

JOB DESCRIPTION	
Job title:	Lead Nurse / Advanced Practitioner
Team/Department:	Primary Care Practice
Location:	Allied Medical Practice
Hours of work:	As agreed and in accordance with the contract of employment
Job title the post holder will report to:	Practice Manager or Practice Clinical Lead
Job titles reporting to the post holder:	Brighton Practice Nurses /HCA team
Date the role profile was revised:	July 2025
<p>JOB PURPOSE</p> <p>To establish, deliver and maintain high clinical standards of patient care to patients registered to our Brighton practices. Your duties will include tasks undertaken by an experienced ANP / Practice Nurse, as well as the oversight and support for all clinical HCA and Practice Nurses in the IC24 Group. You will provide professional support, clinical innovation and support clinical governance to ensure safe and effective delivery of care to patients.</p> <p>You will manage, mentor and develop the practice nurse extended team and provide effective challenge and development using Personal Development Review (PDR) processes to underpin retention. You will be a visible and accessible leader, able to recruit new people, recommend and drive forward new skills and mentor colleagues in the team to be the best practitioner they can be. You will support your teams through regular 1-1's and team meetings. You will work with the Learning and Experience team to support training and development needs, nursing competencies and career progression.</p> <p>You will be responsible for ensuring our people deliver and meet contractual and organisational key performance indicators, supported by your operational knowledge of standard operating procedures, CQC, IPC, clinical and operational protocols and systems. You will be responsible for planning and managing the delivery of several clinical areas such as health promotion, chronic disease management.</p> <p>You will work closely with the practice manager and clinical leads and strive to improve standards of care and be involved in identifying practice population needs.</p> <p>You will influence and inform the local clinical model to maximise health prevention initiatives, improved patient pathways, clinical outcomes, and effective recall systems to maximise QOF performance.</p>	

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

QUALITY STANDARDS AND CLINICAL GOVERNANCE

- Ensure that you work within the clinical governance structures of IC24 to ensure the highest standards of patient care.
- Establish local systems that ensure our Practices operate within CQC guidelines and maintain best practice standards.
- Establish an open and collaborative relationship with the Divisional Lead Nurse to maximise wider benefits and professional support for self and the nursing team.
- You will ensure all programmes of care for patients are delivered under agreed guidelines (PGDs and PSDs).
- Ensure that you complete and maintain all required mandatory training in a timely manner and ensure the same for the clinical nursing/HCA team.
- In conjunction with the Primary Care GP Clinical Director and practice Lead GP conduct and reflect on patient related audits to improve quality of care.
- Be conversant with NMC Code of professional Conduct and any associated national guidelines and abide by their guidance.
- To directly prescribe medication within your role as an independent prescriber following clinical examination in line with current evidence-based practice.
- You will provide routine nursing care to patients in accordance with clinical based evidence, NICE and the NSF.
- To ensure the clinical records systems, Ardens templates and SNOMED codes are used effectively by all members of the nursing team.
- Maintain CPD and demonstrates self-development.
- Engage with Divisional management team, contribute to the growth and development of IC24 primary care practices in the group.

TEAM MANAGEMENT

- Develop and sustain productive working relationships with colleagues to support and develop your team, ensuring a safe effective working environment.
- Deliver a meaningful Performance and Development Review (PDR), with SMART objectives that reflect IC24 strategy and regional business plan objectives.
- Manage colleagues to ensure performance concerns are addressed and support is in place for necessary improvements
- Hold regular one to one meetings' with your team and undertake relevant clinical coaching and mentoring as required.
- Hold regular nurse clinical meetings within the practice/across the group.
- Respond to feedback from employee surveys, taking action to improve the experience of our people and your performance as a manager.

- Review individual and team daily/weekly/monthly performance statistics against contract standards and take corrective action with the individual/teams to support improved performance.
- Monitor annual leave to ensure salaried team members are requesting and taking leave in a measured and timely manner and supporting team members on return from all periods of absence.
- Manage and support colleagues in line with IC24 policies and procedures, including supervision, absence management, disciplinary and grievance issues.

RECRUITMENT

- Work with the Practice Manager, Clinical lead and IC24 Recruitment to ensure we continue to attract and employ the right candidates with the right skills and competencies; conduct interviews and probation reviews as required.
- In conjunction with the Practice manager, plan, coordinate, and deliver a thorough induction of new colleagues in your team.

LEADERSHIP BEHAVIOURS

It is essential that the post holder:

- models and lives the IC24 values of Respect, Innovation, excellence, care, innovation, and respect.
- puts the needs of our patients and our people first.

Bullying, incivility and discrimination, at any level in IC24, will not be tolerated and senior leaders are held to the highest behavioural standards and Living The ethical standards of Seven Nolan Principles of Public Life ([link](#)).

Living the values of the IC24 diversity and inclusion policy is expected as is compliance with all policies and specifically those relating to health and safety, sustainability and information governance.

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:

- Director of Primary and Community Care
- Divisional Quality Director
- Divisional Medical Director

- Primary Care GP Clinical Director
- Divisional Lead Nurse
- Practice Clinical team
- Practice manager
- Nonclinical practice team

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.

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.

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.

I agree with the contents of this revised job description:

Name	Role	Signature	Date

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PERSON SPECIFICATION

Requirements	Essential	Desirable	How identified
Qualifications and training	<p>First level Registered Nurse, with current NMC registration</p> <p>Evidence of continuing professional development and education</p> <p>Nursing degree or working towards</p> <p>Non-Medical Prescriber</p> <p>Physical assessment of adults module qualification</p> <p>Management Qualification or suitable experience (respiratory, Diabetes diploma)</p>	<p>Recognised teaching qualification/Mentorship</p> <p>Family planning and Woman's Health Qualification</p> <p>Recognised Minor Illness course</p> <p>Long Term Condition</p> <p>Post graduate diploma or degree (Chronic Disease Management)</p>	Application, Certificates & Interview
Experience	<p>Five years within a general practice setting or Urgent Care</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>Understanding and experience of audit</p> <p>Experience of managing clinics in a primary care setting</p>		Application & Interview

Requirements	Essential	Desirable	How identified
	Experience of developing effective working relationships		
Knowledge, Skills and Abilities	<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>Good organisational skills</p> <p>Leadership skills</p> <p>Ability to self-manage and work independently showing initiative</p>	Presentation skills	Application & Interview
General	<p>Flexible/adaptable to team/service needs</p> <p>Flexible approach to change</p> <p>Reliable</p> <p>Confident</p>		Application & Interview