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| Title: | Practice Nurse – General Practice |
| Responsible To: | All Practice Partners and Nurse Manager (clinically)  Operations Manager (administratively) |

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| Job Summary: |
| * To provide and maintain a high professional standard of nursing care in adherence to all Practice protocols / policies and guidelines, as well as to provide nursing assistance to the GPs and other members of the primary healthcare team. * The role of the Practice nurse needs to be flexible in line with the present atmosphere for change within the health service delivery. It is essential that the nurse will work within own level of competency and expand her / his role in accordance with practice requirements and own scope of practice. |

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| Job Responsibilities: |
| * To assist and perform routine nursing tasks related to patient care as directed and agreed with senior nursing staff and GP’s. * To provide essential treatment duties such as routine BP checks, 24 hour BP monitoring, new patient assessments, BMI and lifestyle advice including smoking cessation advice. * To provide holistic assessment of wounds and implement wound care in line with current evidence based guidelines, inclusive of the treatment of minor traumatic wounds within own level of competency. * Offer advice about childhood and adult immunisations and ensure vaccines / injections are administrated under patient group directives or individual prescription. * To undertake the collection of pathological and microbiology specimens including venepuncture, swabs and urine culture in line with local guidelines. * Perform a holistic assessment of patients attending for relevant investigatory procedures such as cervical cytology, ECG, and Doppler’s following training and in line with local guidelines. * To undertake suture and clip removal. * To provide general health promotion education, advice on national screening programmes and guide / refer patients to appropriate services or other health professionals as deemed appropriate. * To work independently, supported by the clinical team within the practice they will deliver diabetes care within the boundaries of their role, focusing upon supporting patients to be healthy, monitoring of long-term conditions i.e. diabetes, health prevention and reviewing screening activities * To be able to provide appropriate self-care advice for patients presenting with minor illness within own level of competency and referring to a GP where appropriate. * Chaperone and assist patients where appropriate who are being examined by another clinician. * To assist GPs with minor surgery and well women procedures. * Offer a holistic approach to travel health by providing comprehensive advice to patients prior to travel including relevant vaccination within own level of competency. * Provide contraception advice and sexual health guidance. Undertaking annual contraceptive reviews and injections in line with practice policies. * To maintain effective infection control measures in line with local guidelines and practice policy. * To be able to recognise and manage anaphylaxis, according to the current UK Resuscitation Council guidelines. * To be able to perform Cardio-pulmonary resuscitation and the correct use of Automated Defibrillation following training, according to the current UK Resuscitation Council guidelines. * Ensure safe storage, rotation and disposal of vaccines and medication. Assist in the completion of monthly stock take and support the cost-effective use of disposable items. * Maintain adequate stock within the treatment room and assist with the re-stocking of other clinical rooms as required. * To participate in developments within the practice and support QOF requirements. * Work in accordance with NMC The Code for Nurses and Midwives (2015). * Ensure accurate notes of all consultations and treatments are recorded in the patient’s notes and on computers, as per NMC guidelines. * Attend and participate in practice meetings as required. * Awareness of statutory protection procedures including referral and recognition of signs and symptoms of child abuse. * Awareness of referral mechanisms for mental health issues, family violence, vulnerable adults and addictive behaviours. * Actively take part in mandatory and internal / external training as requested. * Adhere to and follow all policies and protocols as listed in the Staff Handbook and contract.   **Confidentiality:**   * As per both Government legislation and Practice policies ensure that all confidentiality, data protection and information governance policies and guidelines are followed and strictly adhered to. Reporting any infringements to the Operations Office immediately.   **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, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will 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 * Actively reporting of health and safety hazards and infection hazards immediately when recognised * Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder’s role * Undertaking periodic infection control training (minimum annually) * Reporting potential risks identified * Demonstrate due regard for safeguarding and promoting the welfare of children. * 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 recognizes 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 an annual staff performance review. * 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. * Lead on induction and training of new staff at site * 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 patient’s needs. * Effectively manage own time, workload and resources.   **Communication/Information:**  The post-holder should recognize the importance of effective communication within the practice and m/team and will strive to:   * Communicate effectively with other team members. * Communicate effectively with patients and carers. * Recognize 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   **Any other delegated duties considered appropriate to the post.**  This job description is not intended to be exhaustive, but to indicate the main areas of responsibility. It may be changed after consultation with the post holder. The employee shares with the employer, the responsibility for review and modification of duties. Suggestions and discussions are welcome.  Policies and Procedures - the duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Practice, which may be amended from time to time. You are required to be flexible and the practice reserves the right to alter such fixed hours as may be considered necessary to ensure the surgery runs smoothly.  Business operates between the hours of 0700 – 2100 hours Monday to Friday (0800 – 1300 Saturday), with possible requirement for some future evening and weekend working as the business develops.  **Special requirements of the post:**   1. Registered general nurse 2. Membership of a professional body 3. Full indemnity insurance 4. To engage in clinical supervision and appraisal |

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| **Person Specification** |

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge** | Understands the importance of evidence based practice and clinical effectiveness | Previous experience of electronic recording, storage and interpretation |
| Understands principles of clinical  Governance | Understands principles of audit |
| Ability to make good medical notes | Understands the principles of risk management |
| **Skills** | Assist in and perform routine tasks related to patient care as directed by senior nursing staff and GPs | Interest in chronic disease i.e. diabetes, hypertension, spirometry, coronary heart disease |
| Wound care | Travel clinic |
| Removal of sutures / staples | Routine immunisations / childhood immunisations |
| New patient medicals / urinalysis | Assisting GP’s with minor surgery |
| ECG’s | Women’s health i.e. cervical cytology, contraception, assisting with coil fitting |
| Venepuncture | Doppler studies / ulcer care |
| Chaperoning and assisting patients where appropriate who are being examined by another clinician | Competent in use of SystmOne |
| Requesting pathology tests | Commitment to electronic medicine |
| Treat patients with sensitivity and personal understanding |  |
| Generates safe / understanding atmosphere |  |
| Ability to use computer on a daily basis for email and Microsoft programmes |  |
| Previous experience of GP clinical systems |  |
| Following agreed clinical protocols with referral to GP’s as appropriate |  |
| **Experience** |  | Experience of working as a practice nurse / community nurse. |
|  | Post graduate experience in one or more areas of chronic disease |
| **Qualifications** | Registered (first level) nurse | Post graduate diploma or degree relating to primary care |
| Registration with NMC |  |
| **Other** | Understanding of when to seek assistance |  |
| Fluency in written and spoken English |  |
| Good communication skills |  |
| Commitment to continuing professional development |  |
| Enhanced CRB clearance |  |
| Occupational health clearance |  |