influencing skills</p>

	<p>Able to establish and maintain effective communication pathways within the organisation, the local CCG and with key external stakeholders</p> <p>Able to analyse data and information, drawing out implications for the individual patient/impact on care plan</p> <p>Excellent communication skills, able to communicate effectively across different levels</p> <p>Proficient in Microsoft Word, Excel, Power Point and MS Outlook to intermediate level</p>	
<p><b>Other requirements</b></p>	<p>Patient focused and compassionate about delivery of safe and effect care.</p> <p>Reflective practitioner</p> <p>Ability to demonstrate commitment to Mendip Vales ethos and values</p> <p>Resilient and flexible to meet service needs</p>	<p>Ability to think strategically</p>