**JOB DESCRIPTION**

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| **Title** | Practice Nurse  |
| **Hours** | 25.5 hours per week (3 days) |
| **Managed by** | Operations Manager |
| **Accountable to** | Practice Partners |
| **Salary Scale** | £27,000 - £33,000 per annum, pro rata dependent on skills, experience, and qualifications *Inflationary pay increase pending from 1st April 2022**We do not use Agenda for Change pay structure* |
| **Contract**  | PermanentSubject to 6 month probation period |
| **Role** | To be a member of the nursing team, undertaking appointments to provide relevant health care to the patient population, within the guidelines of practice policy and the remit of the NMC code of professional conduct. |

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| ***Key Skills Required*** | ***Personal Qualities Required*** |
| *Appropriately qualified and registered* | *Enthusiasm and motivation* |
| *Experience in primary care desirable* | *Ability to learn quickly* |
| *Organised and Methodical* | *Good Communication*  |
| *Computer Literate* | *Ability to work unsupervised* |
| *An interest in disease prevention and the health of young people would be useful* | *Initiative* |

**About the Post**

**\*\*We are ideally looking for an experienced practice nurse. Consideration would be given to inexperienced candidates who are keen to learn, have a good attitude to work and willing to study in their own time\*\***

* The successful applicant must be a Registered Nurse. They will undertake a variety of appointment clinics. No experience necessary within a primary care setting is needed, but it is desirable. An interest in a young population is essential. The successful candidate must have the ability to work on their own initiative.
* Asthma, contraception and cervical screening are areas of large clinical need within our practice. All nurses will need to be trained in these specialist fields if not already – full training and support for development within these areas can be provided.
* The appointed nurse will be expected to participate in ongoing training programmes both for general nursing and around procedures guided by patient group directives.
* The position requires some flexibility to cover for sickness and study leave entitlements of colleagues.
* Due to our peak (university term time) and trough (university vacation) workload, annual leave is not permitted during university term-time unless by special arrangement.

**Duties and Responsibilities**

* To work within a team providing a variety of nursing services to patients. The practice has a large patient population with many of them being students under the age of 25
* To perform diagnostic and screening checks-under the direction of doctors and according to practice protocols
* To give immunisations and therapeutic injections and be prepared to act appropriately in the event of any reactions to such procedures; ie child immunisations, B12 injections, routine adult injections, follow up travel immunisations etc
* To carry out ECGs, phlebotomy, dressings, ear syringing
* To evaluate minor illness within strict guidelines of practice protocols under supervision of the urgent doctor
* To undertake cervical screening and swab taking
* Participate in covid vaccination clinics (onsite and offsite) as demand requires
* To support the care given by other clinical professionals
* To carry out treatments prescribed by the medical staff
* To work within guidelines of practice protocols and PGDs within remit of clinical role and under direct supervision of a GP in the building
* To keep accurate computer and paper records of all patient contact
* To undertake a variety of administrative duties for maintaining and acquiring stock and equipment
* To participate in such other duties and responsibilities as may from time to time be reasonably assigned

**Benefits include**

* Free parking
* NHS pension scheme
* Study leave/training budget
* Comprehensive induction
* Occupational sick pay scheme
* 4 weeks annual leave (rising to 5 weeks annual leave after 2 years service) + bank

holidays (pro rata)

**Interviews: Asap**

**Start date: Asap**