**HAMBLE VALLEY HEALTH**

Recruitment of Advanced Nurse Practitioner / Advanced Clinical Prescribing Practitioner

Recruitment Pack

Advanced Nurse Practitioner / Advanced Clinical Prescribing Practitioner Vacancy

Thank you for your interest in this position. Enclosed is the information you will require to assist you in applying for the role.

To apply please can you submit your CV with a covering letter detailing:

* When you could start
* Any preference of days you can work
* How many hours your ideal role would be
* If you meet the criteria for having a “Digital Badge” <https://advanced-practice.hee.nhs.uk/our-work/digital-badges/>

.

With respect, please no agencies.

Applications should be e-mailed to hiowicb-hsi.hemcrecruit@nhs.net

**Our closing date is 31st March 2025, but we will be interviewing as applications are received and will close and interview early if we have sufficient interest, so please submit your application asap.**

For an informal discussion please contact our Practice Management team Jennie Dock, Yvette Quayle or Leah Grandison on 01489 785 722.

**CONTENTS**

Welcome letter from the Practice

About Hamble Valley Health

Job description

Role profile

Terms and Conditions

Key dates

**Welcome Letter from the Practice**

Dear Applicant

**Advanced Nurse Practitioner / Advanced Clinical Prescribing Practitioner – Hamble Valley Health**

Thank you for your interest in joining the team at Hamble Valley Health.

The Practice is committed to delivering high quality patient care which requires us to have a supportive and cohesive team.

We have an ANP / ACP vacancy in the team, and are looking for someone to work between 18 and 37.5 hours. We are looking for the post holder to start by April 2025. The salary will be commensurate with experience.

If you are looking for a new role, we very much look forward to receiving your application.

The Partners

Hamble Valley Health

**The Practice**

Blackthorn Health Centre and Hedge End Medical Centre have merged and are now known as Hamble Valley Health.

Our list size is over 37000, and our patients are mainly concentrated in Hamble, Bursledon, Hedge End and Botley. Our aim is to provide high quality, accessible medical care to our patients, whilst maintaining a supportive and pleasant working environment for clinicians and staff.

We are part of Hampshire and Isle of Wight ICB, and offer General Medical Services to our patients.

We are a training practice, and take registrar doctors and also teach medical students from Southampton School of Medicine.

The practice has eight Partners. The current Partnership team is Dr Tomson, Dr Harris, Dr Cropley, Dr Graham, Dr Sonpal, Dr Shahsavanspour, Dr Yates and Dr McKenzie.

We employ fourteen salaried GPs, five Advanced Nurse Practitioners, a First Contact Prescribing Paramedic, three Visiting Paramedics, a Nursing team of fifteen, and a reception/admin team of seventy.

The practice uses Emis as a clinical system. We are paper light, so scan all incoming correspondence onto patient’s medical records.

#  JOB DESCRIPTION

|  |  |
| --- | --- |
| **Post Title:** | Advanced Nurse Practitioner / Advanced Clinic Prescribing Practitioner |
| **Accountable to** | Clinically – PartnersAdministratively – Practice Manager |
| **Accountable for:** | None |
|  **Main Purpose:****Context and freedom to act:** | To be responsible for independently leading and managing practice, using an advanced level of professional accountability, autonomy and judgement for highly complex decision-making across a broad range of situations/conditions.To work autonomously, but as part of the Duty Team, using advanced knowledge and skills, underpinned by theory and experience, to holistically assess the identified patient caseload, using a range of methods across a broad range of, often complex, patient conditions.To plan and manage complete episodes of care, working in partnership with others, delegating and referring as appropriate, to optimise health outcomes and resource use, as well as providing direct support to patients and carers.To promote the proposal and implementation of service and policy development and redesign, impacting beyond own area and other disciplines, informed by current best practice and evidence-base, in accordance with values-based care.The post holder is expected to be able to:Hold sole responsibility for a range of duties, relevant to post* Works unsupervised, clinically examining and assessing patients and initiating any appropriate action.
* Make independent, autonomous clinical decisions relating to patient condition and treatment / care. May require minimal support and will be expected to obtain support from GPs to make decisions, which may be outside their scope of clinical knowledge.
* Exercise significant discretion in the delivery of this role, being guided by policies and procedures and implementing appropriate action in order to achieve expected results. Proposes and implements appropriate changes to policy / service provision as consequence of interpretation of local and/or national guidance/research findings.

  |
| **Key Working Relationships:** | Working daily as part of the Duty Team, having own list of patients to assess and treat, but also assisting, where time allows, with Critical Care list and any emergencies that arise.Working with the Econsult administrators to ensure clinical and patient management is safe and time efficient.Working with the Reception team to ensure clinical and patient management is safe and time efficient. |
| **Key responsibilities (General Duties)**1. **Responsibility for patient care, communication, planning, organisation, analysis, freedom to act, research and service development**
 | **Advanced clinical practice / direct patient care*** Takes responsibility for providing care and treatment in line with current evidence base, at an advanced clinical practice level, demonstrating the ability to make critical judgements and problem-solving, regarding patient pathways, on a daily basis, for a distinct caseload of patients.
* Initiates and carries out highly complex patient assessment, analyses and interprets results, using highly developed advanced knowledge and skills that includes: Comprehensive patient history and health assessment, physical examination, clinical measurements using advanced clinical skills, detailed medicines history, undertaking and interpreting range of tests / investigations.
* If legally authorised and in accordance with Trust regulations, independently prescribes a range of medications, as agreed with the Partners, based on efficacy, safety and cost.
* Discusses and agrees assessment outcomes with patients, carers and other health professionals, to enable them to make informed decisions regarding treatment and care, and initiates appropriate, timely consultation and/or referral, when more expert input is required
* Rapidly and continuously evaluates patient’s changing condition and response to therapeutic interventions and modifies plan of care for optimal patient outcome

**Communication and relationships*** Establishes and maintains excellent communication, with individuals/ groups, providing and receiving highly complex, sensitive and/or contentious information and exploring complex issues across a wide range of care options and decisions
* Uses highly developed communication skills to provide guidance, advice and support to the patient/carer regarding management of their health/illness condition and its impact on patient’s/carer’s life
* Communicates complex, very sensitive, sometimes distressing information to patient/carer using empathy and reassurance; identifies and overcome barriers to understanding as appropriate
* Provides verbal and written information to patient, to enable them to give informed consent for treatment and obtains written consent for specified procedures, using highly developed specialist knowledge
* Establishes supportive partnerships with patients/carers and communicates with them, sometimes in highly distressing or emotional circumstances, which may involve imparting bad news
* In all aspects of work, challenges and demonstrates an ability to work autonomously across organisational and professional boundaries
* Establishes and maintains local and regional network of contacts sharing good practice, innovative ideas, promotes developments.

**Leadership and management*** Acts as a visible advanced practice role model by demonstrating high standards of care having both advisory and clinical input into care and treatment.
* Acts in such a way as to be a credible, effective leader, demonstrating values-based clinical leadership, on a daily basis.
* Uses their professional judgement in leading on and managing complex and unpredictable care events and captures learning from these experiences to improve patient care and service delivery.
* Formulates, develops, implements, monitors and evaluates policies/guidelines, relevant to caseload of patients.
* Leads on, plans and manages own workload and workload of the service, in a flexible manner, ensuring service provision meets needs of patients.
* Assesses risks to health, safety and security using the results to take appropriate action and to promote and improve practice.
* Contributes to the Practice governance process, including adverse incident and complaints reporting and investigation.
* Supports the introduction and maintenance of quality and safety systems and processes within own area and monitors quality of own and others’ practice and participates in continuous quality improvement, using current evidence, making adjustments as required

**Education /Professional** * Actively engages in continuous professional development in line with advanced clinical practice role and service development, maintains a suitable CPD record and ensures adheres to revalidation requirements
* Develops and delivers relevant specialist teaching for all disciplines and levels of staff, patient and carer groups within Trust, in relation to own area of expertise. This will include development of links with other organisations.
* Uses high-level communication skills and contributes to wider development of those working in their area of practice by disseminating best practice, regionally, nationally and Internationally.
* Generates and applies new knowledge to own and others’ practice.

**Evaluation and research*** Initiates, facilitates and leads change at individual, team, Practice levels, in order to improve practice and health outcomes, consistent with national and international standards.
* Continually evaluates and audits practice at individual and systems levels, selecting and applying valid and reliable approaches and methods, appropriate to needs and context, and acts on findings.
* Frequently critically appraises and synthesises outcomes of relevant research and evaluations, and applies them to improve practice.
* Regularly involved in the initiation and implementation of research and clinical audit activities in own area and takes action, based on results of these activities, to ensure patient care is optimised.
 |
| 1. **Responsibility for financial, HR, Information and physical resources**
 | * Incorporates current technology appropriately in care delivery and uses information systems to support decision-making, to improve care
* Ensures that documentation is of the highest standard, adhering to local and national guidelines
* Contributes to discussions regarding allocation of financial resources through consultation, service redesign, participation in meetings, audit, evaluation and research activities.
* Ensures that accurate, essential and appropriate written and verbal information is relayed to staff, ensuring adequate facilities are in place to maintain safety in the environment, ensuring effective management of patient caseload.
 |
| 1. **Mental, physical and emotional effort**
 | * This post requires:
* Frequent concentration for long periods, undertaking tasks such as entering and verifying data, carrying out complex treatments
* Working on a continuous basis with identified patient caseload/carers. This can involve periods of emotional stress
* Frequent requirement to exert need for light to moderate physical activity during post-holder’s shift, including patient support and manual handling, manoeuvring equipment
* Working on an occasional to regular basis with exposure to patients with infectious conditions, exposure to bodily fluids and unpleasant conditions
* Possibility of being subject to violence and aggression from patients/carers, general public, which may or may not be related to patient’s illness.
 |

|  |
| --- |
| **IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT** |
| **Practice Policies and Procedures** | All staff are required to comply with all Practice policies, procedures and standards at all times.Any employee who wilfully disregards Practice policies may be liable to serious disciplinary action including dismissal. |
| **Duty of Care** | You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.**Raising concerns**: you should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects. |
| **NHS Standards of Business Conduct and Professional registration** | All staff must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.Clinical staff and staff who have a clinical component in their role have a responsibility to undertake the teaching/education of learners as required by their Professional body and/or the Trust. |
| **Confidentiality and Data Protection** | All staff are required to maintain confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines, Data Protection Act 1998 and Children’s Act and all other relevant legislation as appropriate. Any breach of same will be a disciplinary matter. |
| **Health & Safety** | All staff must be aware of their responsibilities under the Health & Safety at Work Act and are reminded to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare. |
| **Infection Prevention and Decontamination of Equipment:** | All staff are reminded of their responsibility to adhere to Practice Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.  |
|  |  |
| **Appraisal and Statutory Training** | All newly appointed staff will receive an initial appraisal within 6 months of commencing in the post. Thereafter, appraisals will be conducted on an annual basis.  All staff are expected to undertake all statutory and mandatory training as deemed necessary by the Practice. |
| **Equal Opportunities** | The Practice is positively committed to the promotion and management of diversity and equality of opportunity in employment and the services we provide. Our policy, Equality and Diversity, sets out our approach to these matters and it is the responsibility of every employee to comply with it. |
| **General**  | The post holder will undertake other duties as may be required to achieve the Practice’s objectives, commensurate with the grading of the post.  |
| **Safeguarding Adults** | All staff have a responsibility to ensure that adults at risk are safe from abuse or harm. An adult at risk is a person who is, or may be, by reason of mental or other disability, age or illness, unable to take care of himself or herself, or unable to protect himself or herself against significant harm or exploitation. All instances of concern should be reported to the Practice lead. It is an employee’s responsibility to comply with all current legislation and adhere to Practice policy and procedures. |
| **Safeguarding Children** | All staff have a responsibility to ensure that children and young people are safe from abuse or harm. Employees must comply with the Practice Child Protection/Safeguarding Children Policy and Procedures. In any instance of concern staff can contact the Safeguarding Lead, for advice and support. It is an employee’s responsibility to comply with all current legislation and adhere to Practice policy and procedures. |
|  |  |

**Role Experience, Knowledge and Skills Profile**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Headings** | **Essential Criteria** | **Desirable Criteria** |
| Qualifications training required/ specialist knowledge | Professional registration with relevant professional bodyMasters level Advanced Clinical Practice courseRelevant specialist course/sNon-medical prescriber Demonstrable theoretical and practical advanced clinical practice knowledge Demonstrable theoretical and practical knowledge of Minor Illness and Injury managementLegal, ethical and professional issues of advanced practice | Digital BadgeBudget managementRecognised teaching qualificationConversant with speciality-specific and advanced practice developments at national / local levelsLeadership / management relevant to health care environment |
| Previous or relevant experience necessary | Demonstrable experience of Minor Illness and injuryManaging defined caseload of patientsApplication of advanced clinical skills into practice Patient education and empowerment Participation in research and audit and appraisal of evidenceManaging change Service and practice development Working in partnership with all levels of staff | Developing policies and protocolsTeaching and developing staff |
| Aptitudes and skills required | Excellent interpersonal and communication skills, using a range of methods, e.g. verbal, written, record keeping, complex report writingTo be competent to deal calmly and professionally with patients, relatives and work colleagues in a confidential and sensitive mannerComputer literacy with a range of software, databases, spreadsheetsAdvanced clinical skills, such as assessing patient’s physical status requiring precision, accuracy, dexterityAbility to analyse and interpret complex information from patient assessment and interventions and freedom to act in managing patients’ careAble to deal with demands of rapidly developing and changing service, problem-solving and prioritising abilitiesClinical reasoning, problem-solving and decision-making skills at an advanced levelDemonstrable ability to work in a busy environment and cope when the service is under pressure.Drive for improvement with the proven ability to set and meet ambitious targets and monitor against targets;Seeks out, and takes, opportunities for improving the service offered, with customer focus in foresight;Takes pride in their work and has the ability to complete projects to a satisfactory conclusion;A strong sense of personal and team accountability coupled to a clear understanding of the boundaries around delegated authority, responsibility and accountability;Strong sense of commitment to openness, honesty and integrity in undertaking the roleAbility to be intellectually flexible and to look beyond existing structures, ways of working, boundaries and organisations to produce more effective and innovative service delivery and partnerships;A commitment to improving patient services through an ability to sustain a clear performance focus on achieving demanding goalsGood organisational skills To be flexible and multi skilled to ensure the priorities of the service can be met.Able to work independently as an autonomous practitioner, exercising a high degree of freedom to act Successful team player and skills to lead/motivate othersWillingness to take on challenges and comfortable with constructive challenge |  |
| Personal Qualities | Self-motivation and reliabilityProfessional role model for advanced clinical practiceAbility to work unsupervised and on own initiative and as part of a multi-disciplinary teamAbility to lead on and respond positively to change.“Can do” attitude. |  |
| Physical Requirements | Standard keyboard skillsManual dexterity, precision and accuracy in physical skills  |  |
| Outside Interests |  | Work life balance |

**KEY DATES**

Closing date for completed applications is 31st March 2025, although the advert may close earlier as we will interview as we receive applications.