

# Job description for general practice nurse lead posts in primary care trusts

## Job description

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Title: Nursing in general practice – practice development lead

Salary: .....

Location: .....

Accountable to: .....

Report to: .....

## Job summary

The practice development lead nurse will be responsible for the implementation of the nursing in general practice, nursing redesign and quality strategy with nurses and teams to enable the development of a workforce fit for purpose in the delivery of a quality, effective and responsive service to meet the PCT strategic priorities.

## Key work areas

### Clinical and professional leadership

- Provide clinical leadership to frontline staff in the implementation of the redesign of nursing services in general practice
- Provide support and advice to frontline staff in new ways of working
- Work closely with the community nursing leads in the empowerment and development of management and leadership in frontline staff
- Act in an advisory capacity to nurses in general practice on issues pertaining to quality and safety. This may involve the identification of sources of specialist support and expertise, in particular where practitioners are experiencing difficulties or are unable to achieve the required outcomes
- Act as an advisor regarding clinical issues and the implementation of guidelines and standards within national service frameworks, working closely with all stakeholders and representing the PCTs on committees and working groups as necessary
- Work in collaboration with nurses in general practice, nurse consultants, specialist nurses, community matrons and other disciplines to deliver the long-term condition agendas
- Act as leader in the development of nursing potential within the context of practice-based commissioning
- Provide professional advice in supporting nurses to develop new models of working with alternative providers.

# Service development and modernisation

## Aims

- To have a consistent approach to the development of the role of the nurse in general practice and nurse leadership
- To map out current provision of nurses in general practice
- To work with the head of nursing to review models of service delivery
- To work with nurses and multi-disciplinary teams to implement the strategic directions as directed by the head of nursing
- To facilitate frontline staff into leadership and development opportunities
- To work with frontline staff in the implementation of a competence-based framework to ensure quality service delivery
- To work with the head of nursing in the development of new models of care in general practice nursing.
- To facilitate the implementation of care-pathways for specific disease groups
- To work with practitioners to identify and develop appropriate competences
- To develop the role of the health care assistant within the general practice setting
- To work with educational agencies to develop and support inter-professional learning opportunities within general practice
- To act as a lead for practice nurse trainers and work with the PCT and general practices to increase capacity for pre- and post-registration nurse students, with specific responsibility to maintain quality assurance of nurse clinical placements

## Standards for better health

In partnership with the associate director of nursing governance and quality, the quality lead will have responsibility for:

- leading the development of systems and processes that will facilitate a baseline assessment of progress against the relevant core and development standards within the domains of '*Standards for Better Health*'
- identifying areas of risk and facilitating the continuous improvement of nursing practice and accurate assessment of this within nursing in general practice

## Clinical policies

- This lead role will also involve the facilitation of the production, publication and implementation of robust clinical policies that will support and sustain evidence-based and effective nursing practice
- Work with nurse consultants in the identification and development of advanced practice
- Implementation of competence frameworks within specialist nursing

## Nurse prescribing

- Identification of nurses within general practice where their roles could benefit from utilisation of prescribing to improve outcomes and increase access for patients
- Facilitating access to training as appropriate and identifying mentors to support clinical placements within prescribing programmes
- Maintain a prescribing register including signatures
- Registering and de-registering prescribers with the prescription pricing authority as appropriate.
- Review prescribing activity in partnership with pharmacy colleagues

- Act as a conduit for information from the strategic health authority (SHA), prescribing centre, prescribers and the organisation ensuring effective transfer of this information so that prescribers maintain their knowledge base as appropriate
- Work with the head of nursing in the development of guidelines and processes to support prescribing, enabling appropriate levels of support
- Support the development of management plans for supplementary prescribers to enable safe prescribing practice in the neighbourhood
- Develop and support the continuing professional development processes for all prescribers, including peer review/clinical supervision
- Report to the SHA to enable monitoring of training numbers of prescribers
- Define ongoing educational needs to feed into the commissioning of education

### Training and awareness

- Work with the head of nursing to ensure that all nurses in general practice participate in the prescription drug reference process and have personal development plans (PDPs) regularly reviewed with equitable and realistic access to learning opportunities
- Encourage nurses to attend multi-disciplinary meetings and education events
- Work closely with the head of nursing and providers of education and training to ensure that the training and education provided meets the needs of the nurses and reflects local and national objectives
- Act as a point of contact for students

### Leadership

- Act as a positive role model for nurses in general practice through the demonstration of strong leadership skills
- Provide support and advice in the clinical area to optimise quality improvement opportunities. This may involve working alongside nurses in the clinical area, in particular where practitioners are experiencing difficulties or are unable to achieve the required outcomes
- Analyse and respond to complex clinical situations utilising specialist knowledge to assess a range of options to formulate solutions and recommendations
- Act as a change agent, using skills that will motivate and reassure staff through negotiation and training to facilitate the change process
- In conjunction with other nurse leaders, facilitate collaborative working between nurses in general practice and other disciplines
- Work closely with organisations to ensure that nurses in general practice are supported through organisational change, such as the implementation of the case management model

### Audit, research and evaluation

- Actively encourage and facilitate the involvement of all staff, as appropriate, in research and audit, and in accessing clinical evidence through systematic review
- Critically evaluate the outcomes of the work and, in conjunction with the associate directors of nursing and heads of nursing, prepare reports to PCT boards and the professional executive committees
- Contribute to the PCT's clinical governance development plan

## Communication

- Facilitation of regular meetings with nurses in general practice to inform and update them on clinical and strategic quality issues
- Disseminate ongoing progress and broadcast successes through all communication channels including practitioner forums, newsletters, bulletins etc
- Develop key working relationships across primary and secondary care and with other relevant agencies
- Attend and contribute to the work of local strategic and working committees and groups

## Personal development

- Be actively involved in professional development and maintain a professional profile in accordance with the Nursing and Midwifery Council (NMC) requirements
- Act at all times within the boundaries of the NMC *Professional Code of Conduct* and PCT guidelines
- Maintain up-to-date records as per policies and NMC guidance
- Maintain a current NMC registration
- Work with senior colleagues to produce a PDP and a plan of work within the PCTs

# Health and safety

## Health and safety responsibilities

Employees must take reasonable care for the health and safety of himself/herself and of others who may be affected by his/her acts or omissions at work and must cooperate with the employer in so far as necessary to enable the duty or requirement to be performed or complied with.

## Confidentiality

All information relating to patients and staff gained through employment within the PCT is confidential. Disclosure to any unauthorised person is a serious offence.

## Diversity

Diversity implies that we acknowledge people's differences, whether or not they are visible, and promote equality in a positive way. We intend to change our organisational culture by raising staff's awareness of diversity, thus working towards equality. We hope to employ staff from all sections of our community and provide services that are sensitive and appropriate for our local community.

The requirements to check for criminal convictions in accordance with Joint Circular HC (88) 9 is a condition of employment.

This job description is not intended to be exhaustive, but to indicate the main responsibilities. All job descriptions will be reviewed periodically and are subject to amendment.

## Person specification

Criteria	Essential	Desirable	Assessment
Education/ qualification	<ul style="list-style-type: none"> <li>Registered first level nurse</li> <li>Evidence of post-registration relevant demonstrable leadership experience</li> <li>Possession of relevant health-related first degree</li> <li>Evidence of recent continuing professional development</li> </ul>		
Knowledge	<p>Skills/knowledge</p> <ul style="list-style-type: none"> <li>Excellent communication skills:               <ul style="list-style-type: none"> <li>working with staff</li> <li>working with patients and carers</li> <li>working with general practice</li> <li>presentations</li> <li>written reports</li> <li>understanding and ability to interpret, research and facilitate staff to implement evidence-based practice</li> </ul> </li> <li>Proven ability to challenge current practices and freedom to make change in light of evidence-based recommendations</li> <li>Knowledge, understanding and the ability to interpret and implement local and national policy direction relevant to general practice</li> <li>Proven experience of clinical audit, skill and knowledge required to facilitate staff to undertake clinical audit</li> <li>Knowledge and experience of moving staff through the change management process</li> <li>Empowering staff to manage and support change</li> <li>Experience in the development of nursing roles</li> <li>Successfully managed PCT projects that demonstrate ability to communicate and implement change</li> <li>Experience in meeting workload priorities within given timescales</li> <li>Evidence of sound information technology skills</li> <li>Demonstrable and proven understanding and experience of the clinical and corporate governance agenda</li> <li>Demonstrable effective clinical leadership with knowledge, understanding and application of leadership theories</li> <li>Relevant clinical expertise to support and facilitate clinical development and innovation</li> <li>Knowledge and experience of facilitation of reflective practice for staff and personal reflective practice</li> <li>Demonstrable ability and experience in motivating and empowering others to change roles and in leading practice development</li> </ul>		

Criteria	Essential	Desirable	Assessment
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to analyse, synthesise and interpret national policy into local policy</li> <li>• Manage own workload</li> <li>• Demonstrable ability and experience in meeting workload priorities within given timescales</li> <li>• Work as part of a team at a strategic and local level</li> <li>• Proven ability to communicate at a local and patient level</li> <li>• Demonstrable ability to analyse, formulate solutions, recommend actions and implement solutions</li> <li>• Proven skills in change management</li> <li>• Decision-making at a local and PCT level</li> </ul>		
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Evidence of working in partnerships, playing a key part with stakeholders within and outside the NHS</li> <li>• High level of experience of managing change and people</li> <li>• Working within general practice environment</li> <li>• High level of management of clinical risk and supporting and facilitating change to manage risk</li> <li>• Ability to work as part of a team and on one's own initiative</li> <li>• Proven experience of utilisation of decision-making that impacts on patient care delivery</li> <li>• Experience and application of research methodologies and audit</li> </ul>		
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, written and verbal</li> <li>• Enthusiasm to develop the workforce to address the planned and unplanned care agenda</li> <li>• Ability to operate under pressure</li> <li>• Leadership skills and ability to motivate others</li> <li>• Time management and organisational skills in meeting objectives</li> <li>• Excellent decision-making skills</li> <li>• Committed, ongoing, lifelong learning and development</li> <li>• Adaptable and flexible working style</li> <li>• Ability to prioritise and manage critical issues utilising problem-solving skills</li> <li>• Facilitative style that demonstrates individual's contribution</li> <li>• Enthusiasm to develop others to meet national and local agendas</li> <li>• Ability to self-manage</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Car driver</li> </ul>		

## Job description

Job title: Professional lead for practice nursing

Grade: .....

Salary range: .....

Hours: .....

Location: .....

Responsible to: .....

Report to: .....

## Job summary

To ensure that informed, expert advice and assistance is give to practice nurses within the locality, the clinical development managers and the director of nursing and operational services. The duties of the post are varied and call for a high degree of collaborative and integrated working.

### Key relationships

- Professional leads for health visiting
- District nursing and school nursing
- Interface across North Staffordshire with colleagues with similar roles
- Directors of clinical governance and Director of care
- Head of the teaching PCT
- Community long-term illness specialist nurses
- Pharmacy advisors
- General practitioners
- Practice nurses
- Practice managers
- Clinical leads
- teaching staff
- Tutors from the schools of nursing
- Patients

## Key responsibilities

- *Contribute to the development of a PCT primary care nursing strategy*
- *Provide professional leadership and support to practice nurses*
- *Provide a role model in initiating, facilitating and promoting excellence in evidence-based nursing practice*
- *Develop protocols and standards for practice nursing services and help implement them in practice*
- *Develop a strategy to address practices not meeting the Quality and Outcomes Framework, offering advice, line management and judgmental skills where appropriate*
- *Negotiate and secure funding for training and development of new services*
- *Support the commissioning and contribute to the delivery and review of training programmes for practice nurses*
- *Determine access and barriers to training and develop strategies to address these*
- *Respond immediately to difficult clinical incidents within surgeries where a solution is not possible, giving support, advice and liaising with the wider multi-disciplinary team where appropriate*
- *Act as nurse advisor to answer queries from practice nurses, GPs and practice managers at all times*
- *Promote and support the development of skill-mix within the profession, offering advice to both PCT staff and independent practices*
- *Identify and assess the training needs of practice nurses through a personal review process*
- *Support the induction of new practice nurses*
- *Develop the practice nurse induction programme, coordinating the training within the PCT*
- *Offer one-to-one support or support to the GP practices where required*
- *Undertake a practice nurse training-needs analysis to promote a high-quality service to ensure that practice nurses deliver a high quality service across the geographical area*
- *Provide training or commission training where gaps in the service are apparent*
- *Initiate the practice nurse bank, securing and managing a budget to implement a training programme for nurses new to practice nursing*
- *Clinical line management of practice nurses within the practice nurse bank. You would be responsible for sickness, absence, discipline and grievance policy within the practice nurse bank and throughout the PCT and independent practices where necessary*
- *Develop and implement essence of care policy*
- *Act as clinical supervision coordinator for practice nurses within a geographical area*
- *Participate in clinical supervision programmes and to ensure effective delivery*
- *Contribute to clinical audit programmes required by the PCT*
- *Attend professional nurse meetings, trainings and consultation events as required*
- *Work within the NMC Code of Professional Conduct and post-registration education and practice (PREP) guidelines*
- *Act as CPT for practice nurses undergoing the specialist practitioner degree course and to coordinate the specialist practitioner degree course throughout the PCT*
- *Interview candidates*
- *Provide clinical line management, coordinate placements, and allocate and monitor other CPTs*
- *Provide the lead link with the University*
- *Contribute to the PCT practice nurse group and produce a quarterly practice nurse newsletter*
- *Create a database to recording practice nurse data, inputting details of practice nurse training and qualifications, special interests, dates of appraisals, clinical supervision and training needs*
- *Advise in the implementation of new government contracts and policies, eg national service frameworks and the new General Medical Services contract*

- *Promote an integrated 'primary health care team' approach to service delivery*
- *Maintain clinical expertise by spending approximately 10% of time in clinical practice working within practice nurse competence and own scope of practice*

## **General responsibilities**

- *Actively participate in annual appraisal, produce a PDP to identify individual training and development needs, and attend all mandatory training*
- *Take personal responsibility for any health and safety issues, and obligations under the health and safety work act*
- *Be aware of and comply with other relevant legislation and policies, eg fire regulations*
- *Uphold all aspects of PCT policies and procedures, and legal requirements in relation to personal conduct*

The duties outlined in the job description are not intended to be exhaustive lists. Their duties and responsibilities may be amended following consultation with the post holder. All job descriptions will be reviewed annually as part of the annual appraisal process.