



# MINERVA PRIMARY CARE NETWORK

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>ACP/Specialist Paramedic/Nurse Practitioner – General Practice for Home Visiting Service and Practice Based Clinics.</b>
<b>REPORTS TO:</b>	<b>Administratively to Practice Manager Clinically to GP Partners</b>
<b>HOURS:</b>	<b>18-27 hrs pw</b>

### BACKGROUND

Minerva Primary Care Network (PCN) is a group of 4 GP practices located in Bath consisting of Combe Down Surgery, Newbridge Surgery, Rush Hill & Weston Surgery and St Michaels Surgery. We have a combined list size of 40,000 patients and we continue to grow.

We have a strong and successful history of working collaboratively and have a number of staff successfully working across all our practices. Collectively we have a strong focus on high quality patient care.

Working alongside practice teams and another PCN based ACP and Specialist Paramedic, we are looking for a team member that can bring the skills and experience to help us continue to provide a high-quality service. Alongside practice-based clinics, the role will include home visits so you will need to have access to a car and have a clean driving license.

It is anticipated that for the postholder, practice-based clinics will be shared between St Michaels Surgery and Newbridge Surgery with another existing team member covering practices based clinics at Combe Down Surgery and Rush Hill Surgery. Collectively Home Visits are shared between the team members.

We are keen to recruit someone that can bring a strong level of experience in clinical care, is a strong multitasker and remains calm under pressure.

### Job Summary

The post holder will be an experienced Advanced Clinical Practitioner/Specialist Paramedic or Nurse Practitioner who, acting within their professional boundaries, will provide assessment, differential diagnosis and treatments of acute episodes of minor health and minor injury conditions alongside a home visiting service for appropriate patients.

Working with practice colleagues and another PCN paramedic and ACP, the postholder is expected to see patients autonomously providing both face- to- face appointments, home visits and telephone consultations for patients within the Practice and within the patients residence and demonstrate the use of critical thinking in the clinical decision-making process. A typical day consists of face-to-face and telephone consultations for the first part of the morning, based at the practice followed by Home Visits, which you will triage and share with another team members. Clean driving license and car with business use insurance is essential.

The post-holder will operate within their own sphere of competence and agreed acceptable limits of practice to provide expert professional clinical advice to patients, carers and colleagues, ensuring clinical safety and excellence.

The Practitioner will need to prioritize and triage the needs of patients, accordingly, making any necessary referrals for investigations in the appropriate manner.

The post-holder will use skills, knowledge and competencies as a qualified Practitioner in order to be responsible and accountable for managing patient caseloads for treatments, referral, admission and discharging patients as appropriate.

The postholder will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures. Promoting self-care, in order that patients are empowered to manage their own healthcare needs. Support from the supervising doctor will be available if needed.

## **Job Responsibilities:**

### **Clinical Practice**

- Assess, diagnose, plan, implement care for patients presenting with an undifferentiated diagnosis.
- Clinically examine and assess patient needs from a physiological and psychological perspective and plan clinical care accordingly.
- Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan.
- Provide specific evidence based practical skills and knowledge in the following:
  - Coughs, colds and flu
  - Sore throats
  - Earache
  - Skin rashes
  - Diarrhoea / vomiting
  - Soft tissue and ligament injuries
  - Wound toileting and closure
  - Abdominal pain
  - Urine infection / vaginal discharges
  - Sexual health assessments and investigations
  - 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.

- Prevent inappropriate hospital admissions or attendances to the emergency department by providing/co-ordinating the provision of specialist care by other agencies for the patient in the most appropriate and agreed environment.
- Demonstrate the ability to work independently and perform comprehensive patient assessments based upon the patients' clinical record and physical examination.
- 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.
- Prioritize 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 men and women presenting for family planning or sexual health consultations.
- Liaise with patients, carers and colleagues to assess the safety of a patient's home environment, acting quickly to protect patients and staff from potential risk.
- Participate in audits and inspections as appropriate.
- Work closely with the doctors and managers / admin in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets.

**Further development of the role will be encouraged.**

### **Communication**

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
- Communicate effectively with patients and carers, recognizing the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
- Anticipate barriers to communication and take action to improve communication
- Maintain effective communication within the practice team and with external stakeholders as appropriate.
- Act as an advocate for patients and colleagues.
- Ensure awareness of sources of support and guidance and provide information in an acceptable format to all patients, recognizing any difficulties and referring where appropriate.

### **Delivering a quality service**

- Recognise and work within own competence and professional code of conduct as regulated by the HCPC. Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality and strong time management skills.
- Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities.

- Utilise quality improvement as a means of evaluating the quality of work of self and the team, implementing improvements when required.
- Evaluate patient response to health care provision and the effectiveness of care.
- Use a structured framework to manage, review and identify learning from patient complaints, clinical incidents and near-miss events.
- Deliver care according national and local guidelines and evidence-based care
- Apply infection-control measures within the practice according to practice policy and procedures.
- Assess effectiveness of care delivery through self and peer review, and formal evaluation through the NMC revalidation process.
- Support and participate in shared learning across the practice and wider organization
- Understand and apply legal issues that support the identification of vulnerable and abused children and adults and be aware of statutory child / vulnerable patient's health procedures and local guidance.

### **Team Working**

- Understand own role and scope and how this may develop over time.
- Work as effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.
- Create clear referral mechanisms to meet patient need.
- Prioritise own workload and ensure time-management strategies are embedded within your culture.
- Work effectively with others to clearly define values, direction and policies impacting on care delivery.
- Support colleagues with peer review and opportunities to improve patient care.

Manage and lead on the delivery of specifically identified services or projects, as agreed with the practice management team

### **Management of risk**

- Manage and assess risk within areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
- Ensure appropriate supervision of safe storage, rotation and disposal of vaccines and drugs.
- Apply infection control measures within the practice according to practice guidelines

### **Managing information / confidentiality**

- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
- Review and process data using accurate Read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes
- 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.

- 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, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organization. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice 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.

### **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 personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards

Reporting potential risks identified.

### **Equality and diversity**

- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance in exercising their rights

### **Safeguarding statement:**

This organisation is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Background checks and a DBS checks will be required.

## ADVANCED CLINICAL PRACTITIONER/PARAMEDIC/NURSE PRACTITIONER - PERSON SPECIFICATION

<p><b>Qualifications</b></p>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Hold a relevant Bachelor’s degree in a training programme approved by the College of Paramedics/Nursing &amp; Midwifery Council.</li> <li>• Registration with the Health &amp; Care Professions Council (HCPC)/NMC</li> <li>• Hold a full UK driving license.</li> <li>• Have a least 5 years post qualification experience.</li> <li>• Clean driving licence.</li> </ul>	<p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Hold or working towards a non-medical prescribing qualification.</li> <li>• Hold or working towards masters level capability.</li> </ul>
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Experience in managing a designated caseload using theoretical and practical experience, completing assessments, planning, implementing interventions, and evaluating outcomes aligned to care plans.</li> <li>• Demonstrates accountability for delivering professional expertise and direct service provision.</li> <li>• Exercise a critical understanding of personal scope of practice and to identify when a patient needs referring on.</li> <li>• Through patient assessment and working in partnership with patients and their carers, make decisions about the best pathways of care, informed by the urgency and severity of patient need, patient acuity and dependency, and the most appropriate deployment of resources.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Manage risk in unpredictable, uncertain situations to uphold patient safety, including by referring on to other primary care team members and to specialist services</li> <li>• Able to follow legal, ethical, professional and organisational policies / procedures and codes of conduct.</li> <li>• Involves patients in decision making and supporting adherence as per NICE guidance.</li> <li>• Able to write comprehensive clinical notes and use clinical coding.</li> </ul>	
<b>Collaborative working relationships</b>	<ul style="list-style-type: none"> <li>• Contribute to the development of primary care teams, including through contributing to others learning.</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrate excellent interpersonal and communication skills, to build effective relationships with colleagues and patients.</li> <li>• Able to co-ordinate and prioritise workloads.</li> <li>• Strong leadership qualities.</li> </ul>	