



Job Description Support Pack

GPS Healthcare

Contents

- Job Description Specifications – Qualifications, skills and Experience for Clinical Nursing team

Job Role Specifications – Clinical Nursing**Qualifications – Clinical Nursing**

Level 1	Level 2	Level 3	Level 4	Level 4 /Specialist
HCA	Advanced HCA / Junior Practice Nurse	Practice Nurse	Lead Nurse	Advanced Nurse / ANP
<ul style="list-style-type: none"> NVQ2 or equivalent experience Knowledge of personal care Clinical observations 	<ul style="list-style-type: none"> Registered General Nurse(currently registered with the NMC) Nursing Degree / Diploma <u>Advanced HCA Only</u> <ul style="list-style-type: none"> NVQ 3 or equivalent experience Knowledge of care and related procedures Clinical observations 	As Junior Practice Nurse plus; <ul style="list-style-type: none"> Diploma level specialist training, experience , short courses 	As Practice Nurse plus; <ul style="list-style-type: none"> Teaching / Mentoring experience / qualification Clinical supervision training and experience 	As Advanced plus; <ul style="list-style-type: none"> Independent Nurse prescribing qualification ANP Qualification from a recognised educational provider

Knowledge and Experience – Clinical Nursing

Level 1	Level 2	Level 3	Level 4	Level 4 /Specialist
HCA	Advanced HCA / Junior Practice Nurse	Practice Nurse	Lead Nurse	Advanced Nurse / ANP
<ul style="list-style-type: none"> Knowledge of local and national health promotion strategies, health policies and public health issues Successful appraisals and mid-year reviews Develop and consolidate basic knowledge 	<ul style="list-style-type: none"> Post registration experience Recent primary and/or community nursing experience Knowledge of local and national health promotion strategies, health policies and public health issues Knowledge of patient group directions and associated policy Knowledge of clinical governance issues in primary care <u>Advanced HCA Only</u>	As Junior Nurse plus; <ul style="list-style-type: none"> Post registration experience Recent primary and/or community nursing experience Experience of nurse-led management of long-term conditions 	As Practice Nurse plus; <ul style="list-style-type: none"> Post registration experience Experience of implementing protocols and clinical guidelines Experience of quality initiatives such as clinical benchmarking Audit experience 	As Lead nurse plus; <ul style="list-style-type: none"> Experience of reviewing, creating protocols and clinical guidelines Developing and presenting Audits

Skills required – Clinical Nursing

	Level	Level 2	Level 3	Level 4	Level 4 /Specialist
		Advanced HCA / Junior Practice Nurse	Practice Nurse	Lead Nurse	Advanced Nurse / ANP
Clinical Skills	<ul style="list-style-type: none"> Knowledge of local and national health promotion strategies, health policies and public health issues 	<ul style="list-style-type: none"> Delivers nursing care Runs clinics Provides health Education Maintains accurate and informative clinical records Demonstrates skills in clinical decision making. <p><u>Advanced HCA Only</u></p>	<p>As Junior Practice Nurse plus;</p> <ul style="list-style-type: none"> Immunisations of Adult & Children Travel Vaccinations Cervical Cytology Management and treatment of Long Term Conditions 	<p>As practice Nurse plus;</p> <ul style="list-style-type: none"> Ability to provide teaching and mentorship in a clinical setting Undertakes research and leads clinical audits in own specialist area 	<p>As Advanced Practice Nurse plus;</p> <ul style="list-style-type: none"> Prescribe medication Demonstrable clinical leadership skills Ability to develop and lead high quality nursing services Autonomous role in managing acute and chronic clinical conditions
IT Literacy, utilising and applying Information	<ul style="list-style-type: none"> Beginners Word & Excel / Equiv Ability to train and utilise new IT Systems Accurate data entry skills Understand Data Protection 	<ul style="list-style-type: none"> Beginners Word & Excel / Equiv Ability to train and utilise new IT Systems Accurate data entry skills Understand Data Protection 	<p>In addition to Junior Nurse;</p> <ul style="list-style-type: none"> Ability to utilise clinical information as an aid to planning, implementation and monitoring of patient care 	<p>In addition to Practice Nurse;</p> <ul style="list-style-type: none"> Ability to use technology, reports and appropriate software as an aid for clinical service improvements 	As Previous
Patient Service / Communication	<ul style="list-style-type: none"> Manages difficult situations, using a professional, empathetic and consistent approach Applies different communication methods depending on the needs of the patient. 	<ul style="list-style-type: none"> Manages difficult situations, using a professional, empathetic and consistent approach Applies different communication methods depending on the needs of the patient. 	As Junior Nurse	<p>In addition to Practice Nurse;</p> <ul style="list-style-type: none"> Leads nursing team meetings Develops protocols, policies and local working procedures Negotiation and conflict management skills 	As Previous
Team working	<ul style="list-style-type: none"> To work as a polite and supportive team member. Fully participates in team meetings and initiatives Build relationships 	<ul style="list-style-type: none"> To work as a polite and supportive team member. Fully participates in team meetings and initiatives Build relationships with internal and external service teams 	As Junior Nurse	<p>In addition to Practice Nurse;</p> <ul style="list-style-type: none"> Demonstrable team leadership skills Leads the Nursing team Ability to prioritise team workloads 	As Previous

	with internal and external service teams				
Focus and efficiency	<ul style="list-style-type: none"> Develop ability to manage and prioritise own workload 	<ul style="list-style-type: none"> Ability to manage and prioritise own workloads 	As Junior Nurse	In addition to Practice Nurse; <ul style="list-style-type: none"> Identify and progress forward with efficiencies 	As Previous
Initiative	<ul style="list-style-type: none"> Develop working under own initiative Identify opportunities for improvement 	<ul style="list-style-type: none"> Work under own initiative Identify opportunities for improvement 	<ul style="list-style-type: none"> As Junior Nurse 	In addition to Practice Nurse; <ul style="list-style-type: none"> Implement quality and development opportunities 	As Previous
Respect and Confidentiality	<ul style="list-style-type: none"> Respect patients confidentiality at all times Respect the differing views and needs of patients and colleagues Understand equality, diversity and how it affects this position 	<ul style="list-style-type: none"> Respect patients confidentiality at all times Respect the differing views and needs of patients and colleagues Understand equality, diversity and how it affects this position 	<ul style="list-style-type: none"> To enable and ensure high levels of respect and confidentiality To support others to understand and apply where appropriate 	As Previous	As Previous

Review Information

Document Location	GPSShared HR
Last External Audit	NA
Policy Last Reviewed	Feb 2015 (creation Date)
Clinical Lead Reviewer	Dr Lindsay Khan
Administrative Lead Reviewer	Sarah Harris

Review Updates

Level 1 HCA Updated December 2017	Katie Smith – Business Management Support Administrator- HR

Associated documentation

Recruitment Protocol CRB Policy Age discrimination Policy Equal opportunities and discrimination Compulsory Checks Terms and Conditions Interview Questions and Letters Recruitment Documentation	
--	--