

JOB DESCRIPTION	
Job title:	Advanced Clinical Practitioner (ANP/PP)
Team/Department:	Primary Care
Location:	Herstmonceux
Hours of work:	As agreed, and in accordance with the contract of employment
Job title the post holder will report to:	Primary Care Quality Manager
Job titles reporting to the post holder:	None applicable
Date the role profile was revised:	October 2023
<p>JOB PURPOSE</p> <p>We have an exciting opportunity for an experienced PP/ANP/ACP to join our Primary Care teams in Herstmonceux. This role can be a mixture of both face to face and remote consultations in conjunction with some clinical admin with the possibility of this being a leadership/strategic role for the right candidate.</p> <p>We are looking for an ANP/ACP who is able to work independently and in conjunction with other members of the clinical team as required. The post holder will be an experienced clinician who can demonstrate highly developed clinical skills and be able to demonstrate critical thinking whilst working within their professional boundaries. They should be able to participate in patient telephone triage to manage patient demand and advise patients in the safest and most appropriate way relevant to their care.</p>	
<p>KEY RESPONSIBILITIES AND ACCOUNTABILITIES</p> <p>Quality Standards and Clinical Governance</p> <ul style="list-style-type: none"> • Ensure that you work within the clinical governance structures of IC24 to ensure the highest standards of patient care including CQC guidance and best practice. • Ensure that you complete and maintain all required mandatory training in a timely manner. • Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis including referral for further investigations. • Assess patients' physical social and psychological needs and the implications for either treatment and discharge or onward referral as appropriate. • Provide assessment, treatment, and diagnosis at point of first contact. • To directly prescribe medication within your role as a Non-Medical prescriber following clinical examination in line with current evidence based practice. 	

- Maintain effective communication within the practice environment and with external stakeholders.
- Engage with management team and contribute to the development of the service
- Identify areas of work for collaboration and joint working with other organisations to ensure continuity of care.
- Contribute to Practice/locality meetings and update on best practice and shared learning and mentoring.
- Produce accurate and complete records of patient consultation, consistent with legislation, policies and procedures.
- Support and participate in shared learning across the practice and wider organisation.
- Be conversant with NMC Code of professional Conduct/GPhC/HPC/ College of Paramedics and any associated national guidelines and abide by their guidance.
- In conjunction with the Medical Services Director/Primary Care Quality Manager conduct and reflect on patient related audits to improve quality of care.
- Maintain CPD and demonstrates self-development.
- Communicate at all levels across PCNs and other organisations, ensuring effective, patient-centred service.
- Communicate proactively and effectively with all colleagues across the multi-disciplinary team, attending and contributing to meetings as required.
- Collaborate with other members of the PCN including doctors, nurses and other AHPs, accepting referrals and referring to them for specialist care.
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COMMUNICATION AND KEY WORKING RELATIONSHIPS

The post holder must be able to demonstrate excellent communication and interpersonal skills at all times and build and maintain good working relationships with all stakeholders including the following:

- Head of Primary Care
- Medical services Director
- Primary Care Quality Manager
- Senior Operations Manager
- Operations Manager/Service delivery Manager

ENVIRONMENT

IC24 is a major not for profit Social Enterprise company currently providing innovative primary care services designed to deliver quality and affordability. IC24 is solutions-focused, providing a comprehensive portfolio of services aimed at improving access and reducing the demand on secondary care services by helping to avoid unnecessary admissions and facilitating early discharge.

Going forward, the company is committed to supporting and enabling better integration between health and social care and more effective alliances between partners from different sectors as essential to delivering seamless services. IC24 has considerable experience of working in complex, demographically challenged environments and the Board is keen for the organisation to be proactive in improving standards of care and patient safety, while delivering value for money too in the health economies it which it operates. Critical to this is building strong professional relationships and alliances with third parties; working with them in a way that maximises the benefits of their involvement.

We are proud of our status as an NHS primary care social enterprise, and how we deliver social value to the communities we serve and contribute to the wider NHS plans to deliver carbon 'Net Zero' and sustainability. To find out more on this and to view our Social Impact Report, please click [here](#).

HEALTH AND SAFETY

The post holder will be required to comply with the duties placed on employees of IC24 as set out in the Health and Safety at Work Policy and related procedures. The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.

All Colleagues

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must cooperate with managers and other colleagues to help everyone meet their legal requirements under health and safety law, and not to interfere with or misuse anything that's been provided for your health, safety, or welfare.

Managers

You must ensure you know and understand your responsibilities as defined in our health & safety policies and associated guidance documents. You must identify and assess any risks to people, property, or the environment and ensure all colleagues you have responsibility for, are aware of all our health and safety policies, understand issues arising from risk assessments, site inspections etc. and deal with any associated concerns. You must ensure that all accidents or incidents involving colleagues within your responsibility, are properly reported, and investigated and that regular inspections are undertaken and recorded to eliminate potential hazards and minimise risks.

Directors

You must ensure that all colleagues and teams within your region and/or department(s), effectively manage health and safety in line with all our health & safety policies and guidance documents.

EQUALITY AND DIVERSITY

IC24 has a Diversity and Inclusion Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.

IC24 is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs.

INFORMATION GOVERNANCE

Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable IC24 to handle personal and corporate information appropriately.

It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Data Security & Protection Policy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

IC24 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All colleagues and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

DISCLOSURE AND BARRING SERVICE CHECKS

IC24 will require a DBS check for appropriate roles which is a mandatory requirement and a condition of the employment offer.

All posts are assessed on their eligibility for the post holder to be required to undertake a DBS check. For posts that have been assessed as exempt from the provisions of the Rehabilitation of Offenders Act 1974, IC24 will require the post holder to undertake an enhanced DBS check with barred list checks. For posts that have been assessed as being in a position of trust, IC24 will require the post holder to undertake a basic DBS check.

This post has been assessed as requiring an enhanced DBS check with barred list checks.

REHABILITATION OF OFFENDERS ACT 1974

Some posts have been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 and in these cases IC24 will require the post holder to disclose all convictions, whether spent or unspent.

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PERFORMANCE AND DEVELOPMENT REVIEW

This job description will be used as a basis for conducting an individual Performance and Development Review between the post holder and the manager.

VARIATIONS

This job description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.

This job description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment.

To reflect changing needs and priorities, some elements of this post may be subject to change and where required, any appropriate communication or consultation with the post holder will be undertaken prior to making any changes.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How identified
<p>Qualifications and training</p>	<p>First level Registered Nurse, with current NMC registration or HPCP. If Paramedic/ANP: BSc in a training programme approved by the College of Paramedics/NMC</p> <p>Evidence of continuing professional development and education</p> <p>Recognised teaching qualification/Mentorship</p> <p>Nursing degree/ training program approved by the College of Paramedics or working towards</p> <p>Non-Medical Prescriber</p> <p>Physical assessment of adults module qualification</p> <p>Recognised Minor Illness course</p>	<p>Family planning and Woman's Health Qualification</p> <p>Long Term Condition Management Qualification or suitable experience (respiratory, Diabetes diploma)</p>	<p>Application / Interview</p>
<p>Knowledge, Skills and Abilities</p>	<p>Ability to demonstrate promotion of Best Practice through clinical governance mechanisms</p> <p>Promote/create a climate of clinical inquiry within practice</p> <p>Ability to prioritise workload</p> <p>Ability to manage own learning</p> <p>Good interpersonal skills</p> <p>Good written and spoken English</p> <p>Teaching skills to all levels patients and health professionals</p>	<p>Presentation Skills</p>	<p>Application / Interview</p>

Requirements	Essential	Desirable	How identified
	<p>Good organisational skills</p> <p>Leadership skills</p> <p>Ability to self-manage and work independently showing initiative</p>		
Experience	<p>Two years within a general practice setting</p> <p>Ability to demonstrate experience in the development of General Practice Services</p> <p>Ability to demonstrate high level of personal, professional accountability and autonomy</p> <p>Demonstration of innovation in practice/service development</p> <p>Experience of managing clinics in a primary care setting</p> <p>Experience of developing effective working relationships</p>	<p>Understanding and experience of audit</p>	<p>Application / Interview</p>
General	<p>Flexible/adaptable to team/service needs</p> <p>Flexible approach to change</p> <p>Reliable</p> <p>Confident</p>		<p>Application / Interview</p>