

# Advanced Practice Trainee Nurse Practitioner –Job Description

Job Specifics	
Contract Type	Full Time- Perm
Hours per week	32 hours per week
Responsible to	Urgent Care Lead and Clinical Supervisor

## JOB RESPONSIBILITIES

This job description has been developed, mapped and aligned to the 'Multi-professional framework for advanced clinical practice in England'

All health and care professionals working at the level of advanced clinical practice should have developed their skills and knowledge to the standard outlined in this framework ([multi-professionalframeworkforadvancedclinicalpracticeinengland.pdf](#)); the capabilities are common across this level of practice enabling standardisation.

The four pillars that underpin this practice are:

1. Clinical Practice
2. Leadership and Management
3. Education
4. Research

## CLINICAL

- To practice as a trainee urgent care practitioner and demonstrate/work towards advanced clinical competence and knowledge above those associated with conventional nursing roles.
- Demonstrate a critical understanding of their broadened level of responsibility and autonomy and the limits of own competence and professional scope of practice, including when working with complexity, risk, uncertainty and incomplete information.
- Practise in compliance with their respective code of professional conduct and within their scope of practice, being responsible and accountable for their decisions, actions and omissions at this level of practice.
- Assess, plan, treat and refer patients appropriately, carrying out consultations in the surgery or the community as an autonomous practitioner.
- Using own clinical judgement to diagnose and treat patients either face to face consultation, clinical telephone triage and other mediums.
- Act on professional judgement about when to seek help, demonstrating critical reflection on own practice, self-awareness, emotional intelligence, and openness to change.

- Making appropriate referrals to primary, secondary and social services care, following practice (and/or locally agreed) pathways and protocols.
- Deliver high quality clinical care in a timely manner to patients.
- Supply, administer and prescribe medicines as indicated (and appropriate) to address patient need, according to medicines management policy, Patient Group Directions (PGDs), NMC/HCPC standards or referring to registered GP as necessary.
- To recognise the need for and initiate where appropriate relevant diagnostic investigations, using their skills in this area to take the correct course of action.
- Understanding local safeguarding referral process and be aware of appropriate referral mechanisms for children and vulnerable adults.
- Exercise professional judgement to manage risk appropriately, especially where there may be complex and unpredictable events and supporting teams to do likewise to ensure safety of individuals, families and carers.
- Ensure complete and accurate documentation of every patient contact, including advice given. Records must be accurate and reflect the clinical activity in accordance with NMC guidelines on clinical record keeping.
- Minor illness assessment, diagnosis and treatment with access to seek advice, review and onward referral within clinical teams at Westlands Medical Centre
- To develop care plans for patients when required (as developed and supervised with the Partners)
- Be involved with continuity of care of our patients, e.g. end of life care, chronic disease management.
- Act as a clinical role model/advocate for developing and delivering care that is responsive to changing requirements, informed by an understanding of local population health needs, agencies and networks
- Ensure practitioner has the appropriate indemnity cover in place.

## **CLINICAL GOVERNANCE AND RESEARCH**

- To participate in the clinical governance requirements within the Practice.
- To practice within the parameters of practice policies, protocols and guidelines.
- To participate in quality improvement within the practice as necessary.
- Ensure they follow Health and Safety legislation and COSHH regulations, reporting any breaches as necessary.
- Awareness of personal responsibilities in maintaining knowledge of PGD's, medicines policy and legislation regarding safe and secure medicines management.
- Take part in research and development activities where necessary (as directed by the Lead GP, Partners and/or senior management team).
- Critically engage in research activity, adhering to good research practice guidance, so that evidence-based strategies are developed and applied to enhance quality, safety, productivity and value for money.
- Evaluate and audit own and others' clinical practice, selecting and applying valid, reliable methods, then acting on the findings.
- Critically appraise and synthesise the outcome of relevant research, evaluation and audit, using the results to underpin own practice and to inform that of others.
- Take a critical approach to identify gaps in the evidence base and its application to practice, alerting appropriate individuals and organisations to these and how they might be addressed in a safe and pragmatic way.

## **CONTINUED PROFESSIONAL DEVELOPMENT & LEARNING**

- Critically assess and address own learning needs, negotiating a personal development plan that reflects the breadth of ongoing professional development across the four pillars of advanced clinical practice.
- Engage in self-directed learning, critically reflecting to maximise clinical skills and knowledge, as well as own potential to lead and develop both care and services.
- Maintain clinical knowledge and practice to standards of capabilities and competencies expected of the position of Paramedic Practitioner.
- To participate in the ongoing clinical supervision framework and individual professional development for clinicians within the Practice.
- Ensure registration and qualifications with the NMC is kept up to date.
- Identify further developmental needs for the individual and the wider team and supporting them to address these.
- Be involved in ongoing education within the practice; to support and provide training to staff members as identified through clinical supervision sessions and reflective practice with clinical colleagues.
- Actively participate in annual performance review (with necessary audits), engage in self-appraisal and provide clear objectives and evidence and develop continuous professional development plans.

## **LEADERSHIP AND MANAGEMENT**

- Effectively manage own time, workload and resources
- Pro-actively initiate and develop effective relationships, fostering clarity of roles within teams, to encourage productive working.
- Role model the values of their organisation/place of work, demonstrating a person-centred approach to service delivery and development.
- Evaluate own practice, and participate in multi-disciplinary service and team evaluation, demonstrating the impact of advanced clinical practice on service function and effectiveness, and quality (i.e. outcomes of care, experience and safety).
- Actively engage in peer review to inform own and other's practice, formulating and implementing strategies to act on learning and make improvements.
- Lead new practice and service redesign solutions in response to feedback, evaluation and need, working across boundaries and broadening sphere of influence.
- Critically apply advanced clinical expertise in appropriate facilitatory ways to provide consultancy across professional and service boundaries, influencing clinical practice to enhance quality, reduce unwarranted variation and promote the sharing and adoption of best practice.
- Demonstrate team leadership, resilience and determination, managing situations that are unfamiliar, complex or unpredictable and seeking to build confidence in others.
- Continually develop practice in response to changing population health need, engaging in horizon scanning for future developments (e.g. impacts of genomics, new treatments and changing social challenges). Multi-professional framework for advanced clinical practice in England.
- Demonstrate receptiveness to challenge and preparedness to constructively challenge others, escalating concerns that affect individuals', families', carers', communities' and colleagues' safety and well-being when necessary.
- Negotiate an individual scope of practice within legal, ethical, professional and organisational policies, governance and procedures, with a focus on managing risk and upholding safety.
- To work within the regulatory requirements, codes and guidance of the NMC.
- Punctual and professional.

- To lead by action and inspire others; to promote confidence and trust in patients and uphold the reputation and image of the Practice.
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## **ADMINISTRATION**

- Participate in the administrative and professional responsibilities of the practice team.
- Ensure appropriate expenses are made accurately and submitted to the Finance Manager.
- Ensure all necessary paperwork and registration documentation is completed and submitted to the Quality Assurance Manager.
- Postholder has a legal responsibility to comply with the Health and Safety at Work Act 1974, other relevant information and any risk or safety related issues within the Practice in the interests of staff, patients and contractors.
- Aware of their responsibilities under the Health Act 2008 Code of Practice for the Prevention and control of Healthcare Associated Infections.

## **CONFIDENTIALITY**

Under the Data Protection Act 2018 and (associated legislation for healthcare workers), the post holder must maintain the confidentiality of information relating to patients and staff. It is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is always kept secure.

Patients trust practice staff with personal and sensitive material in relation to their physical and mental health needs in confidence and have the right to expect that staff will respect their privacy and confidentiality.

In the course of carrying out the duties as a Paramedic Practitioner, the postholder may have access to confidential information relating to patients and their carers, practice staff and others. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.

Any information relating to the above may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data. This work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty.

Any unauthorised disclosure of confidential information will result in disciplinary action and may ultimately lead to dismissal.

## **DATA PROTECTION**

Computer passwords must not be shared either between systems or users. The practice may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of whether these relate to practice or personal use.

Practice staff are legally responsible for all records gathered, created or used as part of their work within the practice and will remain the property of the practice. This includes patient, financial, personal and administrative records (paper based or digital).

All such records are considered public records and practice staff have a legal duty of confidence to all service users. The practice's Data Management Policy explains the correct management of records and relevant information. All practice staff have a responsibility to ensure information quality standards are achieved.

## **EQUALITY AND DIVERSITY**

The postholder will support the equality, diversity and rights of patients, carers and colleagues. This includes recognising the importance of people's rights and interpreting them in a way that is consistent with practice procedures and current legislation;

- Show respect towards the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Actively promote equality and diversity and encourage colleagues to do the same.
- Direct staff as necessary to ensure compliance with practice policies in regard to acts of discrimination, irrespective of gender, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin.
- Support a zero-tolerance approach to bullying and harassment in all forms, and to lead by example.

## **SAFEGUARDING**

The Practice is committed to safeguarding children, young people and vulnerable adults within its care. As an employee of the practice, you will be accountable for ensuring that you know how to respond to concerns for the safety of a child, young person or vulnerable adult and are expected to undertake the required mandatory training as required.

The practice works in partnership with key agencies to protect children, young people and vulnerable adults. You should be aware of your responsibilities detailed in the Safeguarding Children and Young People Policy, and for vulnerable adults in the Safeguarding Vulnerable Adults Policy.

## **CHAPERONE POLICY**

Patients have the right to be assessed and examined in circumstances that allow them to be safe and for you to practice in a protected manner. The practice has a chaperone policy in place for any requests to have a consultation accompanied by an observer.