**JOB TITLE:** MKGP Nurse Practitioner

**REPORTS TO:** Practice Manager/Clinical Lead

**HOURS:** 4 sessions per week

**SALARY:** £20 - £24 per hour dependant on experience

**JOB SUMMARY**

An exciting opportunity has arisen for a Nurse Practitioner to join our surgery.

The post holder will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care, will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice.

They will work collaboratively with the general practice team to meet the needs of the patients, ensuring that practice policies and procedures are followed.

They will also assist Registered Manager with duties related to CQC outcomes, ensuring that compliance is maintained.

This job description is intended to provide an outline of the key tasks and responsibilities. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to consider developments within the role.

**PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

**CLINICAL**

* Assess, plan, provide and evaluate nursing care to meet the care needs of individuals in the practice population.
* Assess, examine, diagnose and treat specific conditions in accordance with agreed medical/ nursing protocols, and within own area of competence or speciality.
* Provide access to GP’s as necessary.
* Undertake diagnostic, health screening and health promotion at consultation/ opportunistically.
* Telephone triage as appropriate.
* Provide administrative and all nursing tasks as necessary within the GP Practice
* Provide specific evidence based practical skills and knowledge in telephone and clinics for both minor illness and injury

**COMMUNICATIONS**

* Communicate effectively with all team members both within the practice with other agencies.
* Communicate effectively with patients and carers recognising their need for alternative communication methods.
* Establish and maintain effective communication pathways with all practice staff and the wider multidisciplinary team.

**HEALTH, SAFETY AND SECURITY**

* Use appropriate infection control procedures, maintaining work areas in own designated clinical room so that they are clean, safe and free from hazards, reporting any potential risks.
* Understand and apply the principles of the cold chain
* Fridge Temperature Recoding
* Check all emergency equipment and drugs as per CQC recommendations ensuring records are up to date.
* Know the health and safety policies and procedures within the workplace, including fire procedures, maintaining accurate documentation, consent, sharps and needlestick injuries.
* Be aware of the safeguarding procedures, local guidance and referral criteria
* Comply at all times with the practice health and safety policies by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System (IRS)
* Comply with the Data Protection Act (2018) and the Access to Health Records Act (1990).

**PERSONAL DEVELOPMENT**

* Take responsibility for own developmental training and performance, including participating in clinical supervision and annual appraisals
* Take responsibility for maintaining a record of own personal development
* Work with Nurse Lead/Practice Manager on any new training requirements
* To recognise and understand the role and responsibilities of individuals working in the clinical team

**QUALITY**

* Ensure own actions are consistent with agreed standards of care, following practice/national guidelines
* Assess own performance and take accountability for own actions, either directly or under supervision
* Alert team members to issues regarding the quality or risk in the patient’s care
* Know the practices policies and procedures, ensuring frequent review through Connect
* Be able to manage own time, workload and resources effectively
* Be aware of, and actively take part in QoF through the call and recall of patient
* Ensure stock items are ordered and available in all clinical and treatment rooms
* Work effectively with individuals in other agencies

**EQUALITY AND DIVERSITY**

* Co-operate with all policies and procedures designed to support equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.
* Act in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with practice procedures
* Act as a chaperone where necessary

**PERSON SPECIFICATION**

Qualifications and Experience Essential and Desirable Competencies

* UK registered nurse with significant post registration experience (E)
* Independent nurse prescriber (V300) or willingness to train (E)
* Minor Illness qualification desirable or willingness to undertake (E)
* Clinical experience in A&E/ Urgent Care and/ or Primary Care (D)
* Knowledge of management of Long-Term Conditions (D)
* Ability to maintain and monitor high standards of care (E)
* Ability to direct and co-ordinate programmes of care working autonomously and collaboratively (E)
* Effective organisational skills (E)
* Evidence of experience in embracing and implementing change to provide high quality health outcome (D)
* The ability to work in a changing, demanding and stressful situation (E)
* Communication skills- both verbally and in writing at all levels (E)
* IT systems skills (E)
* Friendly and approachable (E)
* Good presentation of self, enthusiastic, innovative and flexible (E)
* Self-motivated, positive and committed (E)
* Continue education by attending courses/study days as deemed useful for professional development (D)
* Must keep abreast of changes and progress in nursing care. (E)
* Have ability to work on own initiative, acknowledging limitations and recognising when referral is needed. (E)
* Maintain accurate, comprehensive records of all consultations and treatment (E)
* Be flexible in order to cover annual leave and sickness of team members. (D)
* Relevant knowledge of the QOF management tool (D)
* Able to work within and develop a set of clear guidelines (E)