



INFORMATION FOR APPLICANTS  
FOR THE POSITION OF  
**NURSE PRACTITIONER / PRIMARY CARE PRACTITIONER**  
**YORK**

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## 1. Background

The earliest mention of a medical practitioner serving the Haxby/Wigginton area is of a Dr Hood who practised in York and held a monthly surgery in the building next door to the Fish and Chip shop in Haxby, this would be before 1920. Since that time the practice has changed through patient growth, merger and business development into a sizeable and diverse NHS service provider.

The York Practice now has a GMS (General Medical Services) contract with the NHS and provides a full range of primary care services and additional services from 6 different locations in the City. Its Practice area arcs from the North East to the South West and includes the urban/suburban extremities of the City and beyond to some outlying villages. The main site is in the Health Centre at Haxby/Wigginton. The second largest surgery, Gale Farm, serves the suburban area of Acomb. Our Huntington surgery is the third largest. The three smaller sites are based at New Earswick, amongst the original Joseph Rowntree "garden village" social housing development, at Stockton on the Forest, a small rural village outside the City and Poppleton, a semi-rural suburban village. Stockton also provides dispensing services to its patients and to the Poppleton patients. In all we serve approximately 33,000 patients. Additionally, we have been providing local anaesthetic vasectomy services to the patients of York and North Yorkshire from our York Practice for nearly 10 years.

In 2009 as Haxby Business Group (HBG Ltd) we started a new venture to improve access to GP services in Hull as part of the Equitable Access to Primary Care Initiative. We opened three brand new GP practices with very different demographics in the Kingswood, Priors Road and Orchard Park areas covering the North and West of the City and part of the East Riding of Yorkshire. We have developed a strong Hull-based team providing a full range of primary care services to roughly 11500 patients under an APMS contract. In 2013 we were approached by Burnbrae Surgery in East Hull and formed a new Partnership with HBG Ltd as a corporate partner. This well-established Practice provides GMS contract services to an additional 5,000 patients.

We have a long and successful history of involvement with medical training and education and in both Cities we support GP trainees with GP Partners as trainers across all our sites. We have a long-standing relationship with Hull and York Medical School and support students from all years of their Medical course in both Cities.

Both our Hull and York Practices have been appointed as Advanced Training Practices, providing training infrastructure and inter-professional teaching and learning for undergraduate and post graduate nursing students, mentoring nurse practitioners and other health professionals and training HCAs. Part of our ATP role is as a hub to support other practices with this work and in training their nurses and HCAs.

We are research accredited and work with the local primary care research network to support projects in both Hull and York.

In 2010, we teamed up with local pharmacist, Richard Harrison Ltd, to form a new venture as Haxby Group Pharmacy (HGP Ltd). It now operates numerous pharmacies in and around the York area. Following our merge with Gale Farm partnership in April 2015, we became a partner with Community pharmacies UK in an LLP joint venture running a pharmacy at Gale Farm surgery.

We are a high achieving organisation that meets its targets such as the Quality and Outcomes Framework and in the standards of performance required by our contracts and as expected and needed by our patients.

We aim to involve and communicate with and listen to our patients as best as possible and have active Patient Participation Groups and disease specific support groups. In addition we are very active with other forms of communication including website, strong social media presence and a professional quarterly newsletter. There are regular patient surveys such as the friends and family test.

We are organised into teams by specialisation, such as finance, nurses or data, or by geography, such as surgery. We value our staff very highly and support them in their role and ambitions through training and appraisals. We also try to communicate and listen with our staff through regular staff surveys, away days and regular social functions.

We have a clear Mission to “work together to provide a caring, quality service to our patients” and an ethos based on three key principles, Professionalism, Unity and Balance.

To be professional we aim to be the best that we can be, to apply the best standards that are possible, to be advocates for the patient and high quality contract performers. We have a comprehensive range of policies and protocols, clinical and non-clinical and are a learning organisation that listens to complaints and reviews significant events in a supportive learning fashion.

To be unified we work as a team and in teams, offer supportive, comprehensive employment policies, accept and value each other’s role as important in the delivery of healthcare and a quality service and listen to each other. We do not discriminate for reasons of disability, age, race or religion and we work with and listen to our patients.

For balance we apply good judgement in the use and application of resources, skill, or medical care. We ensure that we maintain perspective and are as fair as possible in all our dealings. We also ensure that our employment style and work ethic invigorates and supports our team in a positive and happy environment.

More information can be found at [www.haxbygroup.co.uk](http://www.haxbygroup.co.uk)

## 2. Job Description

**Job Title:** NURSE PRACTITIONER / PRIMARY CARE PRACTITIONER

**Responsible to:** HEAD OF NURSING AND ADVANCED CLINICAL PRACTICE

**Accountable to:** MEDICAL DIRECTOR

### Job Summary:

You will be a skilled Registered Nurse, Registered Paramedic or Registered Physiotherapist with the appropriate attitude, skills and knowledge base. In addition, you will hold a current qualification at degree level in the management of minor illness and a Bachelor's degree or currently be undertaking a Masters level programme in Advanced Clinical Practice relevant to Primary Care. You will deliver quality holistic care and treatment to the Practice population.

Whilst you are a dependent practitioner, you are able to work independently and make independent decisions enabled by a collaborative and supportive working relationship with your clinical supervisor. You will demonstrate safe and effective clinical decision-making and expert care, including assessment, diagnostic and management skills. As well as dealing with acute illness, you may be involved in the management of long term conditions.

You will assist in the provision of patient care at all Practice sites or establishments, or in the patient's place of residence, working in collaboration with a multidisciplinary team.

You must work at all times within your own competence

### Clinical Responsibilities:

- Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis within your sphere of competence
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly
- Assess, diagnose, plan, implement and evaluate interventions/treatments for patients with complex needs
- Utilise your clinical supervisor / mentor and other clinical staff appropriately to ensure safe and effective patient care, demonstrating awareness of your own limitations
- Provide safe, evidence-based, cost-effective, individualised patient care within the surgery, patient's own home or other environment where patient care is carried out.
- Refer patients directly to other services/agencies as appropriate, utilising Practice and local guidelines and in a timely manner
- Pro-actively identify, diagnose, monitor and manage treatment plans for patients at risk of developing a long-term condition as appropriate
- Diagnose and manage acute conditions, integrating both drug- and non-drug-based treatment methods into a management plan
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice, and national and practice protocols, and within own scope of practice. Utilise Patient Group Directions for the supply of medication as appropriate.
- Work with patients in order to support compliance with and adherence to prescribed treatments.
- Provide information and advice on prescribed and over-the-counter medication on medication regimens, side-effects and interactions

- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Support patients to adopt health promotion strategies that promote healthy living and to apply principles of self-care
- Recognise, assess and refer patients with mental health needs as appropriate
- Communicate with and support patients receiving “bad news”

### **Leadership responsibilities:**

- Act as a positive role model
- Support the development of others in order to maximise potential
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and external good practice
- Critically evaluate and review innovations and developments that are relevant to the area of work
- Participate in planning and implementing changes within the area of care and responsibility
- Contribute and participate in the development of local guidelines, protocols and standards
- Ensure the principles of infection control and local/national policies and guidelines are applied throughout the practice, monitoring and implementing changes as required

### **Other responsibilities:**

- Recognise and work within own competence and in accordance with the professional code of conduct of the Nursing and Midwifery Council (NMC) or Health and Care Professions Council (HCPC) as appropriate
- Monitor the safety and effectiveness of own clinical practice through quality assurance strategies such as the use of audit, mentor feedback, case review and peer review
- Maintain accurate and complete documentation and records utilising I.T. as appropriate and in accordance with Practice protocol
- Use own judgement, resourcefulness and common sense
- Deliver care according to evidence based practice, following agreed protocols, local and national guidelines
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance
- Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate
- Contribute to achievement of the highest possible quality standards such as the QOF and other agreed Key Performance Indicator targets
- Attend in-house governance, educational and staff meetings as appropriate
- Assist with the training of other staff members and also with the education of doctors, nurses and other health professionals in training as appropriate
- Pro-active engagement with the practice population and wider community to promote healthy living and encourage uptake of services. This may include visits to local schools, community centres and other groups as necessary
- Undertake additional tasks as required within your general role as a Nurse Practitioner / Primary Care Practitioner and senior member of the team

## **Business responsibilities:**

- Maintain ethos and culture of Haxby Group.
- Positively promote Haxby Group.
- Ensure rationalisation of resources.
- To assist in enhanced and extended services to grow the professional offerings of the business,
- Attend in-house governance, educational and staff meetings as appropriate.
- To help plan, develop and support the introduction of new working processes to optimise quality.
- Train staff to attain optimum performance.
- To build and maintain relationships with other healthcare professionals, including GPs, GP surgery personnel, care home personnel, Community personnel etc.

## **Safeguarding:**

- Be responsible for and committed to safeguarding and promoting the welfare of Adults-at-risk (vulnerable adults), children and young people and for ensuring that they are protected from harm.
- Be aware of your duties and responsibilities regarding current legislation and adhere to our policies and procedures on Child Protection and Safeguarding Adults.
- Recognise the types and signs of abuse and neglect.
- Ensure the Safeguarding Lead is alerted to, and kept fully informed of, any concerns you may have in relation to safeguarding adults, children and young people.

## **Learning and development:**

You will participate in any training programme implemented by Haxby Group as part of this employment, such training to include:

- Participation in individual performance reviews, including maintaining a record of own personal and/or professional development.
- Working in conjunction with senior management, assess own learning needs and undertake learning as appropriate.
- Develop and utilise a written Personal Development Plan.
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information.
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments.
- Undertake mandatory and statutory training as required.

## **Team working:**

- Understand own role and scope in the organisation and identify how this may develop over time.
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.
- Accept delegation from senior staff, prioritise own workload and ensure effective time management strategies are embedded in own practice.
- Participate in team activities that create opportunities to improve customer care.
- 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.
- Participate and support local projects as agreed with the management team.

- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence of those taking on delegated duties.

### **Confidentiality:**

- In the course of seeking treatment, customers 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, you may have access to confidential information relating to customers and their carers, Haxby Group staff and other healthcare workers. You may also have access to information relating to Haxby Group as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to customers, carers, colleagues, other healthcare workers or the business of Haxby Group may only be divulged to authorised persons in accordance with Haxby Group policies and procedures relating to confidentiality and the protection of personal and sensitive data.

### **Health & Safety:**

You will assist in promoting and maintaining their own and others' health, safety and security as defined in Haxby Group Health & Safety Policy, to include:

- Using personal security systems within the workplace according to 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:**

You will support the equality, diversity and rights of customers, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Haxby Group procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of customers, 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.

### **Quality:**

The post-holder will strive to maintain quality within Haxby Group, 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.
- Effectively manage own time, workload and resources.
- Work within own limitations and experience.
- Be aware of and co-operate with audit.

- Work effectively with individuals in other agencies to meet patient's needs.
- Portray a professional image at all times.

**Communication:**

The post-holder should recognise the importance of effective communication within the team and will strive to:

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

**Other:**

This job description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with you. You are required to carry out any duties that may reasonably be requested by the Managing Partner/Director. You will need to be flexible in developing the role to provide the best possible care to patients.

### 3. Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Physical requirements</b>	Able to undertake the requirements of the post.	Reliable. Flexible. Excellent attendance record.
<b>Knowledge/Qualifications</b>	Registered Nurse (NMC) or Registered Paramedic (HCPC) or Registered Physiotherapist (HCPC). Minor illness qualification at degree level assessed by OSCEs Current registration. Relevant Bachelor's degree. Independent non-medical prescriber or working towards it or proven ability to use Patient Group Directions. Aware of accountability of own role and that required of a Registered Practitioner. Good communication (oral and written) and inter personal skills. Keyboard skills. Change management skills and ability to support patients to change lifestyle.	Minor injuries qualification. Undertaking a course in Advanced Clinical Practice relevant to Primary Care at Masters level. Knowledge of health promotion strategies. Negotiation and conflict management skills. Knowledge of Quality and Outcomes Framework.
<b>Experience</b>	Practitioner-led management of minor illness and injuries. Evidence of working autonomously, with some support and supervision. First contact care. Proven ability to evaluate the safety and effectiveness of own clinical practice.	Practitioner-led triage. Experience of Microsoft Office applications. Experience of GP Clinical IT systems. Experience of audit.
<b>Competencies/Qualities/Attributes</b>	Ability to assess and manage patient risk effectively and safely. Ability to form good working relationships with a multidisciplinary team. Ability to listen and empathise. Understanding of evidence-based practice. Ability to organise and prioritise workload. Demonstrable evidence and commitment to professional development. Ability to work independently. Awareness of own sphere of	

	<p>competence and level of support required to practice safely.          Ability to work as team player.          Initiative and drive.          Pleasant and articulate.          Able to work under pressure.          Self-motivated and positive.          Empathetic, honest, caring.          Adaptable and forward looking.          Enthusiastic and energetic.          Diplomatic and considered.          Hard working, willing and flexible.          Observance of strict confidentiality.          Ability to use own judgement, resourcefulness and common sense</p>	
<b>Other</b>	<p>Motivated and enthusiastic.          Effective time management.          Self-directed.          Team player.          Able to work at the desired times.          Flexibility of hours for cover.</p>	<p>Non-smoker.          Good sickness record.          Current UK/EU driving licence.</p>

#### 4. Terms and Conditions

**Salary:** According to skills and experience. Pay progression will be dependent upon annual performance appraisal.

**Holiday entitlement:** 27 days plus bank holidays (pro rata for part-time staff)

**Training:** Induction training plus ongoing training subject to an agreed personal development plan

**Working hours:** Full time - 37.5 per week

The Surgeries will be open 8 am to 8 pm weekdays and until 1 pm Saturdays. The post-holders exact weekly hours will be agreed according to service and individual needs. These hours may vary as dictated by service or individual requirements. To facilitate communication and training you will also be required to attend evening meetings, events and training that fall outside your normal working hours. These will be reimbursed as overtime paid at the normal hourly rate, or as time taken in lieu.

**Benefits:** Several additional benefits including NHS Pension, reimbursement of NMC, HCPC or other and personal Medical Defence fees and the Well-being Simply Health Plan will be offered after your probation period.

## 5. Application

Applications must be completed via the NHS jobs website and are available from [www.jobs.nhs.uk](http://www.jobs.nhs.uk)

**Haxby Group Contact details:**

Haxby Group HR Team  
109-119 Front Street  
Acomb  
York  
YO24 3BU  
Tel: 01904 724671 / 724654

E mail: [HR.Team@haxbygroup.co.uk](mailto:HR.Team@haxbygroup.co.uk)

All applications will be acknowledged.