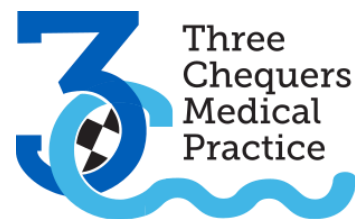


Three Chequers Medical Practice incorporating:

Endless Street Surgery
Three Swans Surgery
Winterslow Surgery
Porton and Old Sarum Surgery



Endless Street Surgery

72 Endless Street
Salisbury
SP1 3UH

T: 01722 336441

www.3chequers.co.uk

22/11/2021

Dear Applicant,

Please find enclosed an application form and job description for your information.

Application forms need to be completed and returned to me with a handwritten covering letter by the closing date which is **Friday 7th January 2022**.

If you have any questions please do not hesitate to call the surgery for further information and ask to speak with Alice Webb, Personnel Assistant.

Yours Sincerely

Mrs Sue Bramley
Practice Manager

(These roles can cover multiple sites so applicants must be prepared to move between sites daily)

Three Chequers Medical Practice
Information for Prospective Employees
Practice Profile

Three Chequers Medical Practice was formed in 2017 as the result of a merger of three Salisbury GP Surgeries: Endless Street, St Anns Street & Three Swans Surgery.

Of our four sites, Endless Street and Three Swans are located within Salisbury. The villages of Porton and Winterslow host our branch sites and are on the outskirts of the city. Our Endless Street surgery is a listed building and therefore not suitable for renovation. However, the search for a suitable space to build a new central surgery is ongoing.

We provide a high level of care to our 24,000 patients from four sites within Salisbury and the surrounding area. We pride ourselves on being a friendly and supportive team with a reputation for excellence. We value enthusiasm as well as experience and welcome applications from both experienced applicants and passionate self-starters. The Practice team is made up of 8 Partners, and 11 salaried doctors supported by a comprehensive team of allied health professionals including a full complement of nursing, clerical and administrative staff. We are a training, teaching and active research practice which has received the only Outstanding CQC results in Salisbury.

Three Chequers is a paperless practice and we have established links to the local hospital for laboratory and radiology test results. A willingness and ability to get to grips with a new software system quickly, is essential.

The good name of the practice depends upon the achievement of a high standard of care in our work, and maintaining confidentiality and honesty in the conduct of that work. It is vital that at all times we ensure that we conduct our work in accordance with the highest standards. We are proud of our Practice and want people to join our team who are of the same philosophy.

Reception teams at all the sites are the face of the Practice and as such are required to present a professional and caring manner at all times. The Receptionists work on administrative tasks when required, but their usual role is to manage surgery sessions, make appointments appropriately, contact secondary care and manage prescription requests for patients. We also employ dedicated administration staff who provide the GPs with the secretarial and clerical support necessary to run an efficient modern practice.

Our dispensing team works at our Endless Street, Porton & Old Sarum and Winterslow sites. The Practice dispenses to approximately 5,300 patients living in Salisbury and the surrounding area. The dispensers provide acute and repeat medications to those patients who are eligible for dispensing services. They are a professional and well-trained group who provide invaluable services.

More information about the practices can be found at www.3chequers.co.uk

Three Chequers Medical Practice

Job Description

Job Title:	Advanced Nurse Prescriber / Practitioner
Accountable to:	Partners
Reporting to:	Practice Manager
Practice Objectives:	To provide accessible, prompt and professional health care for patients attending our Surgeries.

Job summary

The post holder is an experienced nurse who, acting within their professional boundaries, will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care, following local and national protocols. They will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice. The post holder will demonstrate critical thinking in the clinical decision-making process. They will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures. They will provide clinical leadership to the nursing team and promote excellence and professional development in line with national and practice protocol.

Core Principles

- To ensure confidentiality of information (written/oral or electronic) is preserved at all times whether at or away from work
- To follow practice procedures to ensure that Caldicott Guardian and Security requirements are met at all times
- To follow procedures to ensure compliance with the Data Protection Act 1998
- To follow all practice protocols concerned with the maintenance of ethical practice
- To support and participate in initiatives to ensure a safe and healthy environment for all practice users. This includes following procedures to ensure the control of potential hazards to health and safety
- To respect, support, contribute to and take personal responsibility for implementing commitment to Diversity and Equality of Opportunity including:
 - Acting in a way that recognises 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-judgemental and respects their circumstances, feelings, priorities and rights
- To contribute to a culture of continuous improvement
- To deal with complaints promptly and according to organisational protocol
- To perform duties to standards required by the practice in accordance with quality assurance
- To demonstrate commitment to Continuing Professional Development
- To demonstrate computer literacy

Responsibilities

1. Clinical Practice

- Assumes a clinical workload dependant on the individual general practice population in collaboration with GP colleagues or as determined by a specific patient group when involved in community Nurse Practitioner-led clinics. This may include patients from residential nursing homes.
- Independently and autonomously assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated and undiagnosed problems with attention to physical, emotional, social, cultural and mental health issues
- Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate)
- Diagnose and manage both acute and chronic 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 scope of practice
- Accepts referrals from other disciplines unsupervised
- Refer patients to external agencies such as secondary care and social services
- Work with patients in order to support concordance with prescribed treatments
- Provide information and advice on prescribed or 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 lifestyles, and apply principles of self-care
- Support and manage health needs of women presenting for family planning, cervical cytology or sexual health consultation
- Assist less experienced practitioners in providing patient care

2. Administrative Duties

- Participate in the administrative and professional responsibilities of the practice team
- Assist with recall programmes supporting IT Manager where required
- Ensure accurate and legible notes of all consultations and treatments are recorded in the patients records
- Ensure the clinical computer system is kept up to date with accurate details recorded
- 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
- Attend and participate in practice and nursing team meetings as required
- Assist in formulation of practice philosophy, strategy and policy

- To lead in seasonal and special projects as requested e.g. flu campaign
- To liaise with the Practice Manager with regard to QOF achievement on a monthly basis as required

3. Leadership

- Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
- Liaise with Practice Manager to develop the role of Practice Nurses and Health Care Assistant in line with Partners' requirements
- Arrange and chair Practice Nurse meetings on a monthly basis linking back to Practice Manager with areas of concern or development needs
- Support the development of other Practice Nurses in order to maximise potential
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
- Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency and actions that are not in the interest of the public and/or users of services
- 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
- Take a lead role in planning and implementing changes within areas of care and responsibility
- Ensure awareness of sources of support and guidance (e.g. PALS), and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate
- Champion the role of Practice Nursing within and outside the Practice

4. Team work

- Understand own role and scope, 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
- Delegate clearly and appropriately, adopting the principles of safe practice and assessing competence
- Ensure clear referral mechanisms are in place to meet patient need
- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery
- Discuss, highlight and work with the team to create opportunities to improve patient care
- Participate in and support local projects as agreed with the practice management team

5. Utilising information

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information
- Review and process data using accurate Read codes to ensure easy and accurate retrieval for monitoring and audit processes
- Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition and maintain own knowledge
- Understand the responsibility of self and others regarding the Freedom of Information Act

- Apply 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 where appropriate

6. Health and Safety

- Use the personal security systems within the workplace according to practice guidelines
- Identify the risks involved in work activities and undertake them in a way that manages the risks
- Make effective use of training to update knowledge and skills
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Apply infection-control measures within the practice according to local and national guidelines
- Understand and apply the principles of the cold chain
- Ensure safe storage, rotation and disposal of vaccines and drugs within area of responsibility
- Be aware of statutory child health procedures, and statutory local guidance and referral criteria
- Know the health and safety policies and procedures within the workplace, including fire procedures, maintaining documentation, monitoring and maintaining of equipment and furniture within your area of responsibility
- Be able to identify the risks to health of microbiological and chemical hazards within the working environment according to the Control of Substances Hazardous to Health
- Undertake mandatory and statutory training
- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
- Participate in the local implementation strategies that are aligned to the values and culture of general practice

7. Recognising emergency situations, problems and difficulties

- This involves taking prompt and appropriate action and includes:
 - Responding to a patient in an emergency as per practice protocol
 - Responding appropriately if a patient is aggressive, rude or difficult as per the Zero Tolerance Policy
 - Managing complaints in line with Practice policy

8. Communication

- Demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment
- Communicate with and support patients receiving 'bad news'
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Anticipate barriers to communication and take action to improve communication
- Estimate and maintain effective communication with individuals and groups within the practice environment and with outside agencies
- Act as an advocate when representing patients and colleagues
-

9. Clinical Governance

- Recognise and work within own competence and professional code of conduct as regulated by the NMC, taking accountability for own actions
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to NSF, NICE guidelines and evidence-based care, practicing in accordance with agreed standards of care
- Assess effectiveness of care delivery through self evaluation
- Participate in the maintenance of quality governance systems and processes across the practice
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
- Collaborate on improving the quality of health care in partnership with other clinical teams, responding to local and national policies and initiatives as appropriate
- Evaluate the patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- Participate in the management and review of patient complaints, and identify learning from clinical incidents and near-miss events using a structured framework (e.g. root-cause analysis)
- Assess the impact of policy implementation on care delivery
- 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
- Know the cost implications of the work undertaken
- 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
- Alert other team members to issues of quality and risk in the care of patients
- Enable patients to access appropriate professionals in the team and beyond
- Know how clinical governance affects the nursing role and bring to the attention of more senior staff any specific risk situation
- Know the practice's policies in this respect, especially the whistle-blowing policy
- Manage your own time, workload and resources effectively

10. Learning and Development

- Take responsibility for own developmental learning and performance, including participating in clinical supervision
- Take responsibility for maintaining a record of own personal development
- Work with management on any new training requirements
- Demonstrate skills and activities to others who are undertaking similar work
- Act as mentor to students, assessing competence against set standards as requested and if appropriately qualified
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

11. Additional Duties

It is the nature of the work of a treatment room nurse that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way, undertaking tasks that are not specifically covered in their job description when the occasion arises. These additional duties will normally cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibilities or task becomes a regular or frequent part of the members of staff's job, it will be included on the job description in consultation with that member of staff.

12. Other

- Carry out other duties that are required within the role as it evolves within the development of the organisation

Additional information

- Post subject to continuous evaluation and development
- Appraisal interval: annual main review, quarterly interim meeting
- NHS Pension Scheme Eligibility

This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners or management team.

Please sign and date this document to confirm its accuracy at the present time.

Job holder: **Date:**

On behalf of Employer: **Date:**

Three Chequers Medical Practice

Personal Specification for ANP

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Qualified in Advance Practice	✓	
Evidence of continued professional development	✓	
Prescribing nurse	✓	
EXPERIENCE		
Work Independently and autonomously	✓	
Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs	✓	
Experience of SystmOne clinical system		✓
Experience of Primary Care	✓	
Experience of dealing with the public/patients	✓	
KNOWLEDGE/SKILLS		
Advanced numeracy skills to GCSE Level C or above	✓	
Excellent keyboard and computer skills including use of Microsoft Office	✓	
Demonstrable excellent communication skills	✓	
An understanding, acceptance and adherence to the need for strict confidentiality	✓	
Complaints systems		✓
QUALITIES/ATTRIBUTES		
Able to work independently within agreed domains	✓	
Ability to use own judgment, resourcefulness and common sense	✓	
Ability to work without direct supervision and determine own workload priorities	✓	
Ability to work at part of an integrated multi-skilled team	✓	
Pleasant and articulate	✓	
Able to work under pressure	✓	
Able to work in a changing environment	✓	
Able to use own initiative	✓	
Ability to self motivate, organise and prioritise own workload	✓	
Excellent timekeeping	✓	
OTHER		
Flexibility of working hours/able to work at desired times	✓	
Car driver/clean licence – access to own vehicle	✓	

Three Chequers Medical Practice

Job Application Form

The information you provide to us will be used for the purposes of considering your application and assessing your suitability for the job only and will be processed by us in accordance with the Data Protection Act 1998.

Personal Details

Surname	Title
First Name	Preferred Name
Address	
Postcode	
Telephone Home	Mobile
Email	
National Insurance Number	
Do you have legal status to work in UK? YES / NO	Do you require a work permit to work in the UK? YES / NO
We are obliged by law to check your identity and that you are permitted to work in the UK. You will be required to provide us with the necessary evidence (original documents) before you can start work.	
Which position are you interested in?	Are you looking for a FULLTIME or PART TIME position?
Do you hold a relevant current driving licence? Yes / No	When are you available to start work?
	Please give details of any driving offenses

Do you have access to a car Yes / No	currently under endorsement:
Do you have any unspent criminal convictions (in accordance with the Rehabilitation Act 1974) Yes/ No	If yes, please provide details as some posts within the organisation are not protected by the Rehabilitation Act 1974

Employment History

Please list your most recent employer first – and <u>complete this even if you are attaching your CV</u> . If there are any breaks from employment, please explain them. If you need to detail any other relevant work experience, attach it as a separate sheet.	
If we offer you a position we will contact your previous employers for a reference and your employment will be conditional upon the receipt of satisfactory references. If your references are not satisfactory, the offer of employment may be withdrawn.	
Company Name	Manager's Name
Address	
Telephone	
Employed from	to
Salary	
Job title	
Duties	
Reasons for leaving	
Company Name	Manager's Name
Address	
Telephone	
Employed from	to
Salary	

Job title	
Duties	
Reasons for leaving	
Company Name	Manager's Name
Address	
Telephone	
Employed from	to Salary
Job title	
Duties	
Reasons for leaving	

Educational History

Name and Address of School/Institution	Dates attended	Qualifications
Any other relevant studies, qualifications or life experiences?		
What relevant skills and experience do you have that would contribute to the success of Three Chequers Medical Practice?		

How do you spend your time outside of work?

Additional Information

Do you have any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974 that we need to know about? If none please state. We may require you to provide us with a Criminal Records Bureau standard disclosure document to verify the information stated on this application form.

Please let us know if there are any reasonable adjustments that we should make in order to facilitate any disability and enable you to attend an interview, or any information about such a disability that you would like us to take into account when considering your application.

Please read this part carefully

Should your application be successful and you are short listed for a position, you will be asked to provide information relating to your health or a medical questionnaire.

We may seek to verify the information provided to us in this application form.

To the best of my knowledge the information on this application is complete and correct. I understand that falsifying information may disqualify me from being considered for employment by [employer's name] and, if I am employed by [employer's name], may be cause for instant dismissal.

Signature

Date