



Recruitment Pack



Nurse Practitioner / Paramedic Practitioner

Message from the Practice Manager



I am delighted that you are considering applying for this important role here at Aspen.

I hope that you find this pack helpful and we look forward to receiving your application.

Aspen Medical Practice was formed from the merger of four practices in 2018 and is now a single large practice looking after about 32000 patients. We have 140 employees who all work together as one multi-disciplinary team trying to provide the best service we can for our patients and their families.

Whilst patient care is key, we also value the wellbeing of our employees and offer free parking, access to the NHS pension scheme, enhanced sickness allowances, monthly protected learning time events, length of service recognition and much more. We listen to our staff via suggestion boxes, surveys and our staff forum and have made several changes in recent years in response to this.

You are welcome to come and look around yourself, either before or after application. Just contact our team at aspen.riskandcompliance@nhs.net.

Best wishes,

Paul Wainman - Practice Manager

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Dedicated

Forward thinking

People



Key Information

Role Nurse Practitioner / Paramedic Practitioner

Application Closing Date 14th August 2026

Shortlisting week commencing 17th August 2026

Interview Date/s afternoon of 25th August 2026

Points to Note

1. All longlisting, shortlisting and interview assessment will be performed against the essential and desirable criteria listed on page 7. If you are unable to meet the essential criteria you are unlikely to be successful in your application.
2. Should this vacancy attract sufficient interest it may be necessary to close the vacancy at an earlier date. We therefore suggest that you apply at an early stage to avoid disappointment.



Job Description

Post	Nurse Practitioner / Paramedic Practitioner
Responsible to	Clinical Lead
Purpose	To provide safe, effective and compassionate clinical care to patients presenting with undifferentiated and undiagnosed conditions across Aspen Medical Practice and its branches. Working autonomously within their professional competence, the Nurse Practitioner or Paramedic Practitioner will undertake clinical assessment, diagnosis, treatment, prescribing where appropriately qualified, referral, safety-netting and evaluation of care. The post holder will work collaboratively with the wider multidisciplinary team to meet patients' needs and contribute to clinical governance, service improvement, patient education and the delivery of practice policies and procedures.
Duties and responsibilities	The post holder will: • Provide autonomous clinical consultations for patients with acute, chronic, complex and undifferentiated conditions. • Take comprehensive clinical histories and undertake appropriate physical and psychological assessments. • Formulate differential diagnoses and agree evidence-based treatment and management plans with patients. • Request, interpret and act upon investigations within their competence and scope of practice. • Prescribe and review medicines where appropriately qualified, in accordance with national guidance, local formularies and practice protocols. • Refer or signpost patients to other services and healthcare professionals where appropriate. • Recognise and respond appropriately to urgent or emergency situations. • Provide health promotion, disease prevention, self-care and lifestyle advice. • Maintain accurate, complete and contemporaneous clinical records. • Communicate effectively and sensitively with patients, carers, colleagues and external organisations. • Identify and respond appropriately to safeguarding concerns involving children and adults at risk. • Participate in clinical governance, audit, incident review, complaints learning and quality-improvement activity. • Work within professional standards, legislation, practice policies and the requirements of the appropriate professional regulator.

Role and Objectives

The principal objectives of the role are to:

- Deliver high-quality, person-centred care that is safe, effective and based on current evidence and guidance.
- Improve patient access to appropriate clinical assessment, treatment and advice within general practice.
- Exercise safe and accountable clinical judgement, recognising personal limitations and seeking advice or escalating care when required.
- Support the effective management of patients with acute illness, long-term conditions and complex healthcare needs.
- Promote shared decision-making and support patients to understand and participate in their care.
- Contribute positively to multidisciplinary working, continuity of care and the efficient use of practice and wider NHS services.
- Support the development of clinical pathways, protocols and new ways of working.
- Contribute to a culture of learning, openness, equality, inclusion and continuous improvement.
- Act as a positive clinical role model and support the development of colleagues where appropriate.

Key Tasks and Responsibilities

Clinical care

- Assess, examine, diagnose and manage patients presenting with a range of acute, chronic and undifferentiated conditions.
- Develop, implement and evaluate individualised treatment and care plans.
- Identify patients at risk of developing long-term conditions and provide appropriate preventative interventions.
- Initiate or adjust drug and non-drug treatments within professional competence.
- Provide advice regarding medicines, side effects, interactions and adherence.
- Identify deterioration, serious illness or medical emergencies and initiate appropriate treatment or referral.
- Undertake agreed clinical activities such as wound care, aural care, immunisation, sexual health, women's health or mental health assessment where trained and competent.

Communication and patient involvement

- Obtain valid consent and communicate information in a clear, sensitive and accessible manner.
- Recognise and address barriers to communication, including language, disability, culture and differing levels of understanding.
- Support patients and carers receiving difficult or distressing information.
- Advocate for patients and support their involvement in decisions about their care.

- Provide appropriate safety-netting advice and ensure patients understand when and how to seek further help.

Quality and clinical governance

- Deliver care in accordance with relevant NICE guidance, professional standards, legislation and evidence-based practice.
- Maintain accurate and appropriately coded clinical records.
- Participate in audit, peer review, significant-event review, complaints learning and quality-improvement work.
- Identify clinical risks and take appropriate action to protect patients, staff and visitors.
- Apply infection prevention and control, medicines-management and health and safety requirements.
- Contribute to the development and review of clinical policies, protocols, pathways and standards.

Leadership and teamwork

- Work effectively as part of the practice's multidisciplinary team.
- Manage and prioritise workload appropriately.
- Participate in clinical meetings, supervision, education and shared learning.
- Support, supervise or mentor colleagues and learners where appropriately qualified.
- Delegate activities safely, considering the competence and accountability of the person undertaking them.
- Contribute to agreed service developments, projects and improvements.
- Promote the contribution of Nurse Practitioners and Paramedic Practitioners within general practice.

General Tasks

- Maintain current professional registration and comply with the standards of the appropriate regulatory body.
- Maintain professional competence through continuing professional development, appraisal, supervision and reflective practice.
- Complete all mandatory and statutory training required by the practice.
- Comply with practice policies relating to confidentiality, information governance, safeguarding, infection prevention and control, equality and diversity, health and safety, chaperoning and risk management.
- Maintain the confidentiality and security of patient, staff and practice information.
- Use practice clinical and administrative systems accurately and appropriately.
- Work flexibly across Aspen Medical Practice sites according to service need.
- Attend relevant team, clinical and organisational meetings.
- Treat patients, carers, colleagues and visitors with dignity, respect and fairness.
- Identify and challenge discriminatory practice and promote equitable access to healthcare.
- Undertake any other reasonable duties consistent with the nature and level of the role, following appropriate discussion and training.



Person Specification

Paramedic Practitioner / Nurse Practitioner

Key: A = Application I = Interview R = References E = Essential D=Desirable

Attribute	Essential (E) Desirable (D)		Assessed A, I, R
	E	D	
Qualifications			
Paramedic practitioner or nurse practitioner qualification	E		A
Minor illness course qualification	E		A
Prescribing course qualification	E		A
Full UK driving licence	E		A
Work related Experience			
Previous primary care experience	E		A,I,R
More than 5 years primary care experience		D	A,R
Previous home visiting experience		D	A,I,R
Other Experience and Skills			
Able to see patients in 15–20 minute slots	E		A,I,R
Able to work one EA session per week (day flexible)	E		A,I
Prepared to work visiting sessions	E		A,I
Happy to see patients of all ages (other than neonates)	E		A,I,R
Willing to expand on clinical skills and increase range of patients and conditions seen	E		A,I
Familiar with SystmOne		D	A,I