

## Job Description

<b>Job Title:</b>	<b>Advanced Nurse/Clinical Practitioner</b>
<b>Responsible to:</b>	<i>Locally agreed service manager, professional support Lead Practitioner and Head of Nursing</i>
<b>Location/Base:</b>	<b>Hertfordshire</b> – Stevenage, Welwyn Garden City, Hertford, St Albans, Borehamwood, Watford & Hemel Hempstead  <b>West Essex</b> – Harlow, Gt. Dunmow  <b>Cambridgeshire</b> – Peterborough, Cambridge, Huntingdon, Doddington, Ely, Wisbech  <b>Bedfordshire</b> – Luton, Dunstable, Bedford & Biggleswade
<b>Hours per Week:</b>	<b>Permanent &amp; Bank</b> Variety of shifts with flexible times available Monday to Friday: 19:00 – 08:00 Saturdays, Sundays, and Bank Holidays: 24 hours a day
<b>Key Relationships:</b>	<i>Senior Leadership Team, ICBs, Registered Managers and Heads of Out of Hours, GPs, Nurses and Allied Healthcare Professionals, UTCs, Regulatory and Statutory Bodies</i>
<b>Overall Purpose of the Role:</b>	
HUC provides the Out of Hours GP service for patients from 18:30 – 08:00 on weekdays and continuously from 18:30 on a Friday evening to 08:00 on a Monday morning, as well as bank holidays.	
Operating from 24 locations across Cambridgeshire and Peterborough, Luton and Bedfordshire, Hertfordshire and West Essex, and Somerset, many of HUC's Treatment Centres, or 'bases', are co-located with other health system partners, for example acute hospital trusts, community hospitals, GP surgeries or Health Centres. Consisting of reception and waiting areas, one or more consulting rooms and secure storage for medicines and equipment, our sites are continuously assessed to ensure they remain fit for purpose and meet the needs of the populations we serve.	
For patients who are assessed as needing to be seen but who are unable to travel to a base location themselves, perhaps being too frail to travel or needing end-of-life (EOL) care, we can organise a visit to their home or place of care.	
Working within the wider HUC Unscheduled Care division and with local healthcare providers, The Advanced Nurse/Clinical Practitioner will complete consultations and provide treatment for our patients by telephone, face to face in an Out of Hours Treatment Centre or on a home visit within the patients' residence, who may present with acute and/or chronic illnesses and/or injury.	
Successful applicants will be working as part of a multi-disciplinary team including GPs, other ANPs/ACPs, ENPs/ECPs/Urgent Care Practitioners (both in person and remotely) and operational staff.	
All staff are expected to contribute to meeting Key Performance Indicators mandated by the service within the time frames identified.	
The post holder will work the full complement of the rota as required by the service.	

### **Principle Responsibilities will Include:**

- To autonomously undertake clinical assessments, diagnose, treat and discharge patients with a wide range of minor illnesses and injuries by Telephone, In a Treatment Centre or at the patient's residence (Home Visiting)
- Diagnosis and management of minor illness presentations
- Diagnosis and management of minor injury presentations
- Minor ENT and Ophthalmic presentations
- To offer advice and health education as appropriate
- Enable patients to carry out self-care as appropriate, through effective communication of health care advice.
- Recognise the acutely ill patient and the need for urgent/emergency treatment acting appropriately with other clinical support as required
- Identify any safeguarding concerns and make appropriate referrals following safeguarding processes.
- To be committed to working in a changing environment, responding positively to new demands and changes and to be willing to be flexible to the changing needs of the service
- To promote and facilitate audit and research-based practice as required.
- To direct patients appropriately to the right professional within appropriate time frame
- To assess and priorities presenting patients in terms of acuity whilst maintaining patient safety at all times.
- To support clinicians and other members of the team to ensure timely care to patients.

### **Professional**

- To recognise and work within own limitations at all times.
- Adhere to NMC/HCPC Standards and Codes of Conduct
- Participate and work to the policies and quality standards set by HUC
- Ensure that all the requirements of revalidation are met
- To have a personal development plan to include supervision and professional portfolio • To identify own learning needs as part of individual development process

### **Communication**

- To work closely with all members of the HUC team and the out of hours team within the clinical hub as appropriate. To communicate professionally and effectively with patients /relatives / carers /colleagues
- To keep accurate and contemporaneous records of all health enquiries, including assessment, treatment, and advice regarding patient care. The documentation must clearly reflect the assessment and findings in the consultation in line with current practice and in accordance with best practice
- To attend and participate in Out of Hours service meetings as required



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**Training and Development:**

Full training will be given to support the development of this role this can include an apprenticeship if appropriate.

Participation in HUC's performance review and appraisal process Compliance with mandatory and statutory training requirements

*The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.*

## **Supplementary Information:**

### **Our Culture**

Every patient deserves our highest standard of care and commitment. In working together innovatively, transparently and constructively with the local community and stakeholders, we can deliver services which meet their specific needs. We learn by listening to patients' views and experiences. We are passionate about sharing our knowledge and expertise by encouraging dialogue both internally and externally to meet our high expectations for patients.

### **Communications**

Maintaining high standards in communication across a scattered and diverse workforce, ensuring compliance in policy and procedure with all staff.

Contributing to creating a culture of open, honest communication and feedback so that all team members benefit and learn from each other.

### **Equality and Diversity**

HUC has adopted an Equality and Diversity Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment: recruitment and selection, training, development and promotion. In all situations, people will be judged solely on merit or ability. It is required of all employees to uphold this policy in the course of their employment with and whilst undertaking their duties.

### **Mobility / Flexibility**

The normal place of work for the post is as stated above, but as a term of employment, post holders may be required to work from any of our establishments.

### **Health and Safety at Work**

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, employees have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

### **Infection Control**

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

### **Data Protection and Confidentiality**

Employees must maintain confidentiality when dealing with sensitive material and information and are required to read, understand, and accept the terms of the Confidentiality, Data Protection and Electronic Communications Policy. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the organisation and individual may be prosecuted. Disciplinary action will be taken for any breach.

## No Smoking Policy

HUC recognises the health hazards of smoking for smokers and non-smokers and acknowledges the rights of staff to work in a smoke free environment. Consequently, the organisation has adopted a 'Smoking Policy' which specifies that smoking is not allowed anywhere on HUC premises or near company vehicles.

## Safeguarding

Post holders have a general responsibility for safeguarding children and adults at risk in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines and undertakes training at the appropriate level for their role.

## Our Values



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## **Person Specification**

### **Knowledge and Experience**

#### **Qualifications:**

- NMC registered adult/dual trained Nurse or HCPC registered Paramedic
- University accredited minor illness qualification (Level 6/Level 7)
- University accredited minor injury qualification (Level 6/Level 7)
- University accredited advanced clinical assessment qualification (Level 6/Level 7)
- MSc in Advanced Clinical Practice or equivalent credentialing
- Non-Medical Prescribing Qualification

#### **Essential:**

- Triage/streaming experience
- Evidence of working with a variety of patients requiring triaging assessment and treatment (minimum of 1 year experience)
- Evidence of appropriate decision making and referrals
- Demonstrate working within the 4 pillars of Advanced Practice

#### **Desirable:**

- Experience of working in an Emergency Department/Urgent Treatment Centre/GP Practice/Out of Hours Service
- Experience of conducting Telephone Consultations
- Experience undertaking consultations at a patients residence
- Experience managing End of Life care patients including prescribing/administering Just In Care medications (Including Controlled Drugs) where required/appropriate
- Experience with writing up inpatient prescription and medication administration records (Drug Charts)
- Evidence of audit or research experience

#### **Personal Attributes, Values and Behaviours**

- Advanced interpersonal/communication skills
- IT skills
- A reflective practitioner
- Committed to self-directed development
- Assertive, adaptable/flexible/energetic and enthusiastic
- Teamwork and communication

## **General**

All employees of HUC must understand and actively participate in Safeguarding, Health and Safety and Equality and Diversity Policies and Procedures to ensure that people who use our services, other employees and stakeholders are safe and respected whilst in HUC's care. Each employee must take joint responsibility with their line manager for their own personal and professional development at work.

Any offers of employment are subject to pre-employment checks and these include DBS Disclosure, References and Social Media checks

## **Terms of Employment**

### **Remuneration**

This appointment attracts a competitive salary  
NHS Pension Scheme

## **How to Apply**

To apply for this post, please submit:

- A comprehensive CV
- A supporting letter that addresses the criteria set out in the person specification that tells us why you are particularly interested in this role.

Please send your completed application to [recruitment@huc.nhs.uk](mailto:recruitment@huc.nhs.uk)



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