JOB TITLE: Nurse Practitioner Chronic Disease Management

REPORTS TO: Operations Manager/Practice Manager/GP Clinical Lead

HOURS: 37.5

SALARY BAND (negotiable on qualification/experience)

Job summary
The post holder is an experienced nurse who, acting within their professional boundaries, will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care. They will demonstrate safe, clinical decision-making and expert care for patients. They will work collaboratively with the multi-disciplinary primary care team to meet the needs of patients, supporting the delivery of practice specific guidelines and protocols.

Specifically working under the direct clinical supervision of the GP Clinical lead and strictly in accordance with specific practice guidelines and protocols, the nurse practitioner for chronic disease management will lead the practice clinical team in the provision and delivery of prescribed programmes of patient care. The Nurse Practitioner will hold a recognised nurse practitioner qualification at the minimum of degree level or have equivalent experience in chronic disease management and will also be an experienced nurse prescriber. The Nurse Practitioner will be pivotal in providing the link between medical and nursing staff.

Scope and Purpose of the Role
- To deliver a high standard of patient care as Nurse Practitioner (NP) in general practice, using advanced autonomous clinical skills and a broad and in-depth theoretical knowledge base of on-going chronic and long term conditions.
- To manage a clinical caseload, dealing with presenting patient’s needs together with new health concerns in a primary care setting
- Provide safe, effective and appropriate medication as defined by current legislative framework and within own areas of competency.

Job Dimensions
- To manage own clinical workload in general practice responding effectively to patient need and ensuring patient choice and ease of access to services.
- The development and use of appropriate referral pathways for NPs to the local acute NHS Trust services and to Diagnostic and Treatment Centres.
- To mentor and support other nurses in developing and maintaining clinical skill
- The development of seamless and patient centred service for management of patients with long term conditions which will include care planning.
- Dealing with blood results
- Offering clinically appropriate medication reviews
Areas of Expertise

- Diabetes to include Insulin Management
- Asthma & COPD
- Hypertension/Cardiovascular disease
- Prescribing/Nurse prescribing

Additionally, there will be a requirement to maintain expertise within the treatment room in order to be an active team member providing support and supervision for colleagues, prescribing as appropriate following clinical assessment.

Duties and responsibilities Chronic Disease Management

- Pro-active chronic disease management
- Prescribing within areas of expertise
- Processing and management of laboratory samples requested by GPs/nurses
- Management of blood results
- Supervision, support and mentoring of colleagues within the team
- Assisting in the assessment and surveillance of patients’ health and well-being
- Undertaking specific clinical activities for named patients that have been delegated and taught specifically in relation to that individual
- Helping to raise awareness of health and well-being and how it can be promoted
- Assisting with the collection and collation of data on needs related to health and well-being
- Awareness of own performance and quality matters.

Duties and responsibilities General Nursing

- Treatment room duties
- Prescribing in clinically appropriate cases
- Administering Childhood immunisations
- Routine injections and immunisation programmes
- Travel Clinic Duties
- Smear taking and family planning
- Wound management

Confidentiality

In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.

In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential. Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety

The post-holder will contribute towards the development of and adhere to Practice Health and Safety procedures, particularly with regard to Infection Control Procedures. This will include (but will not be limited to):
• Using personal security systems within the workplace according to practice guidelines
• Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
• Responsibility for the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
• Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and on-going correct usage by staff
• Adherence to Practice hand hygiene policy.
• Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
• Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
• Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
• Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
• Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc. are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
• Safe management of sharps procedures including training, use, storage and disposal
• Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
• Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
• Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
• Undertaking periodic infection control training (minimum twice annually)
• Routine management of own team / team areas, and maintenance of work space standards
• Waste management including collection, handling, segregation, container management, storage and collection
• Spillage control procedures, management and training
• Decontamination control procedures, management and training, and equipment maintenance
• Maintenance of sterile environments

Equality and diversity
The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

• Acting in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
• Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
• Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/Professional development**
The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

• Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
• Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
• Attending training and development opportunities provided by the Practice, noting that this may fall outside of routine working hours.
• Ensuring the requirements of nurse revalidation are met and maintained.

**Quality**
The post-holder will strive to maintain quality within the practice, and will:

• Alert other team members to issues of quality and risk
• Assess own performance and take accountability for own actions, either directly or under supervision
• Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance
• Work effectively with individuals in other agencies to meet patients’ needs
• Effectively manage own time, workload and resources

**Communication**
The post-holder should recognise the importance of effective communication within the team and will strive to:

• Communicate effectively with other team members
• Communicate effectively with patients and carers
• Recognise people’s needs for alternative methods of communication and respond accordingly

**Contribution to the Implementation of Services/Professional Responsibilities**
The post-holder will:

• Apply practice policies, standards and guidance
• Discuss with other members of the team how the policies, standards and guidelines will affect own work
• Participate in audit where appropriate
• Participate in the administrative and professional responsibilities of the practice team
• Ensure accurate and legible notes of all consultations and treatments are recorded in patients notes
• Ensure clinical practice is safe and effective of remains within boundaries of competence and to acknowledge limitations.
• Attend and contribute to various practice meetings as required including clinical governance
This job description is to provide a framework for working practice and should not be considered exhaustive.

## Person Specification
### Nurse Practitioner Chronic Disease Management

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Qualifications</strong></td>
<td>Registered General nurse with current NMC registration</td>
<td>Institute of Leadership and Management Diploma</td>
</tr>
<tr>
<td></td>
<td>First Degree Nurse Practitioner or equivalent experience within Primary Care setting</td>
<td>Diplomas in diabetes and respiratory care.</td>
</tr>
<tr>
<td></td>
<td>Independent Nurse Prescriber</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Experience of managing chronic conditions within Primary Care/community setting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recognised Microsoft Office Qualification (e.g. ECDL) or relevant experience</td>
<td></td>
</tr>
<tr>
<td><strong>2. Experience</strong></td>
<td>5 years’ experience in a primary care setting/community</td>
<td>Experience of using EMIS clinical system.</td>
</tr>
<tr>
<td></td>
<td>Car Driver</td>
<td></td>
</tr>
<tr>
<td><strong>3. Knowledge/Skills</strong></td>
<td>Excellent keyboard and computer skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excellent communication (oral and written) and inter personal skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good time management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>An understanding of the mechanics of QOF/general practice</td>
<td></td>
</tr>
<tr>
<td><strong>4. Qualities/Attributes</strong></td>
<td>An understanding, acceptance and adherence to the need for strict confidentiality</td>
<td></td>
</tr>
<tr>
<td>A demonstrable commitment to professional development, both on a personal and practice level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to use own judgement, resourcefulness and common sense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confident, reliable and self-reliant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Positive attitude to change and a pro-active approach but also pragmatic and realistic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work as part of an integrated multi-skilled team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adaptable, innovative, forward looking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honest, caring and sympathetic with ability to listen and empathise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methodical and organised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to work under pressure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to work using own initiative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work flexibly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-smoker</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>