

# ADVANCED NURSE PRACTITIONER CORE JOB DESCRIPTION

**POST:** ADVANCED NURSE PRACTITIONER

**SALARY:** Band 8A equivalent

**REPORTS TO:**

**RESPONSIBLE TO :**

## ***JOB PURPOSE***

The Advanced Nurse Practitioner (ANP) will use their expert knowledge and complex decision making skills, guided by the current NMC Code in all situations. The post-holder is accountable for the total episode of care for patients with undifferentiated and undiagnosed needs and is shaped by the context of their clinical practice.

The post-holder must be able to demonstrate competence across the four key areas of the Advanced Nursing Practice Framework<sup>1</sup>. In addition the post-holder must demonstrate the ability to work at an advanced level and be able to apply the competencies in the key areas of their scope of practice.

The post-holder will be able to:

1. Assess individuals, families and populations with an undifferentiated diagnosis, holistically using a person centred approach and a range of different methods, such as physical assessment and history taking, ordering, performing and interpreting diagnostic tests or advanced health needs assessments.
2. Use their expert knowledge and clinical judgement to decide whether to refer patients for investigations and make diagnosis.
3. Decide on and carry out treatment, which may include the prescribing of medicines, or referring patients to an appropriate specialist.
4. Ensure streamlined episodes of care.
5. Assess and evaluate, with patients and/or carers, the effectiveness of the treatment and care provided and make changes as needed.
6. Work autonomously within a wider health care team.

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<sup>1</sup> Department of Health (2014) *The Advanced Nursing Practice Framework*. Belfast: DoH.

7. Work across professional, organisational and system boundaries and proactively develop and sustain new partnerships and networks to influence and improve health, outcomes and healthcare delivery systems.
8. Communicate and work collaboratively with the Primary Care Team to meet the needs of patients, supporting the delivery of policy and procedures and providing nurse leadership as required.

## **DIRECT CLINICAL PRACTICE**

The Advanced Nurse Practitioner will:

1. Demonstrate the ability to use effective advanced communication and consultation skills to carry out the competent health assessment and management of individual patients and their families including health protection, risk management and management of their health and cultural needs within a climate of mutual trust.
2. Work autonomously at an advanced practice level as well as within a multidisciplinary team, using a person-centred, partnership and self-directed approach.
3. Develop specialised clinical and theoretical knowledge, in order to independently and accurately assess, diagnose, plan, implement and evaluate treatment/interventions; including physical examination, medical history and psychosocial history to facilitate appropriate care for patients who present to the Area of Practice.
4. Apply clinical reasoning and principles of evidence-based practice pertinent to their area of practice. This may include drug and non-drug based treatment, prescribing medication and evaluating the effectiveness of the interventions.
5. Plan, prioritise and manage complete episodes of care which may include ordering, performing and interpreting common screening and diagnostic tests.
6. Conduct appropriate follow up, delegating and referring on to other health care professionals and agencies when required to optimise health outcomes and resources.
7. Recognise commonly occurring conditions including differential diagnosis and apply appropriate screening tools to confirm diagnosis.
8. Use clinical judgment to prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
9. Work with multi agencies and multi professionals to co-ordinate and organise safe and effective discharge.
10. Promote a high standard of advanced specialist nursing by initiating and coordinating the holistic needs of patients /families through evidence based practice following agreed policies, protocols and guidelines.
11. Practice a high standard of communication including highly sensitive and complex information to develop and sustain partnership working with individuals,

groups, communities and agencies. Utilise evidence based information through a variety of communication media.

12. Ensure accurate, contemporaneous records are kept for all patients seen and advice given in the practice setting, in accordance with General Practice policies, GDPR, General Practice IT Systems, NMC Code and current NI standards for nursing and midwifery practice.
13. Contribute to clinical activity/data collection as required.

## **LEADERSHIP AND COLLABORATIVE PRACTICE**

The Advanced Nurse Practitioner will:

1. Demonstrate effective leadership behaviours and qualities to secure an appropriate culture and climate to advance the nursing contribution to the healthcare team, patients care and the wider health and social care team.
2. Collaborate with the multi-professional team to develop a shared vision of the service.
3. Act as a role model and resource in expert clinical evidence based practice.
4. Work collaboratively with colleagues to develop effective governance systems to include documentation, pathways, protocols and guidelines for care, and to demonstrate a commitment to share expertise and disseminate information.
5. Contribute to the development of the team and the service to continuously improve patient care.
6. Participate in implementing national standards and frameworks at a local level.
7. Network locally, regionally, nationally and internationally and seek opportunities to develop the ANP role.
8. Have an understanding of budgetary constraints.
9. Demonstrate resilience as a clinical and professional leader.
10. Use effective change management skills to initiate and implement service and practice development, making the best use of resources to improve practice and health outcomes.
11. Participate in the selection, interviewing, appraising and professional development of team members.
12. Maintain involvement and active input in multidisciplinary meetings and appropriate local bodies / forums to contribute to practice and service development.
13. Report and act on any adverse incidents, accidents or near misses and undertake analysis in line with general practice policies and professional duty of candour.
14. Adhere to the local whistleblowing policy and raise concerns appropriately.

## ***EDUCATION AND DEVELOPMENT***

The Advanced Nurse Practitioner will demonstrate ability to develop self and others and will:

1. Work to successfully complete ANP training and obtain qualification.
2. Maintain professional registration on the NMC Register and revalidate every three years. Have an annual appraisal; agree objectives which reflect local service needs and develop a personal development plan.
3. Maintain, advance and develop personal theoretical knowledge, high standards of clinical competence and professional development through on-going self-education and attendance at relevant courses of study.
4. Develop and maintain a peer network of support, information and learning with other nurse specialists at a local and national level.
5. Assist in the provision of and participate in clinical supervision of others and provide the opportunity to reflect and discuss areas of practice.
6. Contribute to the development and acquisition of specialist nursing knowledge, using a practice development approach, to enhance skills and extend the practice of other nurses and health care professionals within the service and beyond.
7. Maintain own professional portfolio.
8. Identify and address the educational needs of patients, families and carers involved in the delivery of this service.
9. Provide an appropriate learning environment, including mentorship and coaching.
10. Provide core educational programmes and in house study days, utilising a range of audit and evaluation strategies.
11. Ensure statutory and mandatory training updates, as well as role/speciality updates are completed and necessary records maintained.

## ***RESEARCH AND EVIDENCE BASED PRACTICE***

The Advanced Nurse Practitioner will:

1. Apply and promote quality governance strategies to ensure consultations, interventions and services are fit for purpose, evolving and dynamic.
2. Demonstrate an understanding and application of a range of research methodologies.
3. Coordinate and participate in on-going service review and evaluation, including seeking and monitoring patient experience and outcomes.
4. Regularly undertake and critically appraise research / audit to generate new evidence in area of speciality.

5. Evaluate clinical practice in relation to its evidence base and clinical effectiveness including policy and guidance.
6. Identify areas of risk and poor quality, and address these through appropriate governance structures and forums.
7. Participate and actively seek peer review in practice and sound evidence for assurance purposes.
8. Develop personal and professional knowledge through critical self-appraisal, clinical supervision and networking with other health care professionals locally, nationally and internationally.
9. Contribute to a working environment that promotes continuous learning and development, evidence-based practice and succession planning, as well as identifying learning opportunities at local and national levels.
10. Have a high level of communication skills to enable the participation in the dissemination of practice through conferences and professional publications.

### ***ENVIRONMENTAL CLEANING***

Recognise, adhere to and promote the key principle that:

‘Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all employees have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

### ***INFECTION PREVENTION AND CONTROL***

General Practices are committed to reducing Healthcare Associated Infections (HCAIs) and all employees have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with on-going reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

### ***GENERAL RESPONSIBILITIES:***

The post-holder will be required to promote and support the mission and vision of the service for which they are responsible and:

1. At all times provide a caring service and treat those with whom they come into contact in a courteous and respectful manner.
2. Demonstrate their commitment by the efficient completion of all allocated tasks. .
3. Comply with the No Smoking Policy.
4. Carry out their duties and responsibilities in compliance with Health and Safety Policies and Statutory Regulations.
5. Adhere to Equality and Good Relations duties throughout the course of their employment, as in Section 75 of the Northern Ireland Act 1998.

6. Ensure the on-going confidence of the public in service provision.
7. Support the General Practice to comply with its obligations under Human Rights legislation.
8. Maintain high standards of personal accountability and comply with relevant professional codes of conduct.

### ***RECORDS MANAGEMENT***

All employees the General Practice are responsible for all records held, created or used as part of their business including patient, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Information Regulations 2004; and the General Data Protection Regulations (GDPR) 2018. Employees are required to be conversant with the organisation's policies and procedures on records management and to seek advice if in doubt.

**Clause: This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the post-holder works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.**

**We are an Equal Opportunities Employer.**

**Date:**

## PERSONNEL SPECIFICATION

**JOB TITLE:           ADVANCED NURSE PRACTITIONER  
Band 8A Equivalent**

**LOCATION:**

| ESSENTIAL CRITERIA   |   |                      |
|--|---|----------------------|
| <p><b>SECTION 1:</b> The following are <b>ESSENTIAL</b> criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.</p> |   |                      |
| Factor   | Criteria  | Method of Assessment |
| <b>Qualifications/<br/>Registration</b>  | <ul style="list-style-type: none"> <li>• Registered Nurse: first level on the NMC register</li> <li>• Have a Graduate Level qualification - Masters Level within the relevant area of practice</li> <li>• 3 years post registration experience, in Primary, Community, Urgent or Acute Setting.</li> <li>• Applicants must hold the NMC non-medical prescribing qualification V300 <b>OR</b> be willing to undertake this programme within a timescale agreed with their Manager.</li> <li>• Applicants must hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Organisation which will permit them to carry out the duties of the post.</li> </ul> |                      |
| <b>Knowledge</b>   | <ul style="list-style-type: none"> <li>• Applicants must demonstrate full understanding of the current NMC Code and Scope of Professional Practice.</li> <li>• Applicants must demonstrate up to date knowledge and expertise in the specialty.</li> <li>• Applicants must demonstrate evidence of being able to work across organisational boundaries.</li> <li>• Applicants must demonstrate knowledge of the</li> </ul>  |                      |

|                           |   |  |
|---------------------------|---|--|
|                           | Clinical Governance agenda in the Specialty.  |  |
| <b>Skills / Abilities</b> | <ul style="list-style-type: none"> <li>• Applicants must demonstrate evidence of Clinical Leadership skills.</li> <li>• Applicants must demonstrate evidence of continuing professional development.</li> <li>• Applicants must have previous experience of formal/informal teaching of patients and staff.</li> <li>• Applicants must demonstrate a clear vision of the role and service.</li> <li>• Applicants must demonstrate the ability to initiate, sustain and evaluate change.</li> <li>• Applicants must demonstrate the ability to make key decisions independently.</li> <li>• Applicants must demonstrate written and verbal communication skills to meet the needs of the post in full.</li> <li>• Applicants must have basic level of IT skills to meet the needs of the role.</li> <li>• Applicants must have experience of applying research evidence to clinical practice.</li> </ul> |  |
| <b>Other</b>              | <p>The Applicant must demonstrate:</p> <ul style="list-style-type: none"> <li>• Understanding of relevant national strategies/policies and how these relate to the service</li> <li>• Commitment to maintain own fitness for practice through maintaining a personal Revalidation portfolio.</li> <li>• Understanding of appropriate health and safety legislation.</li> <li>• Understanding of equal opportunities.</li> </ul>   |  |
| <b>Personal Qualities</b> | <p>The Applicant must demonstrate:</p> <ul style="list-style-type: none"> <li>• Ability to work flexibly to meet the needs of the service in conjunction with other members of the team.</li> </ul>   |  |



## DESIRABLE CRITERIA

**SECTION 2:** these will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted.

| Factor         | Criteria                                     | Method of Assessment |
|----------------|--|----------------------|
| Experience     |  |                      |
| Qualifications | <i>Include equivalencies where necessary</i> |                      |
| Other          |  |                      |

### **NOTE:**

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies as detailed below to be effective in this role. The competencies required are detailed in the NHS Leadership Qualities Framework document at

<http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model/nine-leadership-dimensions>

- Inspiring shared purpose
- Leading with care
- Evaluating information
- Connecting our service
- Engaging the Team
- Sharing the vision
- Holding to account
- Developing capability
- Influencing for results