



FROME MEDICAL PRACTICE

JOB DESCRIPTION

Job Title:	Salaried Nurse Practitioner for visiting and acute care service
Normal Place of work:	Frome Medical Practice
Accountable to:	Operation Partners
Annual salary:	Competitive
Job Purpose:	To support our GP team by leading a home visiting service to Frome Medical practice patients in a local residential and care homes, palliative care patients and housebound patients. The role will also provide the opportunity to see patients at the practice.

The Practice delivers primary care services to over 29,000 patients in the attractive market town of Frome and surrounding villages. Frome is ranked as one of the ten best places to live (Sunday Times and The Times) and the best place to live in the South West (Sunday Telegraph). Our last CQC inspection was rated outstanding and we are Somerset practice of the Year 2017. Frome Medical Practice functions in a fantastic purpose built surgery with excellent facilities and a large supportive team around the GP. It has out-patients department, mental health services, district nurses, pharmacy, gym, and health connectors, all on the premises.

Main Duties:

- To undertake home visits and care home visits to support those patients who are housebound and require medical care.
- To undertake triage of those patients requesting home visits
- To undertake chronic disease reviews and medications reviews to support patient centred delivery of the Quality Outcomes Framework (QOF) and ensure the practice is QOF compliant with all areas.
- To follow proactive approach to the early identification of those patients with palliative care needs in primary care
- Understand and specifically respond to the individual needs of patients
- Provide holistic care to support people in their 'preferred place of living' throughout their frailty trajectories, using a multi-professional and interagency approach, ensuring that care planning and decision making is joined up and shared across all organisations. Examples of this include working with Home care agencies, District Nurses, working with pharmacists to seek advice on medication as appropriate and working with Nurse Specialists at Dorothy House.

- Actively support people living with palliative care needs in nursing and residential care homes, as well as those still living in their own home.
 - To facilitate identification and support of carers ensuring they are signposted to community support
 - To liaise with patients, families and their carers, care homes community services, and where necessary independent advocates to ensure that care is co-ordinated.
 - To work closely with the hub and health connections team
 - To encourage patients to take responsibility for their own health and encourage them to access support from other agencies as appropriate.
 - To ensure housebound patients have treatment escalation plans (TEPs) that are appropriate to their stage of life (including the DNAR aspect of the TEP).
 - Recognition and understanding of when an individual is approaching the end of their life. To provide support to provide as much continuity of care as possible.
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- My life plan and summary care records
 - Responding to medical problems presented by patients, including history taking, examination, investigation, diagnosis, treatment and referral where appropriate using our Patient Connect telephone triage system.
 - Providing appropriate preventative health care and advice.
 - Adhering to the practice prescribing formulary.
 - Engaging in appropriate educational activity in order to maintain clinical competence and performance, including the completion of objectives agreed by yourself and the practice in an annual Personal Development Plan.
 - Participating in the training and development of nurses, medical students and GP registrars in the practice as appropriate.
 - Fully participating in extended hours offered by the Practice.

The above responsibilities will be undertaken upholding the following Best Practice Guidelines that all professionals working in The Frome Medical Practice have agreed to adhere to:-

- 1) To continue to work until all clinical tasks have been completed. Where this involves standing by ready to be called, to be available until the end of the session. To make arrangements for others to cover when planning to leave before the end of the session.
- 2) To maintain the Practices' high clinical standards by using clinical governance audits and other information to review patients results, prescribing, disease management etc.
- 3) To undertake daily tasks such as results, letters, reports, repeat prescribing etc. for one's own list and for other teams as required.

- 4) To participate in the educational and organisational activities of the practice in a way that maintains high standards and encourages the development of The Frome Medical Practice as a “Learning Organisation”.
- 5) Practice mandatory training to be undertaken during study leave which is incorporated into annual leave allowance.
- 6) At all times to behave in a professional way that encourages quality practice and the development of team spirit.

Health & Safety

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to and that any hazards are reported to the appropriate officer immediately.

All post holders are expected to:

- Adhere to practice policies and procedures
- Promote Equality and Diversity in a non-discriminatory way.
- Adhere to the Data Protection Regulations, respecting confidentiality of patients and colleagues and the practice as a whole.
- Maintain personal and professional development in order to maintain their skill levels, participate in the appraisal process and any training and development that is recognised and agreed with Lead Practice Nurse.
- Respect and adhere to corporate and clinical governance principles
- Undertake a Disclosure and Barring Service (DBS) – criminal records and barring list checks
- Adapt to any changes made to the organisation structure/delivery of service
- Work within the operating hours of the surgery
- Work as an integral part of the whole practice team
- Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

This job description is neither definitive nor exhaustive, and may be reviewed in the light of changing circumstances at a personal or organisational level. Any changes will be made in consultation with the post holder through the appraisal and review process.

Because of the nature of the work, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

Person Specification: Nurse Practitioner

Item	Description	E/D	Method of Assessment
<p>Qualifications & Training</p>	<p>Current Registration – RGN</p> <p>BSc (Hons)</p>	E	<p>Sight of certificates</p>
	<p>Membership of a professional body e.g. RCN or NMC.</p>	E	
	<p>To work in accordance with the NMC Code of Conduct 2002.</p>	E	
	<p>Nurse Practitioner Degree (2year programme) or BSc in Emergency Care (or equivalent)</p>	D	
	<p>PACR or working towards</p>	D	
	<p>Independent Prescriber Qualification</p>	E	
	<p>Qualified as a Nurse Practitioner within the last two years</p>	E	
	<p>ENB 998 – Teaching and assessing in clinical practice (or equivalent e.g. mentorship)</p>	E	
<p>Experience</p>	<p>Experience of Palliative Care</p>	E	<p>CV and interview</p>
	<p>Experience of working with patients in a care home environment and visiting</p>		

	<p>patients in their own homes</p> <p>Experience of working with Chronic Disease</p> <p>1 year minimum triage/minor illness work,</p> <p>Experience of telephone triage</p> <p>Previous Primary Care experience</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	
Skills & Abilities	<p>Patient focused</p> <p>Autonomous working skills</p> <p>Ability to work both independently and as part of a team</p> <p>Good communications skills and computer literacy.</p> <p>Hold a current driving licence and have the use of a car</p> <p>EMIS</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	CV, task and interview
Personal Qualities	Excellent Communication Skills	E	Interview

	Flexibility	E	
	Team Player	E	
Other	<p>Ability to self-motivate, organise and prioritise workloads.</p> <p>Ability to use own judgement, resourcefulness, common sense and local knowledge to respond to the needs of patients. Ability to make independent decisions on medication and care</p> <p>Adopt a flexible approach to working hours</p> <p>The ability to respond positively to changes both within the practice and at CCG</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	Interview