



Inspected and rated

Outstanding



Thank you for your interest in the position of **Advanced Clinical Practitioner** at Leatside Surgery, Totnes.

The coming years in general practice will provide an exciting and challenging time and we are looking for someone who can meet these challenges and take Leatside Surgery forward whilst maintaining our high clinical standards.

We currently have a fantastic team of three Advanced Clinical Practitioners working alongside our GP Partners and practice nursing team. We are now looking to add to our team to further support our on the day demand as well as providing access to follow up appointments and routine care for our patients.

Please find enclosed some information about the practice, the role, and the type of person we are looking for. If you are highly motivated and able to promote a positive and productive team spirit, then we look forward to receiving your application and meeting you.

To apply please send your CV along with a covering letter detailing the reasons you believe you are suitable for the role either by email to Martin Randall or martin.randall@nhs.net or by post to Leatside Surgery, Babbage Road, Totnes Devon TQ9 5JA. The closing date for applications is 2nd April 2024, with interviews the week commencing 15th April 2024.

About Leatside Surgery

Location

The practice is located in the market town of Totnes, a flourishing semi-rural town with excellent shops, schools and cultural outlets which combine with a friendly atmosphere and beautiful countryside to make this a wonderful place to live and work.

Totnes is well serviced by road and rail, with easy access to the A38, Plymouth, Exeter, Dartmoor, the South Hams and the coast a few miles away.

The Practice

Leatside is a purpose-built surgery originally built in 1999, but extensively refurbished and extended to double its size in 2012; a refurbished reception area was created in 2016 and expanded clinical capacity in early 2023.

The practice has a current list size of over 15,000 and provides medical care for a number of local residential homes.

We are a forward-thinking training practice providing education for medical students, F2 Doctors, GP Registrars, student nurses and student paramedics.

Leatside Surgery is part of the South Dartmoor and Totnes Primary Care Network and provides the Clinical Director and Lead Manager for PCN.

The Practice was rated "Outstanding" by the Care Quality Commission in May 2019. **Read the CQC's report [here](#).**

The Doctors

We have ten GP Partners, two GP registrars and an F2.

Staff

Leatside has a great team of staff and attached health care professionals. We have an administrative team of 21 staff including our reception/administration staff and secretaries.

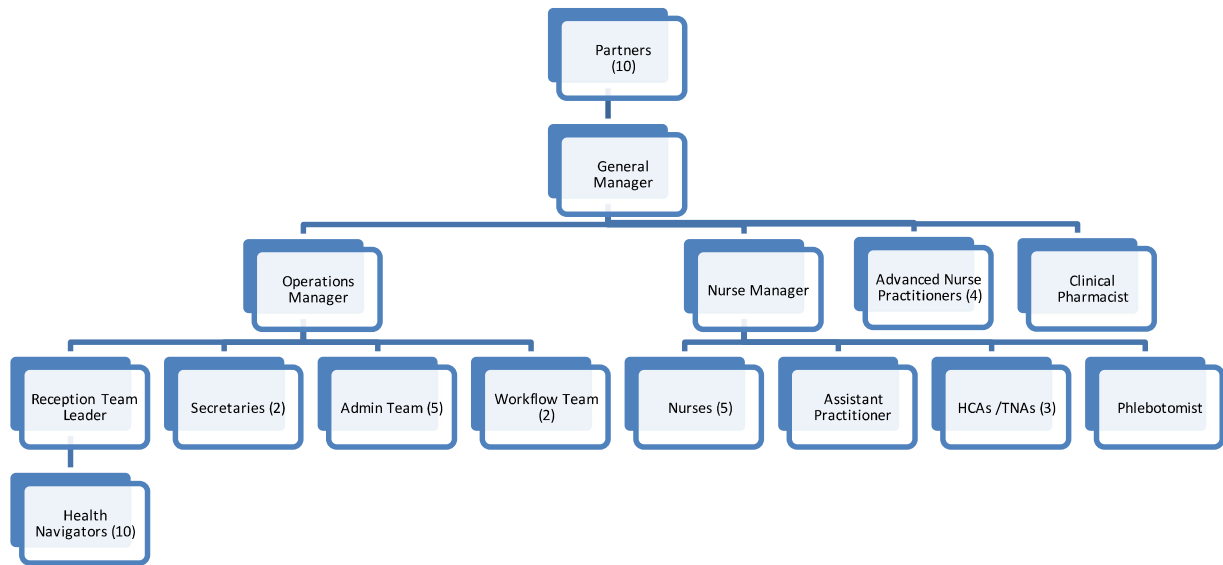
We have a full time in house clinical pharmacist who works alongside both the GP and nursing teams within areas such as medicines management and respiratory illness.

A team of Advanced Nurse Practitioners work as an integrated part of the clinical team, providing support for both acute and ongoing care.

The practice also provides accommodation for the community nursing team as well as Devon Partnership NHS Mental HealthTrust and TalkWorks.

The Surgery is managed by our General Manager, Martin Randall with support from Operations Manager Hayley Pomfret.

Organisational Structure



Further information can be found on our website www.leatside.co.uk

JOB DESCRIPTION

Job Title

Advanced Clinical Practitioner (Nurse / Paramedic)

REPORTS TO:

**THE PARTNERS (Clinically)
THE GENERAL MANAGER (Administratively)**

HOURS:

Job Summary:

Responsible for assessing patients with undifferentiated diagnosis who present to Leatside Surgery; diagnosing and treating patients presenting with undifferentiated illness, assessing, advising, and treating people in respect of their healthcare needs in adherence to the Practitioners own sphere of clinical competence; seeking professional advice and referring to other Healthcare professionals when required. Some 'Routine' follow-up and/or Chronic disease management may also be required in accordance with individual competence.

The Practitioner will be required to prioritise and triage the needs of patients, accordingly, making any necessary referrals and / or investigations in the appropriate manner. Methods of consulting may include telephone / video consultations, face to face appointments and home visits according to Practitioner competence, preference, and clinical requirements.

We support matching competence and responsibilities to the four pillars of Advanced Practice, enabling the maintenance of a portfolio of Advanced Practice evidence. The 'level' of Practitioner competence should be evaluated in adherence with Health Education England's Multi-Professional Framework for Specialist / Advanced Level Practice. For Advanced level Nurses we support recognition of the Royal College of Nursing ALNP Credentialing.

Job Responsibilities:

Clinical Care:

- Assess patient's health care needs using multiple methods and make professional autonomous decisions (within the boundaries of individual competence) based on Specialist / Advanced Level clinical knowledge and skills as determined by National Standards including Health Education England.
- Make differential diagnosis using decision making and problem-solving skills.
- Triage and prioritise patients appropriately.
- Screen patients for disease risk factors and early signs of illness.
- Order and interpret necessary investigations and provide treatment both individually and as part of a team using referrals to other agencies when required.
- Provide a supportive role in helping people to manage and live with illness.
- Provide counselling and health education.
- Develop, with the patient, an ongoing care plan for health with the emphasis on preventative measures.
- Work collaboratively with other health care professionals and disciplines.
- Utilise leadership and clinical education skills as required.
- Prescribe medications where clinically indicated and when competent to do so.
- Use underlying knowledge of pathophysiology and Primary Care Pathways to recognise and rule out red flags for Cancer and other serious illness (despite presenting problems being seemingly benign and minor), taking appropriate action (including completing 2 week wait referrals or referring to Primary Care colleagues).

Pathological specimens and investigatory procedures

- Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. Perform investigatory procedures autonomously, seeking advice when required.

Administration and professional responsibilities

- Participate in the administrative and professional responsibilities of the Practice team including making service development recommendations.
- Ensure accurate and legible documentation of all consultations and treatments are recorded in the patients' notes.
- Ensure clinical systems are kept up to date with accurate details recorded and amended
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the Practice.

- Ensure collection and maintenance of statistical information required for regular and ad hoc reports, audit, research, Quality and Outcomes Framework (QOF) and National indicators.
- Attend and participate in meetings and peer support / learning as required
- Restocking and maintenance of clinical areas and consulting rooms.
- Remote 'home' working may be on occasion a requirement for this role, with appropriate IT support.

Supplies and equipment

- Maintenance of equipment and stock relating to patient care

Training and personal development

- Develop and maintain a Professional Portfolio using national guidance such as Health Education England's Specialist / Advanced Level Practice guidance as structure.
- Maintain requirements for ongoing HPC / NMC registration and, if available in the future, national registration with an Advanced level directory of staff (HEE / RCN).
- Training requirements will be monitored by yearly appraisal and will be in accordance with Practice requirements. Personal development will be encouraged and supported as required. It is the individuals' responsibility to remain up to date with national guidance and seeking support when required.
- Participate in the education and training of students of all disciplines (including ACPs) and the induction of Practice staff where appropriate
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
- Expand the role to include additional responsibilities where required.

Liaison

- There is a requirement to work closely and communicate effectively with all clinical staff, Management and Admin and clerical teams to ensure the smooth running of the organisation, reporting any problems encountered to the relevant person and ensuring everyone is aware of the different roles within the Practice team.
- There is also the need to establish and maintain good liaison with other surgeries and agencies including secondary care

Meetings

- It will be necessary to attend, contribute and (as required, Chair) various Practice or Primary Care Network meetings as requested.

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 in accordance with national guidance and the law.
- 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 assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

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.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
- Maintain a relevant Professional Portfolio of competence.

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 recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

Contribution to the Implementation of Services:

The post-holder will:

- Apply (and assist with development where relevant) 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 and research where appropriate
- Maintain professional registration and meet mandatory training requirements.
- Record data as required by QOF
- Work with entire team to ensure we maintain the highest possible standards including CQC and national clinical standards.
- Work to develop a cohesive Primary Care Network Team and engage regularly with the AHP / ACP lead to assist with audit, evaluation, and development of the multi-professional team.

Person Specification:

Essential	Desirable
<p>Qualified Nurse / Paramedic with active NMC / HCP registration</p> <p>Minimum five years post HCP / NMC registration experience</p> <p>Independent Non-Medical Prescriber</p> <p>Evidence of MSc level education which might include:</p> <ul style="list-style-type: none"> • Demonstrating competence at an advanced practice level through Royal College or HEE Credentialing. 	<p>Full Masters Qualification in Advanced Clinical Assessment / Practitioner</p> <p>Primary Care specific Qualifications (Chronic Disease management / minor ailments)</p> <p>Leadership / Management qualification or portfolio evidence</p>
<p>A safe and self-aware clinical practitioner who seeks appropriate support when needed.</p> <p>Primary Care Experience of working at ACP / Advanced Practitioner level</p> <p>Evidence of ongoing professional development incorporating the Four Pillars of Advanced Level Practice</p>	<p>Remote consultation experience including telephone / video</p> <p>Variety of clinical experience: Walk-in Clinic / Out of Hours Service (ie Devon Doctors) / Emergency Departments / General Practice</p> <p>Prior engagement with audit / service evaluation and design</p>
<p>Excellent communication skills</p> <p>Able to use high-level problem-solving skills to manage complexity</p> <p>Able to communicate complexity in a succinct manner</p>	<p>Evidence / Qualification: clinical teaching / education / supervision</p>

An ability to manage own caseload as part of a supportive clinical team.

An understanding of Primary Care clinical pathways including cancer red flags and referral guidance. Knowledge of when (and which) appropriate specialists and/or investigations should be utilised.

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