JOB DESCRIPTION

## JOB TITLE: PRACTICE NURSE

**REPORTS TO: GP PARTNERS (Clinically)**

 **THE PRACTICE MANAGER (Administratively)**

**HOURS: 20 hours per week over approximately 3 days**

**MAIN PLACE OF WORK: 27 Beaumont Street Medical Practice (work may be required in other**

 **Locations as agreed)**

**Job summary:**

To provide high quality, professional care for our patients to include treatment, preventative care, screening, health promotion and proactive independent chronic disease management, taking a lead on the management of patients with respiratory illness.

**Job responsibilities**

Clinical Responsibilities:

* Provide independent chronic disease management for long term conditions, in particular a special interest in Asthma and COPD but also to include diabetes, coronary heart disease and hypertension according to agreed protocols in co-operation with the other practice staff.
* Provide routine nursing care to practice patients eg, wound and ulcer dressings, stitch removal, cervical cytology, ECGs, blood and other samples, contraceptive advice and travel advice.
* Provide routine vaccinations and immunisation to both adults and childrens (including babies), leading on the organisational management of these programmes and liaising with relevant colleagues both internal and external.
* Provide general and specific health promotion screenings to the practice patients (within agreed protocols)
* To work with the admin staff to construct and maintain robust call and recall systems for chronic disease, immunisations and disease prevention care programmes.
* To provide leadership and support in the relevant practice services e.g. Locally Commissioned Services (LCS), DES and other incentive schemes.

Non-Clinical Responsibilities:

* Work alongside other members of the nursing team taking responsibility for specific and agreed areas of organisational and management responsibility which may include

	+ Vaccine and Supplies Management
	+ Equipment Checking and Safety to include Emergency Equipment and Medications.
	+ PGD implementation and monitoring.
* Work with alongside other practice staff (including Practice Manager, Lead Receptionist and Data Manager) contributing to the development of practice policies.
* Contribute to the planning, development and implementation of specific projects and nursing services alongside the wider team.
* Assist with the implementation, monitoring and quality of enhanced services, where relevant to

the nursing team or as requested.

* Contribute to the development and performance of a cohesive and effective team with good cross team communication.
* Actively promote the workplace as a learning environment, encouraging everyone to learn from each

other and from external good practice.

**Infection Control & Health & Safety**

Contribute to the range of activities related to infection control which may include taking on areas of responsibility for development, review, implementation and monitoring (via regular audit) of Infection Control Policy and input into practice Health & Safety Policy.

* Contribute to organisation and delivery of training for all staff involved in specimen handling (including safe collection, labelling, storage and transport) and use of sharps (including training use, storage and disposal).
* Contribute to management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and ongoing correct usage by staff
* Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes including hand hygiene, use of PPE and COVID 19 specific guidelines.
* Participate in the monitoring of practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment and staff adhering to guidance, identifying and resolving issues that arise.
* Ensure other areas of health and safety policy regularly reviewed and adhered to including, but not limited to:
	+ Waste management including collection, handling, segregation, container management, storage and collection
	+ Spillage control procedures, management and training
	+ Decontamination control procedures, management and training, and equipment maintenance

Teaching, Training and Research:

* Ensure that all required training is completed and documented and updated at appropriate intervals.
* Take responsibility for: own development, learning and performance, including participating in clinical supervision and training as necessary to update skills and knowledge.
* Ensure that all requirements are met for personal revalidation and guide other members of the team to ensure that each team member meets the expected revalidation requirements
* Participation and organisation of educational and training events at the Practice.
* Participation in the induction of new staff, students and other attached professionals as necessary.
* Facilitate and participate nursing team involvement as required in any research projects within the practice and run specific research projects in conjunction with other practice staff, assisting the practice in fulfilling its role within the Thames Valley Primary Care Research Network.

Teamwork

* Work as an effective and responsible team leader taking responsibility for workload and time management whilst supporting others and the wider team, in a flexible and approachable manner.
* Understand own role and scope within the organisation and identify how this may develop over time.
* Participate in team activities that create opportunities to improve patient care.
* Ensure clear understanding of and appropriate utilisation of services and referral mechanisms and

Policies to meet patient need.

* Participate in regular Practice Nurse Team meetings to ensure time for supervision, and support with

Revalidation and regular attendance at weekly practice Clinical Meetings.

**Professional Responsibilities**

### *Administrative and professional responsibilities*

* Ensure accurate notes of all consultations and treatments are recorded in the patients’ notes on the clinical computer system as appropriate and that necessary documentation and referrals completed.

# *Communication with Other Professionals*

* Maintain effective communication with other outside agencies and staff concerned with patient care, in particular but not limited to Childhood Immunisations, Health Visitors, Midwives, Oxfordshire County Council Public Health.
* Recognise the importance of effective communication with patients and within the practice team ensuring effective communication with patients, carers and other team members.

*Confidentiality*

* Act in accordance with professional and business requirements with regards to confidentiality recognising the sensitive data that is held in regard to patients, showing an understanding of GDPR
* Identify any breaches in confidentiality of data, accidental or otherwise, in respect of confidentiality and take appropriate steps, including reporting to the Practice Manager.

*Equality and diversity*

* Support the quality, diversity and rights of patients, carers and colleagues, acting in a way that recognizes the importance of people’s rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation

*Quality and Safety*

* Practice in accordance with recognised national and international guidelines, with reference to the best available evidence.
* 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, identifying and reporting Serious Adverse Events, Acting on MHRA and Safety Alerts, Undertaking Clinical Audit and responding to any complaints.

# *Professional development*

* Invest in and maintain education by attendance at courses and study days as deemed necessary by the practice for professional development including courses that accord to the NMC Competency Framework and any refreshers that ensure our clinical governance.
* Demonstrate responsibility for own learning whilst understanding your preferred learning style and thus working to best effect.
* Participation in an annual individual performance review and appraisal, taking responsibility for activities towards revalidation as required by the relevant legislation as well as updating mandatory learning, whilst focussing on personnel and professional development

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|  | Essential Criteria | Desirable Criteria |
| QUALIFICATIONS | • Registered General Nurse with current NMC registration• A demonstrable commitment to professional development | • Recognised qualification to diploma level orequivalent for Asthma & COPD (or workingtowards)• Family Planning qualification• Experience in Primary Care/GP |
| KNOWLEDGE,SKILLS &UNDERSTANDING | • Competency in basic nursing duties required for the post• Specific nursing skills/qualifications relevant to the post, includingcervical cytology, wound care, childhood immunisations, travelclinic and smoking cessation• Excellent communication and interpersonal skills• Knowledge and understanding of the range of primary care andcommunity services• Willingness to contribute to multi-professional working• Ability to work well within a Practice team• Experience of QOF and Asthma/COPD chronic disease management | • Knowledge of IT clinical systems (EMIS)• Knowledge of Microsoft Office software• Understanding of the principles of audit• Other chronic disease management |
| EXPERIENCE | • Experience of working in accordance with the NMC Code ofProfessional Conduct (2015) and The Scope of ProfessionalPractice (1992)• Experience of dealing with the public/patients• Leadership and management experience | • Commitment to professional development & peergroup learning |
| QUALITIES &ATTRIBUTES | • Able to demonstrate enthusiasm to develop nursing skills• An understanding, acceptance and adherence to the need for strictconfidentiality• Ability to use own judgement, resourcefulness and common sense• Ability to work without direct supervision and determine ownworkload priorities• Ability to work as part of an integrated multi-skilled team• Pleasant and articulate• Able to work under pressure and in a changing environment• Able to use own initiative |  |
| OTHER | • Flexibility to work Extended Hours (rota basis)• Flexibility of working hours/ability to work at the desired time | • Car driver/clean licence• An interest in teaching/mentoring |
| HEALTH & SAFETY | • The post-holder will contribute to a full range ofpromotion and management of their own and others’ health andsafety and infection control, as defined by national standards andthe practice Health & Safety Policy, the practice Health & SafetyManual, and the practice Infection Control policy and per job description |  |