

NHS Cambridgeshire & Peterborough Clinical Commissioning Group Job Description

Job Title: GP Nurse Workforce Lead

Remuneration: £140 per session (each session being 3.5 hours)

Directorate: Planned & Primary Care

Base Location: Lockton House, Cambridge, or City Care Centre Peterborough
Ability to travel to others sites and CCG offices is required

Worker Status: Agile worker

Contracted Hours: 4.0 sessions per week, fixed term contract to 31 March 2020

Reporting to: Senior Programme Manager, Primary Care

Accountable to: Chief Nurse

Key Working Relationships: Colleagues in the Primary directorate; Colleagues in the Nursing & Quality directorate; GP practices (including GP Federations/Merging GP Practice Groups); Local Medical Committee; Cambridgeshire & Peterborough, Cambridgeshire and Peterborough Training Hubs, Nursing Directorate, NHS England, Midlands and East (East)

General Information

Vision

Cambridgeshire and Peterborough CCG will work in partnership to improve quality of care, to develop healthy communities through change and innovation, making wise decisions about how we use the resources available to us.

Our Values

We are committed to being;

- Organised
- Honest
- Decisive
- Innovative
- Ambitious
- Compassionate

Job Purpose

The GP Nurse Workforce Lead will support Cambridgeshire and Peterborough CCG by ensuring there is a focus on quality in the delivery of primary care services and the development and successful implementation of the NHS England GP Nurse 10 Point Plan.

This will include leading on the following:

- Increase number of GP Nurses and Educators;
- Ensure the future supply of GP Nurses, and HCA's, through a number of planned local and national initiatives;
- Support 'Grow Your Own' strategy, by supporting GP Nurses and HCA's to have access to education and training career pathways;
- Appoint GP Nurse Tutors to support delivery of GP Nurse Workforce Strategy;
- Establish a Cambridgeshire and Peterborough GP Nurse/HCA network;
- Increase student GP Nurse placements;
- Ensure all GP Nurses have access to training, (to include mandatory training);
- Professional leadership for nurses and HCAs working in primary care including ensuring professional standards are met and responsibilities of GPs as employers e.g. education and training are in place.

Key Duties and Responsibilities

Communication

- Represent the CCG at meetings that require a senior active and informed contribution; Both internal and external.
- Instigate and develop close working relationships and communication agreements with key organisations including GP Practices, NHS England Midlands and East, Cambridgeshire and Peterborough Training Hubs, Local Universities, Training Providers.
- Use influencing and partnership working skills to maximise collaborative working.
- Produce high quality written reports and development plans as required to meet the development and implementation of the STP CCG GPFV Workforce Strategy, 2017 to 2020 including the GP Nurse 10 Point Plan.

Leadership and Advisory Role

- Provide expert professional leadership for GP Nurses and HCA's working in Primary Care including ensuring professional standards are met with due regard to the responsibilities of GPs as employers e.g. working within RCGP guidelines for Nurses.
- Support the Chief Nurse, through representation at local and regional meetings as required.
- Create, lead and provide support to the GP Nurse Tutors in partnership with the Training Hubs.

General

Working in partnership with C&P Training Hubs, and GP Nurse Tutors lead on:

- Collate and complete any NHS England monitoring report requirements.
- Increase student nurse placements working in partnership with the Training Hubs by 30%.
- Ensure all GP Nurses running LTC clinics have specific initial training and update training.
- Ensure all GP Nurses have access to up to date Immunisation, Cervical and Sexual Health training.
- Develop 'Return to Practice' strategy, (5 into practice each year).
- Continue to develop GP Nurse preceptorships, aligned and mapped to the HEE Preceptorship Outcomes Framework and RCGP General Practice Foundation, RCN (2012 updated 2015) GP Nurse Competencies and NMC code, for new nurses into practice.
- Increase the uptake of GP Nurses as first choice of employment for newly qualified nurses.
- Develop GP Nurse Tutor role. Should include promoting mentor training for all GP Nurses including sign-off mentor roles.
- Raise the profile of General Practice Nursing Roles.
- Improve GP Nurse Retention by implementing measures to encourage nurses at all levels to remain in practice.

- Actively promote the development of GP Nurse clinical academic careers.
- Ensure GP Nurses have access to accredited training.

Relevant to All CCG Staff

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions. Cambridgeshire and Peterborough CCG are committed to the fair treatment of its staff, potential staff or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders. From 1 January 2014 all employees starting work/transferring roles with Cambridgeshire & Peterborough CCG will be charged for the cost of a DBS check if it is required. Successful candidates are encouraged to make use of the DBS Update Service, meaning that the employee's certificate is portable between organisations. The Update Service costs £13 per year.

- All employees must comply with the Single Equality Scheme and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief.
- Cambridgeshire & Peterborough CCG is committed to safeguarding and promoting the welfare of children, young people and adults who are at risk of neglect or abuse and expects all staff and volunteers to share this commitment.
- Employees have a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by Cambridgeshire and Peterborough CCG. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.
- All employees are subject to the Data Protection and Freedom of Information Acts and must maintain strict confidentiality of information in accordance with Cambridgeshire and Peterborough CCG policy and, where applicable, with the relevant policy of their professional body. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the context of calculated Data Protection Guidelines.
- Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to C&P CCG Information Governance and Information Security policies.

- Maintain own professional development and take part in annual performance appraisal process.
- Undertake mandatory training and any other training relevant to the role as required by C&P CCG.
- The post holder is required to participate in relevant emergency preparedness processes for their team.
- Cambridgeshire and Peterborough CCG seek to establish a safe and healthy working environment for its employees and operate a non-smoking policy.
- All of the above activities are governed by the operational policies, standing financial instructions, policies and procedures and standards of Cambridgeshire and Peterborough CCG, as well as legislation and professional standards and guidelines.
- The post holder must participate in clinical and other audits as required.
- The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role.
- The job holder will carry out any other duties as may reasonably be required by their Line Manager.

This is a description of the job as it is at present constituted. It is the practice of Cambridgeshire and Peterborough CCG to regularly examine employees' job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will, therefore, be expected to participate fully in such discussions and, in connection with them, to re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible Cambridgeshire and Peterborough CCG reserves the right to insist on changes to your job description after consultation with you.

- All organisations have a legal duty to check employees' documentation to ensure they are entitled to work in the UK and failure to conduct appropriate checks can result in criminal prosecution and/or a fine of up to £10,000 for each illegal worker. Therefore Cambridgeshire and Peterborough CCG's Counter Fraud Provider, TIAA will be undertaking checks on all new starters using ID scanning equipment to ensure that the identity documentation that has been provided by prospective employees is genuine.
- All new employees to Cambridgeshire & Peterborough CCG are subject to the completion of a three month probation period. In line with the Agenda for

Change NHS Terms and Conditions of Service, all terms and conditions of employment will have continuous service from the first day of employment at the start of the probationary period, not from the end of the probationary period.

- An essential component of the CCG is to ensure that all staff comply with the governance requirements of CCG's policies and procedures in place to ensure full compliance across the organisation. Staff should make themselves aware of and comply with all relevant policies, including:
 - CCG Constitution
 - Standards of Business Conduct and Managing Conflicts of Interest
 - Standing Financial Instructions (embodied within the CCG Constitution)
 - Standards of Business Conduct and Commercial Sponsorship Policy
 - Raising Issues of Serious Concern at Work (Whistleblowing) Policy and Procedure
 - Counter Fraud Policy
 - Anti-Bribery Policy

The above list is not exhaustive and may be varied by the CCG as required.

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| NHS Cambridgeshire & Peterborough Clinical Commissioning Group Person Specification |
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Job Title: GP Nurse Workforce Lead

Directorate: Planned & Primary Care

| | Essential Criteria | Desirable Criteria | Measure |
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| Qualifications and Training | <ul style="list-style-type: none"> • Educated to Masters Degree level, or appropriate relevant equivalent, or are working towards this • Registered with relevant professional body • Able to demonstrate on-going professional development | <ul style="list-style-type: none"> • Teaching, mentoring and / or coaching qualification | Application/ certificate check/ Interview |
| Experience | <ul style="list-style-type: none"> • Clinical experience as a registered Health Care Professional • Experience of managing and motivating a team • Experience of working in primary and/or community care • Current experience as mentor of students in practice | <ul style="list-style-type: none"> • Experience of teaching clinical skills related to primary care and general practice in a range of settings • Teaching experience in Higher Education • A developing interest in education, student learning, resource based learning and distance learning • Understanding of appropriate principles of teaching and learning in higher education • Established record of appropriate professional work/research/scholarly | Application/ Interview/ Presentation |

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| | | <p>activity</p> <ul style="list-style-type: none"> • Understanding of current health and social care policy in the context of primary care • Experience of Cambridgeshire and Peterborough Health System • Experience of working as an autonomous practitioner | |
| <p>Skills, ability and knowledge</p> | <ul style="list-style-type: none"> • Demonstrates understanding of GPFV Workforce Strategy and the NHS England GP Nurse Workforce Development Plan (10 Point Plan) • Must be able to prioritise own work effectively and be able to direct the activities of others • Knowledge of evidence based change and transformation • Knowledge of NHS Good Governance to include Conflict of Interest • Appropriate knowledge of key aspects and current issues related to primary care, general practice • In depth knowledge of current issues related to clinical skills in primary care | | <p>Application/ Interview/ Presentation</p> |

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| | <ul style="list-style-type: none"> • High level of clinical skills and practice application • Ability to contribute to all levels of undergraduate and post-registration teaching • Excellent communication skills • Ability to work well with students and staff • Ability to prioritise, time manage, think laterally and respond flexibly to frequent changing demands • Ability to manage a team of staff to deliver against work-plan • Ability to organise own workload within competing demands • Computer skills (Intermediate level MS Word, Basic level MS Excel, Basic Level PowerPoint or similar office software) | | |
| <p>Personal attributes</p> | <ul style="list-style-type: none"> • Team player • Highly motivated and resourceful and proactive approach • Flexible and adaptable • Ability to work under pressure | | <p>Application/ Interview/ Presentation</p> |

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| | <ul style="list-style-type: none"> • Accepts responsibility and accountability for own work • Recognises the limits of own authority within the role • Seeks and uses professional support appropriately • Well organised • Open and honest • Ability to travel within Cambridgeshire & Peterborough | | |
| <p>Safeguarding and promoting the welfare of children and young people/adults who are at risk of neglect or abuse</p> | <ul style="list-style-type: none"> • Demonstrates understanding of safeguarding issues | | <p>Application/ Interview/ Presentation/</p> |
| <p>Working within Professional Boundaries</p> | <ul style="list-style-type: none"> • Able to maintain high standards of diplomacy and understands the principle of confidentiality. • Accepts responsibility and accountability for own work and can define the responsibilities of others • Able to establish positive relationships and mutual respect with people at all levels | | <p>Application/ Interview/ Presentation</p> |

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| | <ul style="list-style-type: none"> • Ability to contribute effectively | | |
| Emotional Awareness | <ul style="list-style-type: none"> • Demonstrates empathy and concerns for others • Shows respect for others' feelings, views and circumstances | | Application/ Interview/ Presentation |
| Self-awareness | <ul style="list-style-type: none"> • Can demonstrate a flexible approach • Has realistic knowledge of personal strengths and areas for development | | Application/ Interview/ Presentation |
| Behaviour we expect | <ul style="list-style-type: none"> • Treat everyone in a friendly, courteous manner • Treat colleagues and contacts with dignity and respect • Understand people come from varied backgrounds: challenge bias, prejudice and intolerance • Learn from mistakes and ask for support where necessary • Look for better ways of working to achieve improvements • Question poor behaviour • Uphold the values of Cambridgeshire & Peterborough CCG and be | | |

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| | proud to be part of the CCG | | |
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NB: The order of the list of criteria, do not indicate importance.