

JOB DESCRIPTION	
Job title:	Advanced Nurse Practitioner
Team/Department:	Hastings Primary Care Hub
Location:	Hastings Primary Care Hub
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:	September 2023

JOB PURPOSE

Lead on delivery of high standards of patient care to unregistered patients. The duties will include all tasks normally undertaken by an experienced ANP with clinical and Practice Nurse support.

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 including CQC guidance and best practice.
- Ensure that you complete and maintain all required mandatory training in a timely manner alongside CCG updates.
- In conjunction with the Medical Services Director/Primary Care Quality Manager 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.
- See and treat patients with minor illnesses in line with professional competencies.
- 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 an Independent prescriber following clinical examination in line with current evidence based practice.
- Maintain CPD and demonstrates self-development.
- Engage with service management and development of the proof of concept hub.
- Navigate patients to an alternative care setting or treat and discharge as appropriate.
- Identify areas of work for collaboration and joint working with other organisations to ensure continuity of care.

- Contribute to locality meetings and update on best practice and shared learning and mentoring.

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
- Primary Care Quality Manager
- Primary Care Service Delivery Manager
- Navigators

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.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How identified
Qualifications and training	First level Registered Nurse, with current NMC registration Evidence of continuing professional development and education Nursing degree or working towards Non-Medical Prescriber Physical assessment of adults module qualification Recognised Minor Illness course Long Term Condition Management Qualification or suitable experience (respiratory, Diabetes diploma)	Recognised teaching qualification/Mentorship Family planning and Woman's Health Qualification	Application, Certificates & Interview
Experience	Two years within a general practice setting or Urgent Care Ability to demonstrate experience in the development of General Practice Services Ability to demonstrate high level of personal, professional accountability and autonomy Demonstration of innovation in practice/service development Understanding and experience of audit Experience of managing clinics in a primary care setting		Application & Interview

Requirements	Essential	Desirable	How identified
	Experience of developing effective working relationships		
Knowledge, Skills and Abilities	Ability to demonstrate promotion of Best Practice through clinical governance mechanisms Promote/create a climate of clinical inquiry within practice Ability to prioritise workload Ability to manage own learning Good interpersonal skills Good written and spoken English Teaching skills to all levels patients and health professionals Good organisational skills Leadership skills Ability to self-manage and work independently showing initiative	Presentation skills	Application & Interview
General	Flexible/adaptable to team/service needs Flexible approach to change Reliable Confident		Application & Interview