

HARTLAND SURGERY

PRACTICE NURSE JOB DESCRIPTION

JOB TITLE: PRACTICE NURSE

REPORTS TO: THE PARTNERS (Clinical matters)
THE PRACTICE MANAGER (Non-clinical matters)

HOURS: 21 hours per week. The hours will be 9am-6pm Monday & Thursday and 2pm-6pm on Wednesday however some flexibility will be required to meet the needs of the Practice including some evening and weekend working from time to time and also to cover annual leave and sickness.

SALARY: Negotiable

Job Summary:

The Practice Nurse will work as part of the primary healthcare team providing medical services to the patients of Hartland Surgery. It is accepted that not all clinical skills and competencies may be available on joining the Practice, however training, mentoring and support will be available if agreed to be required.

Job Responsibilities:

Clinical:

- Assist in and perform routine tasks related to patient care as directed by Nurse Practitioner and GPs
- Offer a holistic approach to travel health by providing comprehensive advice to patients prior to travel, including; vaccinations and medicines, safe sex, food hygiene, sun protection
- Offer advice about childhood and adult vaccinations and ensure vaccines are administered under patient group directions
- Manage programmes of care for patients with chronic diseases by planning, providing and evaluating care under agreed guidelines and patient group directions. Maintain disease registers in liaison with administrative staff. Undertake annual review of patients' understanding and ability to self-manage
- Perform/manage/supervise NHS Health Checks
- Perform ECGs
- Contraception including emergency contraception.
- Hypertension Management in line with Practice protocol.
- Request pathology tests, for example urine culture, swabs
- Create, review, disseminate and follow agreed clinical protocols with referral to GPs as appropriate
- Proactively create and manage health promotion programmes by providing holistic assessment and lifestyle advice on diet, smoking, alcohol intake and exercise. Facilitate change
- Triage problems presented opportunistically by patients, dealing with minor illness
- Ensure awareness of statutory and local clinical protection procedures, including systems of referral
- Perform a holistic assessment of patients attending for ear irrigation

- Perform a holistic assessment of patients attending for cervical cytology smear tests
- Perform venepuncture according to local guidelines
- Provide a holistic approach to wound and ulcer management and implement wound care in line with current evidence based guidelines
- Assist GPs with minor surgery
- Perform and supervise suture removal
- Recognise and manage anaphylaxis according to current UK guidelines
- Perform Cardio-pulmonary resuscitation according to current UK guidelines
- Obtain and document informed consent (either verbal or written)
- Ensure infection control guidelines are current, disseminated, applied and maintained
- Monitor and manage maintenance of stock and equipment for all clinical rooms to include refrigeration and emergency equipment
- Where necessary evaluate patient test results in conjunction with the patient and their GP and ensure the appropriate course of treatment is initiated
- Make appropriate referrals to other members of the primary, community and secondary care teams
- Administer child and adult immunisations and vaccinations in accordance with national and local programmes. Be competent in anaphylaxis and resuscitation techniques. Ensure safe storage, rotation and disposals of vaccines and drugs and that adequate stock levels are maintained

Managerial:

- Contribute a nursing perspective to the practice development plan.
- Manage and organise individual patient consultations.
- Identify changes to clinical practice that are required to implement evidence-based guidelines.
- Contribute to the practice achieving its GMS contract and QOF obligations
- Ensure all data protection requirements are met when gathering, recording and storing patient data
- Liaise and maintain good working relationships with all members of the practice team. Work within the multi-disciplinary team within the practice and across the wider health system

Educational:

- Identify and be willing to act upon personal development and training needs in conjunction with the Partners
- Participate in clinical supervision meetings – internal and external, as required
- Support others with their training and development needs
- Participate in continuing education, ensure Registration is current and lawful at all times and maintain a contemporary level of professional knowledge and skills

Personnel:

- Take reasonable care of his/her own safety and that of other persons who may be affected by his/her act or omission.
- Co-operate with the Practice to ensure all members of the team adheres to statutory regulations/policies and codes of practice and departments safety rules.
- Offer innovative ways of working and opportunities to facilitate learning.
- Maintain a caring environment through the support of colleagues

Other tasks will include performing/managing:

- Maintaining hygiene and essential equipment standards in all clinical rooms, stocking and rotating items as required
- Chaperoning and assisting patients who are being examined by another clinician
- Maintaining a high standard of general tidiness and cleanliness in all clinical rooms
- Ordering of Health Promotion Literature in conjunction with Reception Manager
- Ordering of vaccinations to maintain safe and appropriate stock levels
- Proactively participating in administrative systems in the Practice
- Maintaining accurate and appropriately coded records at all times
- Attend and participating in Practice meetings when required, and disseminating key information and learning to your team
- Undertaking occasional home visits when required
- Willingness to undertake any other delegated duties appropriate to the post

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in a regular individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality:

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources.

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members in own and wider team
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

The post-holder will:

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.

Person Specification: Practice Nurse

Qualifications	Essential	Desirable
Adult Nursing Qualification degree/diploma	✓	
Current NMC registration	✓	
Accredited training in chronic disease management		✓
Cervical cytology qualification		✓
Experience	Essential	Desirable
Working in a primary care environment		✓
Management of patients with Chronic Diseases		✓
Competent to initiate Insulin		✓
Working independently	✓	
Basic life support skills	✓	
Anaphylaxis Training	✓	
Up to date training in childhood immunisations		✓
Health promotion		✓
Family planning		✓
Working with clinical system (SystmOne)		✓
Knowledge	Essential	Desirable
Knowledge of clinical governance	✓	
Knowledge of clinical audit	✓	
Effective communication skills	✓	
Clinical practice nursing skills	✓	
Skills and behaviours	Essential	Desirable
Excellent planning, organising and time management skills	✓	
Ability to perform under pressure	✓	
Flexible and adaptive to change	✓	
Motivated and enthusiastic	✓	
Compassionate and understanding	✓	
Willingness to undergo education and training for personal and practice development	✓	
Good I.T skills	✓	
Good team worker	✓	