

JOB DESCRIPTION

Job title: Practice Nurse

Hours of work: 37.5

Reports to: Relevant Team Lead

Location: Hillcrest Surgery, Forge Road Surgery, Borrass Park Surgery and community settings as required.

Contract type: Permanent

Salary: £37,262

Benefits & perks: Learning and development opportunities, staff socials, and more.

OUR VALUES

Community Care Collaborative CIC is a social enterprise that works collaboratively with people, statutory agencies and voluntary and community groups to deliver a non-traditional model of primary care that provides for the social, emotional and medical requirements of people at the point of need.

JOB SUMMARY

The Practice Nurse will work to provide a high standard of nursing care for all registered patients. Their duties will include all tasks traditionally undertaken by an RGN and in addition, any roles agreed between the clinical teams as appropriate.

To fulfil an integral role in Community Care Collaborative, the Practice Nurse must be proactive and flexible with the ability to follow protocols and procedures to meet the individual needs of the practice and the registered population. In addition to being professionally accountable to the NMC, the Practice Nurse must take personal responsibility and accountability for their words, deeds, actions and the quality of the service they deliver.

KEY RESPONSIBILITIES

Clinical Responsibilities

- To work within the standards set out within the Nursing and Midwifery Council (NMC) Code: Professional Standards of Practice Behaviour for Nurses and Midwives.
- To assess patients with complex healthcare needs and develop appropriate care plans.
- To communicate effectively and build therapeutic relationships with patients, relatives, carers and professional partners to ensure patient care is focal and managed effectively.
- To understand the implications of the Mental Capacity Act and act to assess capacity as appropriate.
- To demonstrate a range of highly developed clinical skills including dexterity and accuracy for intravenous injections, syringe pumps, insertion of catheters and remove of sutures.
**This list is not exhaustive.*
- To manage own caseload and assess, plan, implement and evaluate nursing care programmes in a practice setting.
- To oversee the planning implementation and evaluation of programmes of care for individual patients.
- To coordinate with other providers, where appropriate, regarding care provision.
- To monitor and maintain standards of care.
- To recognise and appropriately address risk factors to patients and carers within their healthcare setting, and develop risk reduction strategies where appropriate.
- To recognise, record and report all changes in the patient's condition to the appropriate professional at the earliest opportunity.
- To report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the required timescales, including safeguarding.
- To support patients to adopt health promotion activities through social prescribing.
- To promote healthy lifestyles and support patients to apply principles of self-care and management.
- To work to prevent adverse effects on health and wellbeing.
- To provide assurance on quality care delivery through audit reports and organisational performance data.

Leadership & Management Responsibilities

- To maintain and promote effective working relationships with staff at all levels, internal and external across the Wrexham Borough.
- To cultivate an environment of shared learning and a willingness to guide nursing staff in the appropriate and timely care of patients.

Information Governance & Data Responsibilities

- To collect, input and store accurate and up to date patient information on digital record system (EMIS or similar).
- To complete activity data using CCC agreed data collection sets.

Policy and Service Development Responsibilities

- To work to agreed organisational standards and standard operating procedures.
- To maintain CCC standards of clinical governance.
- To maintain standards of practice.
- To support the implementation and audit of policies, protocol and pathways, facilitating change in practice which will improve clinical outcomes and meet the needs of patients, relatives and carers.

Research and Development Responsibilities

- To work collaboratively with CCC clinical teams to develop further expertise in developing individual and team research skills and future evidence based nursing practice.
- To contribute towards the audit process and policy formation.

Safeguarding Responsibilities

- To comply with CCC's Safeguarding Children Policy and standard operating procedures to safeguard vulnerable children up to 18 years, this includes the Protocol for Children Who Do Not Attend Clinics, fulfilling your role as defined in these documents.
- To know about the range of physical abuse, emotional abuse, neglect and sexual abuse.
- To be able to recognise the signs of abuse appropriate to role and what action to take.
- To be able to seek advice and report concerns, ensuring that they are listened to.
- To know what to do if concerned that a child is being abused.
- To understand the importance of sharing information, how it can help and the dangers of not sharing information.

Freedom to Act

- To work within clearly defined organisational policies and procedures. Work will be managed and assessed at agreed intervals.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated to Practice Nurses. They are subject to modification in light of changing service demands and the development requirements of the individual.

SPECIAL CONDITIONS

Health and Safety

As a member of the Community Care Collaborative team, the Practice Nurse has the following duties:

- Legal duties and responsibilities under Health and Safety legislation in addition to a general duty to work safely and not to put others at risk, e.g. patients, visitors and colleagues as a result of any activity or omission at work.
- A duty to report any practice that they consider compromises standards of risk and health and safety. The Whistleblowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

Safeguarding

All Community Care Collaborative staff that have contact with patients, their families or systems to support them have a responsibility to safeguard and promote the welfare of children, adults and vulnerable families.

All Community Care Collaborative staff employed within clinical environments who have contact with children, vulnerable adults, patients and their families must familiarise themselves and be aware of their responsibilities and adhere to Local Safeguarding Children's Board and Local Safeguarding Adult Board procedures for safeguarding and protecting children and vulnerable adults.

Data Protection

The Community Care Collaborative places great emphasis on the need for the strictest confidentiality in respect of personal data – both that of patients and staff. All information about people will be treated in the strictest confidence at all times. Breaches of confidentiality will be investigated and may lead to disciplinary action being taken.

The Community Care Collaborative views its responsibility under the Data Protection Act 2018 and the Caldicott Principles as central to all activities that are carried out in its name. Staff are therefore expected to acquaint themselves with the principles of Information Governance and to complete the mandated training modules.

Promoting Equality and Reducing Inequalities

All members of the Community Care Collaborative team must:

- Understand and uphold organisational policies and principles on the everyday promotion of equality, diversity and inclusion.
- Create an inclusive working environment which values a variety of ideas, experience and practice, where differences are respected and celebrated for the benefit of our patients and ourselves.

PERSON SPECIFICATION

Expected Behaviours

The Practice Nurse is expected to:

- Value and respect our patients and colleagues
- Act at all times in a manner which illustrates compassion, respect for privacy, dignity and confidentiality
- Be a positive ambassador for the Community Care Collaborative
- Support and engage in the aims of the Community Care Collaborative
- Be proactive and participate in the development and improvement of our services
- Demonstrate high standards of personal conduct in accordance with the NMC guidelines/Code of Professional Conduct
- Uphold the Community Care Collaborative's commitment to equality and diversity
- Take personal responsibility and be accountable for their words, deeds, actions and the quality of the service they deliver

Skill Requirements

Method of Assessment: 'A' Application Form, 'C' Certificate, 'I' Interview, 'R' Reference, 'T' Test/Presentation

Description	Essential	Desirable	Assessment
Education/Qualifications	Registered Nurse with current NMC registration MSc Advanced Practice Portfolio of evidence demonstrating experience in the community nursing setting. Evidence of ongoing professional study and personal development	Nurse Prescriber or Independent Prescriber, or commitment to work towards qualification.	A/I/C A/I/C A/I/C A/I/C A/I/C
Knowledge & Experience	Awareness of local and national targets, policies and guidelines Experience of long term conditions and management of chronic diseases Tissue viability, complex wound care Experience of effective leadership, practice development, expertise and innovation in clinical practice Experience of managing complex and competing issues, remaining calm under pressure Experience of nurse triage, including telephone triage		A/I A/I A/I A/I A/I A/I
Skills and abilities	Specialist knowledge and understanding of current issues relating to primary care, community nursing, social care and integration		A/I

	Specialist skills in initial assessment Strong leadership and management skills Excellent communication skills with the ability to present all work in a clear and concise manner appropriate to the target audience. Ability to manage conflict, effective negotiation skills IT competent		A/I A/I A/I A/I A/I
Work related circumstances	Commitment to own professional development, acknowledging individual limitations Demonstrate personal and professional pride in nursing Full driving license or access to assisted driver - required to travel to different locations across the portfolio		A/I A/I A/I