



BARNSTAPLE ALLIANCE PRIMARY CARE NETWORK (PCN)

RECRUITMENT PACK

ADVANCED NURSE PRACTITIONER FOR CARE HOMES

BARNSTAPLE ALLIANCE PRIMARY CARE NETWORK BACKGROUND INFORMATION

Barnstaple Alliance became a Primary Care Network (PCN) on 1st July 2019 and consists of four General Practitioner surgeries:

- Brannams Medical Centre www.brannammedicalcentre.co.uk
- Fremington Medical Centre www.fremington.org
- Litchdon Medical Centre www.litchdonmedicalcentre.co.uk
- Queens Medical Centre www.queensmc.com

Primary care networks form a key building block of the NHS long-term plan. Bringing general practices together to work at scale has been a policy priority for some years for a range of reasons, including improving the ability of practices to recruit and retain staff; to manage financial and estates pressures; to provide a wider range of services to patients and to more easily integrate with the wider health and care system, voluntary sector and other organisations.

The four practices provide high quality primary care to over 50,000 patients in the Barnstaple area. Whilst retaining independent surgeries, the four practices are working together on collaborative projects to improve and develop the healthcare services offered to patients.

Barnstaple Alliance has appointed Dr Oliver Hassall and Dr Sophia Erdozain as joint Clinical Directors and their role is to provide clinical leadership and to support the collaborative working across all four practices. Barnstaple Alliance employs 8 members of staff including a First Contact Physiotherapist, Clinical Pharmacists, Pharmacy Technicians, Social Prescriber and an Operational Manager.

For further information, please visit the website: www.barnstaplealliance.co.uk

JOB SUMMARY

Job Title	Advanced Nurse Practitioner for Care Homes
Responsible To	Lead GP for Care Homes
Accountable To	Employing Practice Manager and Clinical Directors
Pay/Hours	£18.00 - £21.00 per hour based on qualifications and experience. 16 hours per week over 2 days (One of these must be a Wednesday)
Base	Litchdon Medical Centre, Brannams Medical Centre, Queens Medical Centre and Fremington Medical Centre.
Contract	This is a fixed term or secondment opportunity for 12 months.
Overall Purpose	<p>To work closely with the Lead GP for Care Homes, each GP practice and the multidisciplinary team (MDT) to provide proactive care to the residents in our PCN Care Homes.</p> <ul style="list-style-type: none"> • To be a focal point for communication between Care Homes and the four practices. • To be able to offer clinical advice and guidance to the Care Homes. • To coordinate the MDT and liaise with all relevant agencies. • To deliver the Care Home DES Specifications to include Enhanced Health in Care Homes (EHCH).
Closing date	Friday, 9 th October 2020
For an informal chat	Please contact Mrs Sharon Bates via email: sharon.bates2@nhs.net for an informal chat.
To Apply	Visit https://beta.jobs.nhs.uk/candidate/jobadvert/A3178-20-4413

JOB DESCRIPTION

1. JOB SUMMARY

To work closely with the Lead GP for Care Homes, each four GP practice and the multidisciplinary team (MDT) to provide proactive care to the residents in our PCN Care Homes.

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2. CORE RESPONSIBILITIES OF THE ROLE

Key responsibilities for the Advanced Nurse Care Practitioner for Care Homes in delivering the additional PCN health services to patients will include but are not limited to the following:-

- To work with GPs and members of the MDT within the PCN to identify and clinically manage a case load of patients.
- To work closely with and in partnership with community providers, care home staff and other partner organisations to help improve patient outcomes ensure better access to healthcare and help manage general practice workload. The role has the potential to significantly improve quality of care and safety for patients.
- To support patients in the development of robust care plans in line with best practice.
- To support the Clinical Directors and member practices in the delivery of the DES specifications.
- To help patients address their needs through answering queries, making and managing appointments.
- To provide coordination and navigation with the aid of digital tools for patients and their carers across health and care services.
- Run the single point of access Care Home email box and be responsible for the following:
 - Forwarding/communicating specific emails to the relevant people e.g. Medication issues to the PCN Pharmacist, complex medical issues to the Care Home GP.
 - Respond to general queries from Care Homes and Multi-Disciplinary Team (MDT) members
 - Check hospital discharge notifications being sent to the Care Home email from North Devon District Hospital and check to see if MDT referral required and do this if so
 - Update SystemOne notes with relevant clinical information being sent in from Care Homes (e.g. BPs requested on patient following MDT) and action this if needed.
- Triage MDT referrals coming in from Care Homes and GPs via email:
 - redirect any inappropriate referrals and re-educate Care Homes if needed.
 - Call the Care Homes for more info on referrals if needed.
- Make the MDT case list after triage and send to all MDT members

- Organise MDT Teams weekly meeting
- Participate in the weekly MDT:
 - Present cases
 - Document MDT discussion
 - Call Care Homes to communicate MDT outcome
 - Carrying out MDT actions
- Home Round call:
 - Manage straightforward clinical issues e.g. Patient with suspected UTI, starting confusion screen for a patient. Organise appropriate f/u for such patients
 - Refer to Care Home GP for more complex non urgent issues
 - Refer to own GP for acute issues
 - Refer to pharmacist for meds support
 - Organise MDT referral if needed
 - Check up on patients due for f/u at the next MDT
 - Covid check
 - Covid advice if needed (can refer to Care Home GP if needed)
- Other work:
 - Support Care Homes in doing the Initial Review form or equivalent for all patients.
 - Communicate any relevant info/updates to Care Home GP for weekly bulletins
 - Watch monthly Care Home covid webinar and summarise any points relevant to the team
- Work closely with the Care Home Administrator.

3. FREEDOM TO ACT

- Work on own initiative within professional boundaries and within national protocols and legislation.
- Act on own professional judgement on a daily basis with regard to making recommendations in respect of patient caseload
- To be responsible and accountable for own actions, working independently within professional and defined organisational boundaries.

4. REQUIREMENTS OF THIS ROLE

- It is the responsibility of the employee to comply with all organisational and statutory requirements (e.g. health and safety, infection control, equality and diversity, confidentiality, safeguarding adults and children, information governance)
- As appropriate to the post, to maintain and develop professional competence and expertise, keep up to date with medical/therapeutic evidence and opinion, and local and national service, legislation and policy developments, agree objectives and a personal development plan and participate in the appraisal process.
- Undertakes additional training where necessary to provide enhanced services and participate in training programmes implemented by the PCN/practices as required.
- Demonstrates and understanding of current educational policies relevant to working areas of practice.

- To participate in teaching and training of medical, nursing and all other practice staff.
- To attend local, regional and national meetings of relevance.
- Supports practice staff and responds to request for advice and assistance
- To undertake any other duties commensurate with the post holder's grade as agreed with the post holder's line manager.

5. BEHAVIOURAL COMPETENCIES AND SKILLS FOR THIS JOB

- Have experience of working with the general public
- Be confident in the use of computer systems, creating searches and completing templates in System1.
- Ideally have experience of working in a healthcare setting.
- Have excellent organisational skills.
- Be an empathetic communicator with good listening skills and be able to explain and simplify concepts to patients.
- Have experience of working in teams.

6. COLLABORATIVE WORKING RELATIONSHIPS

- Recognises the roles of other colleagues within the organisation and their role in patient care.
- Demonstrates use of appropriate communication to gain the co-operation of relevant stakeholders (including patients, senior and peer colleagues, and other professionals, other NHS/private organisations e.g. CCGs).
- Demonstrates ability to work as a member of a team.
- Is able to recognise personal limitations and refer to more appropriate colleague(s) when necessary.
- Liaises with other GP Practices and staff as needed for the collective benefit of patients.
- Liaises with Care Home Staff as needed for collective benefit of patients

7. LEADERSHIP

- Demonstrates understanding of the care coordinator role in governance and is able to implement this appropriately within the workplace
- Demonstrates understanding of, and contributes to, the workplace vision
- Demonstrates ability to improve quality within limitations of service
- Demonstrates ability to motivate self to achieve goals

8. EDUCATION, TRAINING AND DEVELOPMENT

- Complete all mandatory and statutory training required for this role.
- Takes responsibility for personal development, learning and performance and maintain education through attendance on any courses and /or study days necessary to ensure that professional development requirements are met.
- Participates in the delivery of formal education programmes. The Personalised Care Institute will set out what training is available and expected for Care Coordinators.

UNPINNING POLICIES

CONFIDENTIALITY

Adhere to the General Data Protection Regulations (GDPR).

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 member practice as a business organisation and to the Network. 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 member practices or Network may only be divulged to authorised persons in accordance with the Network policies and procedures relating to confidentiality and the protection of personal and sensitive data

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

HEALTH AND SAFETY

The Network is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) regulations 1999 and other statutory legislation.

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 recognizes 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

QUALITY AND CONTINUOUS IMPROVEMENT (QI)

- To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the network to look for opportunities to improve quality and share good practice.
- The network continually strives to improve work processes, which deliver healthcare with improved results across all areas of our service. We promote a culture of continuous improvement, where everyone counts and staff will be permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

COMMUNICATION/COLLABORATION

The post-holder should recognise the importance of effective communication and collaboration both within and outside the organisation and will strive to:

- Communicate effectively with other team members
- Communicate effectively with outside agencies and other stakeholders
- Recognise people's needs for alternative methods of communication and respond accordingly
- Recognise the significance of collaborative working and ensure they communicate in a way, which enables the sharing of information in an appropriate manner.

EXTERNAL INTERESTS

Each member of staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

FLEXIBILITY

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the practice to achieve its goals and objectives.

MENTAL EFFORT

- Work pattern is frequently interrupted by urgent requests for information and advice
- Workload requires monitoring, re-assigning priority as required
- Absolute accuracy of data analysed and presented required

WORKING CONDITIONS

Occasional need to deal with aggressive patients

EMOTIONAL EFFORT

- Deals with sensitive/contentious situations e.g. dementia , terminal illness
- There is a requirement for tact and diplomacy in dealing with complaints from service users and patients
- Works to tight deadlines, managing requests and conflicting priorities
- Communicates highly sensitive and complex information in a compassionate way

SAFEGUARDING

- The PCN is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share its commitment.
- Vigorous recruitment checks are carried out on successful applicants who will be required to undertake Enhanced Disclosure via the Criminal Records Bureau (CRB).

The above is intended only as a guideline and is not intended to be an exhaustive list. The post holder will be expected to carry out other tasks, which may be reasonably required of him/her by the employer. This post may be subject to change/review as the needs of the practice/department changes. Any changes will be made following consultation with the individual.

This job description may be subject to change from time to time to reflect the changing needs of the Network, but it is a correct reflection of the type of duties that need to be undertaken.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<p>Qualifications</p> <ul style="list-style-type: none"> Registered General Nurse (Currently registered with the Nursing and Midwifery Council) 	<ul style="list-style-type: none"> Teaching/Mentoring experience and/or qualification Recognised NP qualification at Masters Level or equivalent Independent Nurse Prescriber 	<p>Certificates, NMC Card and Application Form</p>
<p>Experience</p> <ul style="list-style-type: none"> Minimum of 5 years post registration experience including 2 years in Primary and Community Care Experience in managing long term conditions eg: asthma, COPD, diabetes, CHD Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence in all aspects of the NP role Proven ability to evaluate the safety and effectiveness of their own clinical practice 	<ul style="list-style-type: none"> Interpreting and implementing local and National policy agendas for Health Evidence of working autonomously and as part of a team 	<p>Application Form/Interview</p>
<p>Knowledge</p> <ul style="list-style-type: none"> Understanding and knowledge of policy developments related to the delivery of Primary Care services including General Practice, the GMS/PMS contract, Clinical Governance, Quality and Outcomes Framework Understanding of systems to gain an understanding of the health needs of the Practice population as they relate to Primary Care Understanding of evidence based practice Knowledge of National Standards that inform Practice eg: National Service Frameworks, NICE guidelines etc. Understanding of their accountability arising from the NMC Code of Professional Conduct (2004) and medico-legal aspects of the Nurse Practitioner role including 		<p>Application Form/Interview</p>

<p>safeguarding</p> <ul style="list-style-type: none"> • Understanding of equal opportunity and diversity issues 		
<p>Skills</p> <ul style="list-style-type: none"> • Ability to assess and manage patients risk effectively and safely • Well-developed word processing/data collection/IT skills • Excellent interpersonal, verbal and written communication skills • Reflective Practitioner • Time management and ability to prioritise workloads • Able to analyse data and information, drawing out implications for the individual patient/impact on care plan • Able to establish and maintain effective communication pathways within the organisation, the local PCT and with key external stakeholders • Self-motivated • Organisational skills • Enthusiastic • Car driver/access to car 	<ul style="list-style-type: none"> • Experience of use of a Sysm1 • Proven record of effective use of networking and influencing skills • Ability to think strategically • Experience of presenting information to wider audience • Ability to work flexible hours when required 	<p>Application Form/Interview</p>