

# Job Description: Advanced Nurse Practitioner



Function:	Justice Services
Position:	Advanced Nurse Practitioner
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	Head of Healthcare
Position location:	HMP / YOI

## 1. Purpose of the Job – State concisely the aim of the job.

- To work as an autonomous practitioner, responsible for the delivery of practice nursing services, working as part of the practice’s multidisciplinary team, delivering care within the individual’s scope of practice to the patient population.
- The Nurse Practitioner will be responsible for several clinical areas such as health promotion, chronic disease management, health prevention, well women and well man clinics (as appropriate), as well as supporting the management team in the reviewing of clinical policy and procedure.
- The Nurse Practitioner will be responsible for assisting with medicines management and prescribing for new receptions and those requiring medicine reviews working in collaboration with the GP and pharmacy services.

## 2. Dimensions

Head of Healthcare

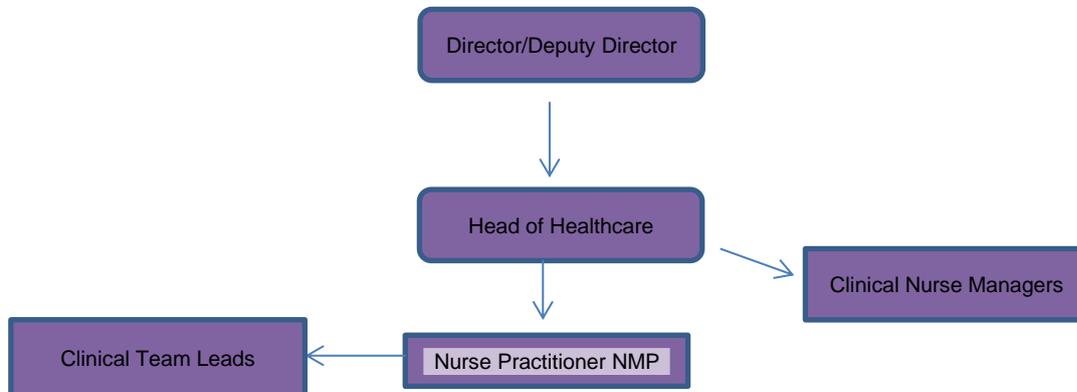
Clinical Managers

Nurse Practitioners

Team Leads

Registered Nursing staff  
teams (Primary care,  
Substance Misuse)

**3. Organisation chart** – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

The Advanced Nurse Practitioner may be requested to:

- Act as an audit lead, effectively utilising the audit cycle.
- Assisting the nursing team, providing guidance when necessary, acting as a mentor to students and newly qualified staff.
- Participate in local initiatives to enhance service delivery and patient care.
- Support and participate in shared learning within the practice.
- Develop an area of specialist interest, taking the lead within the area of practice.
- Continually review clinical practices, responding to national policies and initiatives where appropriate.
- Participate in the review of significant and near-miss events applying a structured approach i.e. root cause analysis investigations (RCA's).
- Drive the development of nursing services within the practice, liaising with external agencies and professional organisations as required.
- Develop administrative and clinical protocols in line with the needs of the patient and current legislation.

## 5. Main assignments – Indicate the main activities / duties to be conducted in the job.

The following are the core responsibilities of the Nurse Practitioner. There may be on occasions, a requirement to carry out additional tasks; this will be dependent upon factors such as workload and staffing levels:

- Assist with the prescribing practices and support the NMP clinicians within their scope of practice.
- Assist with developing, implementing and embed health promotion and well-being programmes.
- Assist the nursing team to manage patients presenting with a range of acute and chronic medical conditions, providing subject matter expert advice to patients.
- Identify, manage and support patients with complex care needs, preventing adverse effects on the patient's health and maintain a complex care register.
- Provide enhanced nursing care to patients as required in accordance with clinical based evidence, NICE and the NSF.
- Deliver medicines management and enhance safe prescribing in the custodial environment.
- Provide an agreed number of weekly clinics to assist with the demands of prescribing tasks.
- Provide an agreed number of weekly clinics to assist with the prescribing demands of the ISMS.
- Provide clinics, delivering patient care as necessary, referring patients to secondary / specialist care as required.
- Maintain accurate clinical records in conjunction with extant legislation.
- Ensure read codes are used effectively.
- Prioritise health issues and intervene appropriately.
- Support the team in dealing with clinical emergencies as required.
- Extended and supplementary prescriber, adhering to current guidance.
- Support patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice), reviewing annually as required.
- Contribute to practice targets (QOF etc.), complying with local and regional guidance.
- Liaise with external services / agencies to ensure the patient is supported appropriately (vulnerable patients etc.)
- Refer patients clinical care ongoing requirements to the relevant healthcare team members.
- Support the clinical team with all safeguarding matters, in accordance with local and national policies.
- Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately.
- Deliver opportunistic health promotion where appropriate.
- Investigate clinical complaints and incidents and provide learning opportunities to help reduce occurrence.
- Be involved drive forward patient engagement events.
- Provide a safe working environment reporting any health and safety risks identified.

## 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

### Essential

- Valid NMC registration
- Excellent leadership skills
- Commitment to the delivery of high-quality services
- 5 years qualified experience as a registered general nurse
- Have a positive/excellent attendance record

- Post Graduate Nurse Practitioner Certified **OR** Qualified Modular Equivalence
- Qualified Nurse Prescriber
- Qualified Triage Nurse
- Minor Illness Qualification
- Ability to work within own scope of practice and understanding when to refer to GPs
- Understands the requirement for PGDs and associated policy
- Understands the importance of evidence-based practice
- Requesting pathology tests and processing the results, advising patients accordingly
- Experience of prescribing and undertaking medication reviews

**Desirable**

- Experience of working in custodial environment.
- Mentorship/ ENB Qualification or working towards
- Clinical Supervisor
- SystemOne Knowledge and experience
- RCA trained
  
- This job description only covers the key result areas and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be subject to annual review in consultation with the post holder and may develop to meet changing needs of the service. Sodexo aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective, it is essential that at all times employees carry out their duties in accordance with the Sodexo's Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.
- The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/her and persons that may be affected by his/her work ensuring compliance with the requirements of the Health and Safety at Work Act 1974.
- The post holder will be required to familiarise his/herself with, and adhere to, all Prison security procedures and protocols.

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> <li>■ Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	<ul style="list-style-type: none"> <li>■ Leadership &amp; People Management</li> </ul>
<ul style="list-style-type: none"> <li>■ Rigorous management of results</li> </ul>	<ul style="list-style-type: none"> <li>■ Innovation and Change</li> </ul>
<ul style="list-style-type: none"> <li>■ Brand Notoriety</li> </ul>	<ul style="list-style-type: none"> <li>■ Business Consulting</li> </ul>
<ul style="list-style-type: none"> <li>■ Commercial Awareness</li> </ul>	<ul style="list-style-type: none"> <li>■ HR Service Delivery</li> </ul>
<ul style="list-style-type: none"> <li>■ Employee Engagement</li> </ul>	
<ul style="list-style-type: none"> <li>■ Learning &amp; Development</li> </ul>	

Version		Date	
Document Owner			

