

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Advanced Nurse Practitioner procedure in the Out of Hours service		Doc. No.	CL047 & OP224
Scope	Operational and Clinical Directorate	Managers and Directors on Call		
Purpose	To provide guidance for safe deployment of Advanced Nurse Practitioners in the Out of Hours service.			
Guidelines	To enable appropriate patient referral to Advanced Nurse Practitioners during the Out of Hours period for Urgent Care Centre and Home Visit consultations.			
PROCEDURE			RESPONSIBILITY	
1	The case MUST be triaged in the DCA Pool.		PC24 Clinician	
2	<u>Urgent Care Centres & Home Visits</u> Advanced Nurse Practitioners can see any clinical priority outside of the exclusion criteria below including emergencies. The patient's record will be marked by the triaging clinician following the DCA as either 'Suitable for ANP' or 'Not suitable for ANP' The dispatcher will then make the relevant referral to Urgent Care Centre/Home Visiting ANP as requested by the Clinician.		PC24 Clinician	
3	Those patients falling within the Exclusion criteria below will not be referred for a nurse appointment Exclusion Criteria • End of Life • Pregnancy • Acute Mental Health where patient is on more than 3 medications (poly pharmacy) • Children under 6 weeks (exception AHCH)		PC24 Clinician	

	Drug and Alcohol dependent where patient is on more than 3 medications (poly pharmacy)	
4	<u>Repeat Prescriptions</u> Advanced Nurse Practitioners can complete any repeat prescription requested with the exception of Controlled Drug requests – Controlled drug requests must be referred to a GP.	Advanced Nurse Practitioner
5	<u>Advice Pool – Not DCA</u> Advanced Nurse Practitioners can complete cases from the Advice Pool outside of the exclusion criteria below including emergencies.	Advanced Nurse Practitioner
6	If an ANP requires a Clinician to Clinician discussion they can contact the Shift Manager who will route the call to an available GP. For patients with deteriorating symptoms that require GP attention – contact the Shift Manager and ask for GP advice with a possibility for a GP to be re-routed to the centre/home visit. (It is not appropriate for patients who are deteriorating to be given a further appointment at a centre where a GP is located) ANP's can directly refer to Medical and Surgical Assessment Units. Should the ANP require further clinical advice they can contact the shift manager and request a clinical discussion with a GP.	PC24 GP/Advanced Nurse Practitioner/ Shift Manager
7	If a case has been passed to an ANP and following the ANP assessment the case needs to be forwarded to a GP for further advice/consultation, the ANP must contact the Shift Manager/Team Leader to advise they need to forward the case to a GP. The ANP must then complete their notes from the patient consultation and forward the case as directed by the Shift Manager/Team Leader. They will then ensure this episode of care is completed by a GP.	Advanced Nurse Practitioner/Shift Manager/Team Leader
8	ANPs should always have access to a GP via telephone/face to face in the event they are required. Should circumstances arise where an ANP is operating without access to a GP escalate immediately to the Manager on Call.	PC24 Shift Manager

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Title		Advanced Nurse Practitioner procedure in the Out of Hours service		Doc. No.	CL047 & OP224
Version		v14			
Supersedes		v13			
Approving Managers/Committee		Head of Out of Hours, Medical Director, Director of Nursing			
Date Ratified		07/01/2016			
Department of Originator		OOH SDU			
Responsible Executive Director		Director of Service Delivery			
Responsible Manager/Support		Head of Out of Hours			
Date Issued		07/01/2016			
Next Review Date		September 2020			
Target Audience		Clinicians / Advanced Nurse Practitioner / Operational Staff			
Version	Date	Control Reason		Accountable Person for this Version	
v1 – v12	Jan 16 – May 19	Previous versions		Head of Service	
v13	04/05/2018	Updated as required		Head of Service	
V14	22/8/2019	Updated exclusion criteria subject to review		Associate Director of Nursing	
Reference documents		Electronic Locations		Locations for Hard Copies	
		Primary Care 24 Intranet / Corporate Policies/ Current SOPS/		Standard Operating Procedures File in the Call Centre.	
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