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## JOB DESCRIPTION

<b>JOB TITLE:</b>	Advanced Nurse Practitioner
<b>PAY:</b>	£27,972.44
<b>HOURS:</b>	19 hours per week (job share considered) <b>Tue:</b> 1PM-5PM & <b>Wed-Thu:</b> 8:30AM-5PM
<b>DEPARTMENT:</b>	Clinical Team
<b>LOCATION:</b>	Inclusion & Assist Practice, at <b>Charles Berry House</b> , 45 East Bond Street, Leicester, and Loughborough Hub, at The Falcon Centre, 27-31 Pinfold Gate, Loughborough.
<b>REPORTS TO:</b>	CEO & Clinical Lead
<b>ACCOUNTABLE TO:</b>	Executive Team

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### JOB PURPOSE

To provide advanced, autonomous, and patient-centred care for patients registered with Inclusion Healthcare, with a particular focus on people at risk of marginalisation, including those who are homeless, seeking asylum, and patients with complex social needs.

The ANP will assess, diagnose, and manage undifferentiated medical conditions, prescribe medications within competence (including controlled medicines where appropriate), and develop holistic care plans. They will work collaboratively within a multi-disciplinary team to ensure integrated care pathways and improve health outcomes for vulnerable populations.

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### KEY RELATIONSHIPS

- Patients and carers
  - GPs, nurses, HCAs, care co-ordinator and administrative teams
  - Social prescriber, physiotherapists, pharmacists
  - Community, voluntary, and statutory services (e.g., housing, mental health, substance misuse)
  - Inclusion Healthcare management and support staff
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## **KEY DUTIES AND RESPONSIBILITIES**

### **Clinical Care Delivery**

- Actively integrate our values of respect, compassion, efficiency, quality and partnership into the clinical consultation.
- Be aware of the clinical challenges which may present due to a patient's complex social circumstances.
- Make professionally autonomous clinical decisions for which you are accountable.
- Provide a first point of contact for patients presenting with undifferentiated or undiagnosed conditions, using history taking, physical examination, problem-solving, and clinical decision-making to establish diagnosis and management plans.
- Follow-up, assess and manage ongoing presentations.
- Prescribe safe, evidence-based medications within your scope, including controlled medicines as appropriate.
- Conduct, request and interpret diagnostic tests and investigations.
- Undertake home visits and other community-based assessments as required.
- Provide holistic, patient-centred care
- Complete care plans, and support self-care and health promotion.
- Refer patients to secondary care, specialist services, and community support agencies as needed.
- Issue fit notes.
- Collaborate with the wider multi-disciplinary team within the practice and across the ICB to promote integrated care pathways.
- Be aware of your own limitations and work closely with GP colleagues where further advice or input is required.

### **Professional Role and Leadership**

- Monitor the effectiveness of your own clinical practice through audits, peer review, and quality assurance processes.
- Participate in developing and delivering specialist primary care services, including long-term condition management (e.g., diabetes, asthma, COPD, CHD, hypertension).
- Maintain professional registration and CPD to the required standards, including attendance at training, courses, and study days.
- Promote evidence-based practice and integrate latest research findings into clinical decision-making.
- Provide clinical guidance and supervision to junior staff, including other nurses and healthcare assistants.
- Participate in practice meetings, inspections, and quality improvement initiatives.
- Support development of clinical protocols and practice policies.

### **Communication**

- Communicate effectively with patients, carers, and colleagues, recognising alternative communication needs.
- Use trauma informed communication techniques to help those who may struggle to engage.
- Liaise with community services, social services, voluntary organisations, and secondary care providers.
- Proactively promote the role of the ANP within the practice and externally to stakeholders.

### **Health and Safety / Risk Management**

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- Comply with the Health & Safety at Work Act 1974 and internal procedures.
  - Maintain a safe clinical environment for patients, staff, and visitors.
  - Follow infection prevention and control policies, including safe handling of sharps and specimens.
  - Report hazards, near misses, and incidents promptly.

### **Other reasonable responsibilities**

Other reasonable duties may include infection control lead responsibilities; antimicrobial champion responsibilities; summarising learning from patient deaths; and supervision of nursing students. The employee may also be required to undertake additional duties appropriate to their role and skills to support the operational needs of the practice.

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### **STAFF AND TRAINING**

- Complete all mandatory and role-specific training, including safeguarding, infection control, and clinical governance.
- Participate in annual appraisals and maintain records of personal and professional development.
- Engage in clinical supervision regularly.
- Engage in CPD and lifelong learning to maintain competence across the four pillars of advanced clinical practice: clinical, leadership, education, and research.

### **SYSTEMS AND EQUIPMENT**

- Use clinical IT systems (e.g., SystemOne, ICE, AccuRx) effectively for record-keeping, referrals, and communication.
- Maintain accurate and confidential patient records in line with GDPR and professional standards.

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### **SAFEGUARDING RESPONSIBILITIES**

- Attend mandatory safeguarding training for children and adults.
- Follow safeguarding policies and report concerns promptly to the designated Safeguarding Lead.
- Maintain professional curiosity and awareness of the safeguarding needs of vulnerable adults and children.

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### **INFECTION CONTROL**

- Adhere to all infection prevention and control policies and procedures.
- Participate in reducing healthcare-associated infections and maintaining hygiene standards.

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### **SMOKING AT WORK**

Inclusion Healthcare operates a non-smoking policy. Smoking is not permitted on premises or during working hours when representing the organisation.

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### **POLICIES AND PROCEDURES**

- Adhere to all Inclusion Healthcare policies, procedures, and professional standards.
- Policies are accessible via Practice Index or through your Manager/HR.

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### **WORK ENVIRONMENT & FLEXIBILITY**

- Primarily based at Charles Berry House in Leicester with clinics at the Loughborough Hub and potential community-based outreach work.
  - Flexibility required to support service needs, including occasional home visits.
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### **REVIEW OF THIS JOB DESCRIPTION**

This job description is intended as an outline of general responsibilities and may be amended in response to service needs to ensure it meets the needs of our patients.

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### **DIGNITY AT WORK STATEMENT**

Inclusion Healthcare is committed to treating all staff with dignity and respect. Staff are expected to act in accordance with the Equality and Diversity Policy and avoid discrimination or harassment in all aspects of work.

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### **DISCLOSURE AND BARRING SERVICE CHECK**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. Submission to the DBS (formerly CRB) is required to check for any previous criminal convictions.

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### **UK REGISTRATION**

Applicants must hold current UK professional registration (NMC).

### **PRE-EMPLOYMENT CHECKS**

- Satisfactory DBS check required.
- Confirmation of right to work in the UK.
- References must be satisfactory.

### **Job Applicant Privacy Notice**

<https://hub.practiceindex.co.uk/library/6974/privacy-notice-job-applicants-potential-employees>

**PERSON SPECIFICATION**

<b>JOB TITLE:</b> Advanced Clinical Practitioner		
<b>DEPARTMENT:</b> Clinical Team		<b>PAY RATE</b> £ 27.25 per hour
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications / Training	Advanced Clinical Practitioner qualification (Master’s level) or equivalent, demonstrating advanced clinical practice across the four pillars (clinical, leadership, education, research).  Current registration with the relevant professional body, such as NMC or HCPC.  Independent Prescribing qualification.	Qualifications in Inclusion Health or treatment of alcohol/substance use disorders.
Experience	Experience in working as an Advanced Clinical Practitioner in primary care including prescribing; assessment, diagnosis and managed of new or ongoing presentations.  Has evidence of continued professional development (CPD) following successful completion of MSc & qualification as an ACP.	Experience of providing care for vulnerable groups including those who are homeless and seeking asylum.  Experience of working with patients who use substances or alcohol.
Skills / Knowledge	Excellent clinical, diagnostic, and communication skills; ability to liaise with MDT and secondary care; IT literate	Knowledge of NHS policies, clinical systems (SystemOne, AccuRx), trauma-informed care
Personal Attributes	Compassionate, autonomous, proactive, team player, empathetic, patient-centred.  Passionate about reducing health inequalities.	

<b>JOB HOLDER</b>	<b>SIGNATURE</b>
	<b>DATE</b>
<b>MANAGER</b>	<b>SIGNATURE</b>
	<b>DATE</b>

October 202

