

JOB DESCRIPTION

This job description is provided only as a guide to the work you are normally required to perform and does not form part of your contract of employment.

ROLE TITLE: Practice Nurse

REPORTS TO: Practice Nurse Lead (Clinically)
Business Practice Manager (Administratively)

ACCOUNTABLE TO: Partners

Job purpose:

The post holder will deliver quality nursing services for patients. They will plan, implement and evaluate care working collaboratively within the general practice team, embracing an educational and supportive role for patients and clinical team members.

Job responsibilities:

MAIN DUTIES AND RESPONSIBILITIES

Clinical responsibilities:

- Support the GPs as and when required and requested in line with clinical need.
- Exercise a high degree of professional/personal autonomy and critical judgement.
- Have proven skills in assessment, prioritisation and management of patients.
- Use contacts as an opportunity to promote health education approaches/promote healthy lifestyles and self-care as appropriate.
- Deliver quality clinical interventions at all times using appropriate holistic care models.
- Provide chronic disease management clinics in line with current protocols and best practice.
- Provide anticoagulation monitoring clinics to our patients.
- Provide quality treatment room services to include:
 - Dressings
 - Sexual health services including oral and injectable contraception review
 - Vitamin B12
 - Childhood immunisations
 - Adult immunisation
 - Ear syringing
 - Urinalysis
 - Suture removal
 - Travel Clinic
 - Cervical smears

- Be willing to undertake further training required of the role as and when identified and required to develop personal competencies and role development.
- Support the Practice with all enhanced services to ensure the best clinical outcomes for patients.

Other tasks including:

- Clean and sterilise equipment as directed by Lead PN
- Maintaining and cleaning equipment used by the nurses and GPs
- Maintaining GP and nurses' rooms, stocking and rotating items as required
- Chaperoning and assisting patients who are being examined by another clinician
- Undertake housekeeping duties including, general tidiness and cleanliness of nurses and treatment rooms
- Participation in administrative systems in the practice
- At all times there will be a need to maintain accurate records
- A duty to advise senior nurses of potential problems or errors within the range of assigned tasks
- Attend and participate in any practice meetings when required.
- Any other delegated duties appropriate to the post.

Special Requirements of the Post

- An understanding, acceptance and adherence to the need for strict confidentiality
- Ability to use own judgment, resourcefulness and common sense
- A commitment to maintain a high professional standard of nursing care and keep up to date with all aspects of nursing care relevant to the post
- A commitment to ensure all Health and Safety requirements and Infection Control measures are met and to report any problems to the Lead PN and/or practice manager
- A commitment to the effective use of practice and NHS resources
- An awareness of own limitations and experience
- To work only in accordance with the UKCC Code of Conduct and within the scope of professional practice
- To have a written professional development plan and to maintain an up to date portfolio which meets the requirements of registration with the UKCC
- Cooperate with annual appraisal meetings
- Membership of the RCN

Communication:

- Communicate effectively with other practice and team members.
- Communicate effectively with patients and carers.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Develop communication networks with all members of the multidisciplinary team with the practice.
- Develop communications network with other providers of care, including social services and the voluntary sector.

Knowledge, skills and behaviours

Essential

Registered General Nurse

Minimum of 3 years' post qualification nursing experience

Practical experience of most/all areas of work identified under key results areas, including cervical cytology, childhood immunisations, travel immunisations, family planning, phlebotomy, wound care, spirometry etc

Confident of own knowledge base, awareness of learning needs and seeks guidance when appropriate

Able to critically review and communicate clinical information both to patients and professionals

Able to organise and manage own workload

Knowledge and practical experience of QOF

Experience of stock control/treatment room management

Knowledge and understanding of Read codes and their importance within general practice.

Understanding of Primary Care developments and future initiatives within the NHS.

Clean driving licence (post-holder will be required to work from all 3 sites)

IT skills (Word processing, email and internet as minimum).

Positive attitude, problem solving approach.

To have flexibility regarding hours and responsibilities commensurate with this role

Desirable

Minimum of 3 years' experience of working in a primary care setting

Experience of Chronic disease management within general practice

Experience of anticoagulation monitoring.

Practical experience of SystmOne clinical system, including use of templates

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
- Complete all relevant training to comply with the practice's GDPR policies

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

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:

- Maintaining continued education through attendance at any courses and/or study days necessary to ensure that NMC professional development requirements for revalidation are met, and participate in any training programme implemented by the Practice as part of this employment.
- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
- Act as a positive role model and support members of the nursing/HCA team to undertake mandatory and statutory training
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice

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
- 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 patients' needs
- Effectively manage own time, workload and resources

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with Partners and external agencies
- Communicate effectively with other team members within the Practice and externally within PCN
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

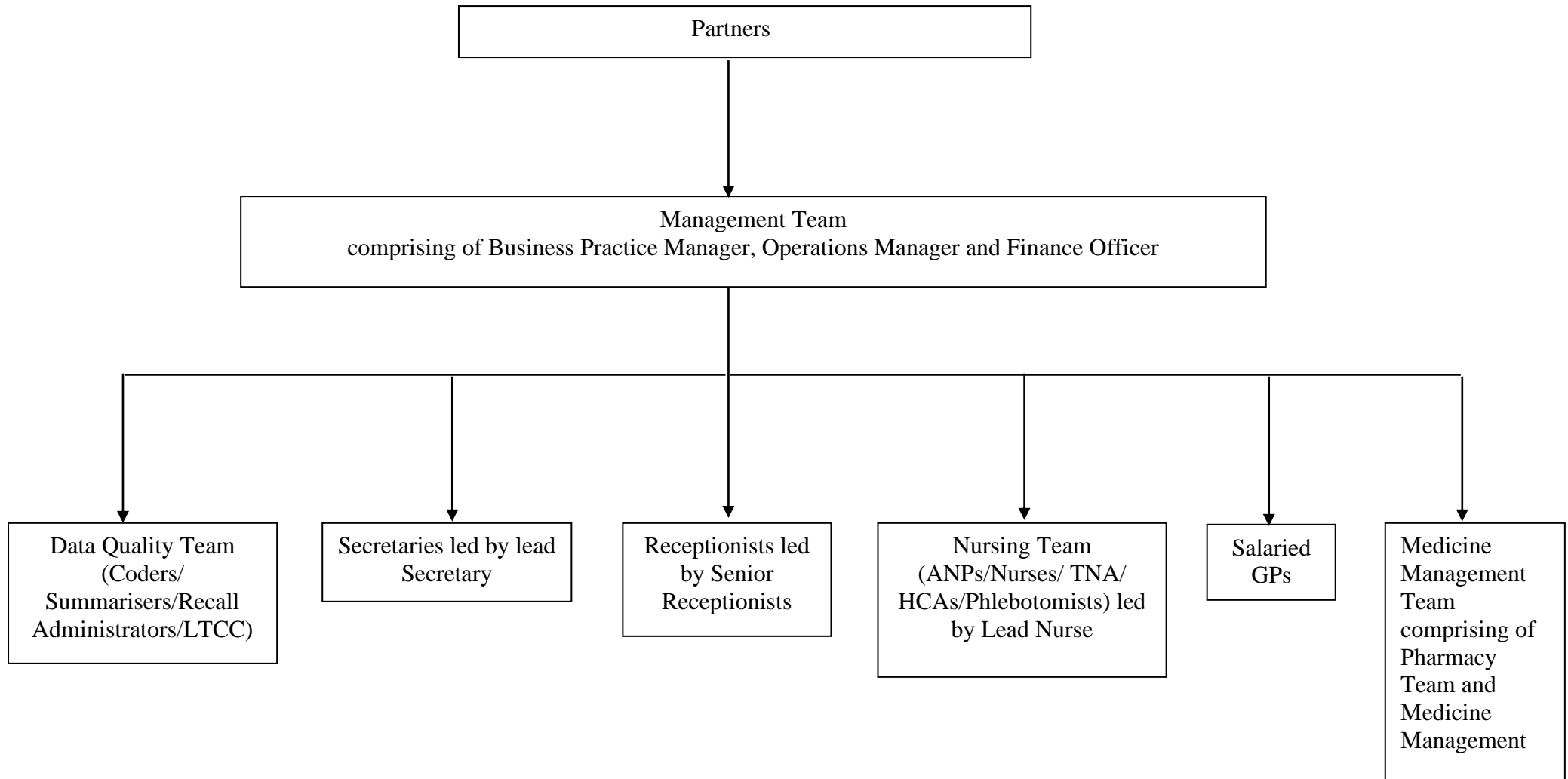
Contribution to the implementation of services:

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

The job description is intended to outline the main duties and responsibilities of the employee. This is not an exhaustive list of duties and the post holder may be required to undertake any other duties, as required, to meet the needs of the service. It is also likely that changes will be required from time to time and is not intended to be fixed for an indefinite period. The practice will be supportive if the candidate wishes to expand the role further to include long term conditions review after adequate training and successful completion of a probation period.

OLD STATION SURGERY ORGANISATION STRUCTURE



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