

(fyi SAMPLE RESPONSE: CONTAINS RESPONSE INFORMATION TO COMMONLY ASKED QUESTIONS)

Date:

Dear

Thank you for contacting the Practice Nurse Support and Development Team for information and support regarding employing a new GPN or ANP into your practice. We hope that the below document will answer some of your questions regarding skill mix, role of GPN/ANPS in practice. The information, available support and learning materials included below will hopefully enable you to make a decision of which designation is appropriate for your practice.

Prior to advertising your practice you may wish to:

* Identify the key duties of the role, considering what the surgery needs are going forward
* Identify essential and desirable levels of skill and education required at start (lots of education and support available to develop new nurses)
* Development of current non-medical clinical staff, such as HCSW (lots of education and support available)

Our team has developed some Job Descriptions for [Band 5](https://www.nhsggc.org.uk/media/268656/practice-nurse-band-5-2.pdf) , [Band 6](https://www.nhsggc.org.uk/media/268657/practice-nurse-band-6-1.pdf) and [Band 7](https://scottish-my.sharepoint.com/%3Aw%3A/g/personal/mclauly614_xggc_scot_nhs_uk/ES83CtDL_41CgimGuMpeCfYB_3CNGyqj-9WaNBayGnmngA?e=ndFgLB) nurses, which may help you decide. Please adapt these documents to suit the needs of your practice. Also available is a generic [ANP](https://scottish-my.sharepoint.com/%3Aw%3A/g/personal/mclauly614_xggc_scot_nhs_uk/ES83CtDL_41CgimGuMpeCfYB_3CNGyqj-9WaNBayGnmngA?e=FWMHsQ) job description from

If you decide you would like to employ an ANP, there is a GGC Board held list which will evidence they have completed the final sign off process, which includes completion of primary and community care competencies.

 If you employ an ANP who has been on the SWISS register in the past, when they move to General Practice employment they will be removed. The recommendation is that they submit a TURAS share pack including evidence of completion of the primary and community care competencies. This applies to ANPs who have worked particularly in acute settings or other health board areas. We run monthly “final sign off” support sessions along with the advanced practice team to support this. ( There is also a GCU Work based learning module which supports this transition, which includes extra support from GGC in providing masterclass session’s ). When the ANP has completed “final sign off” they will gain IR(ME)R referrer rights and also to refer to specialities such as dermatology.

It is suggested that advice is sought when employing a trainee ANP or ANP as different advice re indemnity applies. · Advice from MDDUS is to check with your indemnity provider to ensure the ANP is covered by the practice’s arrangement and for the practice manager to suggest to the ANP that they have ‘their own personal cover for other / regulatory matters’ e.g. through the RCN or other.

If the employed nurse is a Non-medical prescriber they will have to contact mandy.logan@ggc.scot.nhs.uk to have a new cipher number allocated **BEFORE** they can prescribe in your practice.

**GPN/ANP competencies**

Over the past few years there has been various documents and learning material developed to support GPN/ANPs, see below links:

* The manual of Advanced Nurse Practitioners in General Practice - 1st edition (v1.2) 310375 which gives information [https://www.nhsggc.org.uk/media/269595/advanced-nurse-practitioners-in-general-practice-1st- edition-v12-310375.pdf](https://www.nhsggc.org.uk/media/269595/advanced-nurse-practitioners-in-general-practice-1st-%20%20edition-v12-310375.pdf) (this is in the process of being updated current funding is for specific modules only)
* Information and resources for Practice Nurse, including learning resources and where to access support [NHSGGC NEW Practice Nurse Pack](https://www.nhsggc.org.uk/media/269665/new-practice-nurse-resource-pack-v2.pdf)
* Non Medical Prescribing - the NMP team encourage the NMP’s to use the Royal Pharmaceutical Society’s Competency Framework to continually evidence that they are keeping up to date with non medical prescribing changes. [Prescribing Competency Framework (rpharms.com)](https://www.rpharms.com/resources/frameworks/prescribers-competency-framework)
* It is also important to take into account that if the practice will be supervising taking on student nurses in the future, your supervising nurse should have Practice assessor and practice supervisor status: recommended not mandatory [Post Graduate, Non-medical prescribing and Allied Health Professionals (AHPs)](file:///C%3A%5CUsers%5CBartaka731%5CDownloads%5CGuidance%20for%20employment%20of%20new%20ANP%20and%20GPN%20%20into%20practice%20%284%29.doc)
* NHS Education for Scotland, learning opportunities including New PN course <https://www.nes.scot.nhs.uk/education-and-training/by-discipline/nursing-and-midwifery/careers-and-recruitment/transforming-nmahp-roles/general-practice-nursing.aspx>

**Practice Nurse Support and Development Team –available support**

**The PNSD team provide full range of support and development for HCSW/GPN and ANPs please see webpage for further information** [**NHSGGC : Practice Nurse Support and Development**](https://www.nhsggc.org.uk/about-us/professional-support-sites/practice-nurse-support-and-development/)

To access this support please contact PNA.Team@ggc.scot.nhs.uk

We hope you find this information useful, if you have any questions please don’t hesitate to contact us.

Yours Sincerely