



The
University
Of
Sheffield.

A
Remarkable
Place
To Work

Advanced Nurse Practitioner

Student Support Services
University Health Service



Overview

We are looking for a dynamic and an experienced Advanced Nurse Practitioner to join our team. You will be passionate about the health and wellbeing of our student population, and will want to contribute to being part of a team delivering high quality NHS services to our patient population. You will work collaboratively with our staff in order to support students to achieve a successful academic outcome and develop skills for achieving and maintaining a healthy life.

Further information about the University Health Service can be found at <http://www.sheffield.ac.uk/ssid/health-service>

Person Specification

You should provide evidence in your application that you meet the following criteria. We will use a range of selection methods to measure your abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

Criteria		Essential	Desirable
1.	Registered on the NMC register level 1 nursing with demonstrable post registered experience	X	
2.	Have completed, or significant progress in working towards, a Postgraduate Diploma in Advanced Practice	X	
3.	Postgraduate Certificate in Advanced Practice, including Advanced Physical Assessment	X	
4.	Be a non-medical prescriber	X	
5.	Participate in clinical supervision for the nursing team, and act as a nurse advisor to other members of the Primary Healthcare team	X	
6.	Experience of motivating and communicating with staff from a range of disciplines	X	
7.	Understanding of the importance of data protection and patient confidentiality	X	
8.	Excellent communication service skills, with experience of responding efficiently and effectively to phone and email enquiries from patients and colleagues	X	
9.	Ability to work as part of a team in a busy environment and consider the wider team working effort, supporting a positive team culture	X	
10.	Ability to develop creative approaches to problem solving with an appreciation of longer-term implications and experience of adapting own skills to new circumstances.	X	
11.	Ability to manage own workload and time to deliver care in a safe and competent manner	X	
12.	Enthusiasm for working with a student population	X	
13.	Experience of safely triaging patients either by phone or face-to-face		X
14.	Willingness to undertake training to develop skills in sexual health, travel, asthma etc to fit in with the requirements of the nursing team		X
15.	Knowledge of the NHS Organisations and EMISWeb or similar clinical systems		X
19.	Experience of developing and maintaining a network of contacts		X

About the Team

University Health Service is one of only two NHS GP practices in the UK that is fully integrated into a university. We are an enthusiastic and committed team, comprising 9 GP Principals, 8 Associate GPs, 6 nurse practitioners, 3 practice nurses, 2 TNAs, 1 HCA, 2 pharmacists, 2 physiotherapists and a team of reception and administration staff.

UHS supports a patient list size of approximately 38,000 patients. Our patients are students and their dependents, with the majority being aged 18 – 25 years, and around 40% being International students. We also form a single-practice Primary Care Network, through which are participating in a Mental Health Transformation project to strengthen access to mental health and other related wrap-around services.

We believe that our approach to collaborative and innovative working in order to improve outcomes for our patients leads to high patient satisfaction. This is reflected in the scores from our latest GPAQ survey and our Care Quality Commission rating for our student population is “Outstanding”, with a rating of “Good” overall.

UHS is one of the six teams that makes up Student Support Services (SSS). SSS provides a wide range of support services, to help look after student health and wellbeing and to help students make the most of their time at University. We also provide a full range of student administration services and manage the Student Services Information Desk in the Students’ Union.

The purpose of student support within the University community is to:

- Enhance the overall (physical, psychological and social) wellbeing and opportunities for success of all students in the context of their academic studies
- Contribute positively to the quality of the student experience and to support recruitment, progression and retention

SSS takes the lead in a number of strategic initiatives such as: the Student Mental Health Strategy, Safeguarding and the Supporting the Supporters staff development programme.

SSS draws together the following teams:

- University Counselling Service - confidential service for students with ongoing or persistent difficulties: workshops, group sessions, self-help resources and individual counselling sessions. Our ‘Student Access to Mental Health Support’ service (SAMHS) is the first point of contact for students.
- Disability & Dyslexia Support Service - support for students who have a disability, long-term mental health or medical condition, or specific learning difficulty.
- University Health Service - full NHS GP service to all University of Sheffield students living in the city and their dependants. Additional services include asthma, diabetes and eating disorder clinics.
- Student Administration Service - registration; student records; tuition fees and funding; examinations and results; progress and student attendance; appeals, complaints and conduct.
- Student Support and Guidance - a range of services to support students including: chaplaincy, advice and guidance for international students, mature students and under 18s; support provided by the Central Welfare and Guidance Team (CWaG) for students experiencing personal difficulties that are significantly impacting on their university experience; and preventative support provided by the Student Wellbeing Service, for students experiencing mild difficulties and challenges, to help manage wellbeing and succeed at University.

- Student Services Information Desk - one-stop-shop for general student related enquiries and requests.

Further information about the teams can be found at:

www.sheffield.ac.uk/ssss/who/services

Job Description

The Advanced Nurse Practitioner will provide a high standard of treatment and care to patients presenting urgently by means of clinical triage, including telephone triage and signposting, in accordance with practice protocol, and in independently run minor ailment clinics. You will use advanced autonomous clinical skills, and a broad in-depth theoretical knowledge base, to manage a clinical caseload. You will also provide other clinical services as directed by the clinical management team and will have completed an appropriate Masters qualification, or be nearing completion.

Main Duties and Responsibilities

- Provide a first point of contact within the practice for patients presenting with undifferentiated, undiagnosed problems, making use of skills in history taking, physical examination, problem solving and clinical decision-making, to establish a diagnosis and appropriate management plan
- Undertake triage, both by telephone and face to face, for patients seeking access to services
- Provide safe, evidence-based, cost-effective, individualised patient care
- Refer patients directly to other services/agencies as appropriate
- Help develop and set up new patient services and participate in initiatives to improve existing patient services when the need arises
- Be aware of and contribute to planning and delivery of practice-based commissioning
- Occasional work out of hours to support vaccination campaigns, health promotion campaigns and other events within the University
- Maintain accurate patient records within the relevant clinical systems, as appropriate
- Maintain a knowledge and understanding of data governance issues
- Engage with the practice clinical governance framework, including safeguarding, significant event reporting, whistleblowing and duty of candour policies
- Contribute to the effective running of the nursing team and work with other disciplines within the practice
- Undertake and/or participate in maintaining protocols and attend meetings where appropriate to keep informed
- Maintain and update own professional knowledge in areas of practice and pass on new skills/knowledge that will be of benefit to the whole practice team
- Ensure fulfilment with NMC revalidation requirements, as well as engagement with University appraisal process
- Communicate effectively within the nursing team and with other disciplines
- Provide a caring and empathetic environment for the patient, and communicate effectively with the patient and their family, where appropriate
- As a member of our Professional staff you will be expected to demonstrate a commitment to the professional behaviours set out in the Sheffield Professional Framework. Please follow this link for further information: [Sheffield Professional Framework](#).
- As a member of staff you will be encouraged to make ethical decisions in your role, embedding the University sustainability strategy into your working activities wherever possible.
- Any other duties, commensurate with the grade of the post.

Reward Package

Terms and conditions of employment: Will be those for Grade 8 staff.

Salary for this grade: £41,526 - £49,553 per annum pro-rata

Potential to progress to £55,750 per annum through sustained exceptional contribution.

This post is open ended.

This post is part-time: working 60% (21 hours per week). Working hours will be between Monday – Friday 09:00 – 17:00. The Practice also provides a Saturday morning extended hours service. Exact working pattern to be discussed with candidates.

If you join the University you will have access to a Total Reward Package that includes a competitive salary, a generous Pension Scheme and annual leave entitlement, as well as access to a range of learning and development courses to support your personal and professional development. You will have access to your own personalised portal where you can also access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example financial wellbeing, travel options, shopping and cinema discounts.



To find out more visit www.sheffield.ac.uk/hr/thedeal

The University is committed to tackling the global climate emergency. Our sustainability strategy forms an integral part of all we do. We strive to embed this in all areas of university life, from our students' education, the globally impacting international research we contribute, to campus life.



We aim to empower staff to work sustainably by giving them the knowledge to make ethical decisions at work and home. Staff have the opportunity to be involved in impactful sustainability projects through the nationally recognised Green Impact scheme.

Staff have access to excellent green benefits including the cycle to work scheme with discounts and free secure bike storage, as well as many greener choices across campus.

If you have an interest in this area, the university will strive to passionately support you in these commitments. Check out www.sheffield.ac.uk/sustainability for more information.

The University of Sheffield recognises the importance of creating a positive environment, whereby all staff feel able to talk openly and with trust about wellbeing and mental health.

Our Staff Wellbeing offer, encourages and supports staff to maintain their own positive health and wellbeing through a range of accessible, inclusive and supportive services and activities.

To find out more visit www.sheffield.ac.uk/hr/wellbeing

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University.

To find out more visit www.sheffield.ac.uk/hr/sld/lmdevelopment

Inclusion at Sheffield is everyone's responsibility. Our vision is to build a University community that actively attracts, engages and develops talented individuals from many different backgrounds.



We are proud of our award-winning equality, diversity and inclusion action, and 90% of staff tell us they are treated with fairness and respect (staff survey 2018). We continue working to create a fully inclusive environment where everyone can flourish.

To find out more visit www.sheffield.ac.uk/inclusion

We are the only university to feature in the Sunday Times 100 Best Not-for-Profit organisations to work for 2018. In our staff survey (2018) 92% of staff said they were proud to work for the University and 83% of our staff would recommend the University as an excellent place to work. To find out more about what it's like to work here visit remarkable.group.shef.ac.uk

Selection – Next Steps

Closing date: For details of the closing date please view this post on our web pages at www.sheffield.ac.uk/jobs

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

It is anticipated that interviews and other selection action will be held in July 2021. Full details will be provided to invited candidates.

For more information on our application and recruitment processes visit www.sheffield.ac.uk/jobs/info

Informal enquiries

For informal enquiries about this job and the recruiting department, contact: Emma de Chenu on e.de-chenu@sheffield.ac.uk or on 0114 222 2100.

For administration queries and details on the application process, contact the lead recruiter: Ben Hallsworth on b.hallsworth@sheffield.ac.uk or on 0114 222 7182.

For all online application system queries and support, visit: www.sheffield.ac.uk/jobs/applying

Criminal records check

Please note that as this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service (DBS) check will be required for the appointee. We encourage applicants to provide details of any criminal offences at an early stage in the application process. As such, if you have any unspent or spent convictions or cautions and are invited to interview for this post, you are required to provide details of your convictions in confidence in advance of the interview. Applicants should provide details via email to the Associate Director of HR, Mr Robert Gower, at r.c.gower@sheffield.ac.uk. Along with details of the conviction, please also include the job reference number, job title and the name of the department in which the role is based. This information will be treated as strictly confidential and will only be considered if you are invited to interview for the post.

If you fail to accurately disclose information about your criminal record status, this may lead to an offer of employment being withdrawn. Any offer of appointment will be subject to the University being satisfied with the outcome of the check, in accordance with our Policy on the Recruitment and Employment of Ex-Offenders.

If you have been barred from working with children or vulnerable adults by the Disclosure and Barring Service, it is a criminal offence to apply for a post involving regulated activity with children or vulnerable adults. Regulated activity involves contact of a specified nature. If you are unsure if you may apply for this post for this reason, then please contact Claire Staniland in Human Resources on 0114 222 1618 (c.k.staniland@sheffield.ac.uk) for further information.

Creating a remarkable place to work

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.

We are consistently ranked in the top 100 of the world's universities, but there's so much more to us than that. By joining the University, you will be joining award-winning teams and departments who are all working together to make the University of Sheffield a remarkable place to work.

Learn more [here](#).