

JOB DESCRIPTION & PERSON SPECIFICATION



JOB TITLE: PRACTICE NURSE

REPORTS TO: THE PARTNERS (Clinically)
PRACTICE MANAGER (Administratively)

HOURS: 16-24 hours per week

DESCRIPTION

To provide and maintain a high standard of nursing care for patients as well as providing nursing assistance to the doctors and other members of the Practice team. The duties will include all tasks normally undertaken by an experienced RGN and in addition any roles agreed between the nurse and the doctors as appropriate, having regard to current training.

RESPONSIBILITIES

Patient Care

- Deliver chronic disease management clinics in accordance with the requirements of the GMS contract
- Provide contraceptive advice and services, including pill checks and Depo Provera
- Run well person clinics and health promotion programmes, facilitating change by providing holistic assessment and lifestyle advice on diet, smoking, alcohol intake and exercise
- Assessing problems presented opportunistically by patients, dealing with minor illness
- Assist patients to identify their health needs
- Perform all treatment room procedures
- Provide new patient medicals/urinalysis
- Perform a holistic assessment of patients attending for cervical cytology smear tests and wound management/care, in line with current evidence based guidelines
- Recognise signs and symptoms of child abuse
- Recognise and manage anaphylaxis according to current UK guidelines
- Perform Cardio-pulmonary resuscitation according to current UK guidelines
- Manage and organise individual patient consultations

Team Work & Communication

- Communicate and work effectively with other team members, patients, carers and other professionals to meet the needs of the patient
- Recognize the needs for alternative methods of communication and respond accordingly
- Maintain good relationships with colleagues, patients, carers and other professionals
- Participate in the training of FY2 and medical students
- Maintain a caring environment through the support of colleagues
- Adhere to practice policies to ensure all members of the team adhere to statutory regulations, codes of practice and departments safety rules
- Support others with their training and development needs
- 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

Administration, Quality & Risk Management

- Document consultations according to NMC guidelines
- Ensure awareness of statutory and local clinical protection procedures, including systems of referral.
- Contribute to the assessment of service needs
- Contribute a nursing perspective to the Practice development plan
- Ensure infection control guidelines are maintained
- Monitor and manage maintenance of stock and equipment to include refrigeration, centrifuge and emergency equipment
- Attend clinical and staff meetings
- Participate in audit and quality/performance management
- Alert other team members to issues of quality and risk
- Effectively manage own time, workload and resources

Personal & Professional Development

- Assess own performance and take accountability for own actions, either directly or under supervision
- Take responsibility for own development, learning and performance, and demonstrate skills and activities to others who are undertaking similar work
- Participate in annual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Identify personal development and training needs in conjunction with Partners/Practice Manager
- Participate in clinical supervision
- Participate in continuing education and maintain a contemporary level of professional knowledge and skills, including revalidation as required
- Offer innovative ways of working and opportunities to facilitate learning

Equality & Diversity

- Support the equality, diversity and rights of patients, carers, colleagues and other professionals
- Act 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
- Behave in a manner which is welcoming to the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

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

- Use of personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory/contractual /professional requirements, and good practice guidelines
- Responsibility for the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and ongoing correct usage by staff
- Responsible for hand hygiene across the practice
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- 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
- Monitoring 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. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal
- Use of appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Active identification, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum twice annually)
- Routine management of own team / team areas, and maintenance of work space standards
- 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
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

PERSON SPECIFICATION

Practice Nurse

Qualifications & Training	Essential	Desirable
Registered nurse with current NMC registration and active PIN	✓	
Minimum 2 years' experience post registration	✓	
Post-registration study in topics allied to general practice		✓
Chronic disease management qualifications		✓
Competence to undertake Asthma and COPD clinics/reviews with relevant certification		✓
Competence to undertake Diabetic clinics/reviews with relevant certification		✓
Evidence of appropriate knowledge base	✓	
Demonstrate an understanding of audit	✓	
Understanding of health & safety issues	✓	
Basic/Advanced certificate of Life Support	✓	
Undertaken mentorship training		✓
Prescribing qualification or willingness to undertake training	✓	

Skills & Knowledge	Essential	Desirable
Evidence of clinical skills and experience in treatment room consultation, phlebotomy, ECG recording, screening, management of long term conditions, injections, dressing and wound care	✓	
Willingness to learn and acquire new skills	✓	
Problem solving and decision making skills	✓	
Understanding of the wider detriments of health, including, social, economic and environmental factors and their impact on communities.	✓	
Knowledge of IT systems, including ability to use word processing skills, emails and the internet to create simple plans and reports	✓	
Awareness of the NHS Long Term Plan and Transforming Nursing Plan to develop a general practice nursing role for the future		✓

Experience	Essential	Desirable
Experience of working in adult health	✓	
Experience of working in a community development context, social care, learning support or public health/health improvement		✓
Experience of supporting people, their families and carers in a related role		✓
Experience of working in primary care		✓
Experience of partnership/collaborative working and of building relationships across a variety of organisations		✓

Personal Attributes & Qualities	Essential	Desirable
Able to listen, empathise with people and provide person centred support in a non-judgemental way	✓	
Able to get along with people from all backgrounds and communities, respecting lifestyles and diversity	✓	
Able to support people in a way that inspires trust and confidence, motivating others to reach their potential	✓	
Able to communicate effectively, both verbally and in writing, with people, their families, carers, community groups, partner agencies and stakeholders	✓	
Able to identify risk and assess/manage risk when working with others	✓	
Able to work from an asset based approach, building on existing community and personal assets	✓	
Able to provide leadership and finish work tasks	✓	
Able to maintain effective working relationships and to promote collaborative practice with all colleagues	✓	
Commitment to collaborative working with all local agencies (including local health networks, voluntary organisations and community groups)	✓	
Demonstrate personal accountability, emotional resilience and work well under pressure	✓	
Able to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines	✓	
High level of written and verbal communication skills	✓	
Able to work flexibly and enthusiastically within a team or on own initiative	✓	
Knowledge of, and ability to work to policies and procedures, including confidentiality, safeguarding, information governance and health and safety	✓	