

JOB DESCRIPTION

- 1. JOB TITLE** Nurse Practitioner / Paramedic Practitioner / Allied Healthcare Professional
- 2. LOCATION** Various GP Practices throughout Gateshead
- 3. BAND/SALARY** Band 7
- 4. CONTRACT** Zero Hours Contract
(Variable hours during practice opening hours only)

5. JOB PURPOSE/SUMMARY|

As an Specialist Practitioner, your role will be to support GP practices in Gateshead on a sessional basis. You will be a Registered Nurse or Paramedic or AHP with the skills to autonomously assess and treat patients within General Practice. Telephone consultations and face to face contact. You will need to have excellent clinical assessment and decision-making skills along with a passion to provide patient centred care and have highly developed communication skills.

You will be required to work effectively within a multi-disciplinary team managing patients identified as at risk so that they receive appropriate interventions to be able to improve their health and wellbeing and achieve their maximum level of independence. These patients may have complex needs and potentially numerous co-morbidities including frailty. This post is a clinical role where hands on and face to face consultations will be undertaken to clinically assess/diagnose/signpost/treat in a timely fashion working in a multi professional team.

You can choose shifts from 26 practices who we represent in Gateshead's Primary Care Network via our online rota system.

We believe in recruiting locally, to build stronger relationships with our partners and patients. We have a dedicated team based in Team Valley who will support applicants with the application and any training required.

6. KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

The post holder will have the following essential knowledge, skills, training and experience:

Essential

- Registered General Nurse (Adult) Or HCPC.
- Non-Medical Prescriber.
- Educated to Degree/Masters Level.
- Accredited Clinical Skills Course/or registered Nurse / Paramedic /AHP Practitioner.
- Accredited history taking course.
- ECDL or evidence of IT literacy.
- Autonomous practitioner.
- Experience at band 6 (Clinical Role) or above.
- Experience of communicating delicate, complex and sensitive information at senior level.

- Demonstrate a high level of interpersonal and communication skills to all stakeholders.
- Evidence of ongoing CPD and professional development.
- An thorough understanding of the principles of clinical governance and NHS policy issues.
- Motivational and “can do” attitude.
- Ability to cope with and diffuse difficult and stressful situations.
- Evidence of an ability to prioritise workload for themselves and their team.
- Experience of managing/leading staff.
- Experience of multi-disciplinary and inter/agency working.
- Experience of liaising with statutory and non-statutory services and agencies.
- Experience of evaluating the training needs of staff and implementing appropriate training programmes.
- Experience of leading service developments and working in a busy complex environment.
- Advanced level specialist skills, undertaking comprehensive assessment, making, and receiving referrals, requesting and acting upon diagnostic tests, independent prescribing.
- Evidence of advanced clinical reasoning including the ability to reflect upon own performance and partake and lead in clinical supervision.
- Excellent organisational skills.
- Excellent problem-solving skills.

Desirable

- Leadership qualification.
- Teaching qualification.
- 12 month + non-medical prescribing experience.
- Knowledge of long-term condition management.
- Specialist knowledge in respiratory, cardiac, diabetic, or frailty.
- Experience of leading an MDT in the NHS.
- Proven knowledge of the principles of risk management, the integrated governance framework and compliance with risk and quality safety standards.
- Experience in change management.
- Experience in leading audits and/or research.
- Enhanced IT skills – databases, excel, word, outlook and internet.
- Excellent presentation skills with practical experience.

The above list is not necessarily exhaustive but reflects only the principal duties and responsibilities of the post. It will be subject to review in the light of developing services.

7. MAIN DUTIES AND RESPONSIBILITIES

- See, treat, support treatment for a variety of conditions/presentations.
- Management and appropriate interventions across a range of long-term conditions in line with best practice and NICE guidelines.
- Implement individual care packages to patients working autonomously but with access to a GP.
- Establish and maintain communication with people on routine and operational matters which includes reporting to the GP/service managers at agreed times, using appropriate communication systems, identifying significant changes in patient condition at the earliest opportunity.

- Maintain written records to a high standard and within professional guidelines and CBC Health's policies and procedures.
- Display a positive and considerate approach to patients and their families / carers.
- Regular Liaison with other senior staff regarding patient care and planned outcomes.
- Support the team to provide high standards of patient care.
- Provide clinical care within sphere of competence/specialty, knowing when to seek support or help as needed.
- May be required to work alongside a GP to support see and treat interventions in a clinical setting or remotely.
- Develop own skills and knowledge and provide information to others to help their development.
- Keep up to date with the company policies and procedures and attend statutory training, study days and staff meetings as required.
- Assist in maintaining own and others health, safety and security and be responsible for reporting and actively co-operating in the application of the Company's health and safety policies and procedures.
- Assist in maintaining and developing services including the provision of statistical information in line with service requirements.
- Work collaboratively as a team member with colleagues, recognising and valuing each person's contribution to the team.
- Ensure own actions promote quality and alert others to quality issues.
- Provide a high standard of Health and / or Social Care to patients depending on individual patient care as identified in the care plan.
- Ensure own actions support equality, diversity, and rights.
- Act in such a way that is consistent with employers' procedures and respect each patient need for confidentiality and maintenance of his / her dignity and individuality.
- Assist in assessing people's health and wellbeing and related needs as agreed with the team and communicate any changes to the caseload holder.
- Support the MECC agenda.
- Assist in planning, delivering, and evaluating programmes to meet people's health and wellbeing and participate in any health promotion activities to enable the patient to retain / regain maximal functional independence.
- Apply standard principles of infection control to all activities at all times.
- Support and assist the team to successfully deliver all activities relating to the day-to-day business.
- Support other to embed mitigation in risk situations.
- Full understanding of safeguarding and reporting process
- Responsible for the development and delivery of high-quality administration processes to aid the delivery of safe and effective clinical services in a variety of settings as required.
- Respond to external and internal telephone enquiries and take appropriate action as a result of the enquiry.
- Exercise excellent communication skills with a wide range of stakeholders.
- Daily use of EMIS
- Dealing with and collating data with analysis as and when required.
- Be aware of the priorities and needs of the service and assisting in achieving all deadlines.
- Maintain a courteous "can do" helpful attitude and respect confidentiality.
- Ensure access to safe disposal of waste according to CBC Workforce Solutions Policy

8. CONFIDENTIALITY

In the course of their work the post-holder may have access to confidential information relating to the company, its staff, stakeholders, and patients. All such information must be treated as highly confidential, and any breach will be subject to disciplinary action. In addition, the nature of this role may mean that the post holder also has access to information regarding local general practices and this should also be treated as confidential.

9. COMMUNICATIONS AND WORKING RELATIONSHIPS

- Excellent communication skills with all staff including:
 - Directors of CBC
 - CEO of CBC
 - Divisional Managers
 - Staff of CBC
 - Regional Advisors
 - Gateshead Place based commissioning team/NE ICS/ICB
 - Local general practices
 - CBC Stakeholders
 - Confident communicator internal and external to the organisation
 - Ability to deal with difficult situations professionally

10. PERSONAL AND PEOPLE DEVELOPMENT

The post-holder will participate in any training implemented by CBC Workforce Solutions as part of their employment. The post holder may be required to assist in recruitment and retention of staff within the organisation as and when required. The post holder will support junior or trainees.

11. WORKING CONDITIONS:

- Frequent use of VDU
- Occasionally exposed to verbal/violence and aggression
- Face to face direct patient
- Remote clinical assessment/patient contact
- Working autonomously
- Working as part of a team
- Remote working/need to drive to work across locations.
- Regular interruptions when concentrating
- Competing priorities- time constraints
- Same day next day appointments
- Frequent interruptions/changes in requests
- May need to move around 1 or more facility frequently
- Will be required to work outside of “normal hours” including evenings, weekends and bank holidays as the service needs

12. HEALTH AND SAFETY RESPONSIBILITY

It is the responsibility of the individual to work in compliance with all current health and safety legislation and the company’s Health and Safety Policy and to attend any training requirements

both statutory and mandatory in line with the company's legal responsibility to comply with the Health and Safety and Welfare at Work Act 1974.

13. INFECTION CONTROL

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with the company's responsibility to comply with Government Directives, including COVID-19 regulations.

14. PRIVACY & DIGNITY & RESPECT AND EQUALITY OF OPPORTUNITY

CBC Workforce Solutions is committed to ensuring that all current and potential staff, patients, and visitors are treated with dignity, fairness, and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behaviour.

15. PROFESSIONAL CODE OF CONDUCT

To abide by the Code of Practice of Professional body as published by the relevant regulatory body.

16. PARTNERSHIP WORKING

CBC Workforce Solutions delivers services with Partner organisations as part of Gateshead Care Partnership. The other Partner organisations are made up of, Gateshead NHS Foundation Trust (GHNFT), Gateshead Local Authority, and CBC Workforce Solutions.

Collaboration, mutual respect, and trust are fundamental to successful partnership working.

All staff employed into the company will frequently be working across organisational boundaries to ensure patient safety is paramount, and pathways of care are seamless and inclusive. All staff are expected to work professionally, respectfully and in collaboration with the partners and with frequent contact with voluntary and third sector organisations.

17. GENERAL

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the company.

PERSON SPECIFICATION
Advanced Clinical Practitioner / Advanced Nurse Practitioner

| Criteria | Description | Essential | Desirable | Method of Assessment |
|--|--|-----------|-----------|----------------------|
| Professional Registration | Registered Nurse with NMC | ✓ | | <i>A/C/I</i> |
| Qualifications | Educated to Degree Level | ✓ | | <i>A/C/I</i> |
| | Non-Medical Prescriber | ✓ | | <i>A/C/I</i> |
| | MSc in a nursing related subject | | ✓ | <i>A/C/I</i> |
| | Level 3 Extended brief interventions (NICE guidelines) | | ✓ | <i>A/C/I</i> |
| Skills knowledge and experience | 5 years' post registration experience including 6 months experience in a GP practice / walk-in centre / urgent primary care centre | ✓ | | <i>A/I</i> |
| | Nurse-led management of minor illness, minor ailments and injuries | ✓ | | <i>A/I</i> |
| | Nurse-led triage | ✓ | | <i>A/I</i> |
| | Nurse prescribing | ✓ | | <i>A/I</i> |
| | Advanced clinical practice skills Management of patients with long-term conditions, complex needs and chronic diseases (diabetes review, cardiovascular disease coronary heart disease, hypertension, COPD, asthma) | ✓ | | <i>A/I</i> |
| | EMIS trained | ✓ | | <i>A/I</i> |
| | Immunisations (routine, childhood, B12, travel) | ✓ | | <i>A/I</i> |
| | Wound care / treatment of advanced injuries / removal of staples and sutures / dressings | ✓ | | <i>A/I</i> |
| | Women's health (cervical cytology, contraception, etc) | ✓ | | <i>A/I</i> |
| | Ability to work within own scope of practice and understanding when to refer to GPs | ✓ | | <i>A/I</i> |
| | Knowledge of public health issues in local area | | | ✓ |
| Requesting pathology tests and processing results, advising patients accordingly | | | ✓ | <i>A/I</i> |

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|---|--|---|---|-----|
| | Health-needs assessment | | ✓ | A/I |
| Other | Flexibility of working days and hours including extended hours provision/able to travel to different locations at short notice | ✓ | | A/I |
| | Excellent communication skills (written and oral) | ✓ | | A/I |
| | Strong IT skills and competent in use of Office and Outlook | ✓ | | A/I |
| | Effective time management | ✓ | | A/I |
| | Ability to work as a team member and autonomously | ✓ | | A/I |
| Assessment will take place with reference to the following information | | | | |
| A = Application form I = Interview P = Presentation T = Test C = Certificate | | | | |