

Job Title: **Practice Nurse**

Reports to: The Partners (Clinical)
The Practice Manager (Administrative)

Summary

- To deliver appropriate treatment, screening and advice within the professional competence of the post-holder to the practice population.
- To develop and manage care programmes for individual patients within specific groups.
- To plan and implement patient health care campaigns
- To participate in quality and audit initiatives.
- To work within the NMC Code of Conduct.

It is the role of the practice nurse to work along side the practice team to provide a service to the practice population. Patient enquiries must be handled courteously, efficiently and with empathy. Record keeping, protocols and procedures and the sharing of information within the team should be undertaken efficiently and effectively. It is essential that a strict code of confidentiality is adhered to at all times.

It is important that all members of staff are prepared to take on additional duties or relinquish existing duties in order to maintain efficient running of the practice. The partners and line managers reserve the right to redistribute duties and functions among members of staff from time to time, and requests for such changes shall not be reasonable refused.

KEY RESPONSIBILITIES

Treatment Room duties

- Wound care
- Ear syringing
- Routine injections
- Teaching inhaler technique
- Spirometry
- Taking and recording blood pressures
- Measuring and recording blood sugar levels
- Assist GPs with minor surgery

Preventative Health Programmes

Developing, managing and delivering screening and health promotion services, including the development of protocols in conjunction with other clinical staff:

- Taking cervical smears and referring to colposcopy where necessary
- Running spirometry clinics and actioning results
- Assessing the needs of the elderly in the surgery (including over 75 checks)
- Giving advice on healthy living
- Running Diabetes clinics and actioning results
- Running and promoting smoking cessation clinics
- Travel clinics (including immunisations and safer sex advice)
- Teaching self-examination (breasts and testicles)
- Chronic disease management programmes, e.g. diabetes, asthma, hypertension and others
- Providing family planning services
- Arranging health promotion activities/ information for patients
- Administering vaccinations and planning vaccination programmes (including recall programme) for childhood immunisations, travel clinic, DES vaccines, contraception, disease prevention, neuroleptics etc.

Infection Control

- Being responsible and accountable for all aspects of infection control
- Ensuring treatment rooms/ nurse rooms comply with infection control regulations and informing the managers and partners of what is required.

- Responsible for ensuring your own infection control knowledge and training is up to date.

Organisation

- Responsibility for maintaining practice targets for childhood immunisations and cytology-
- Managing and actioning inadequate smear procedure of clinical team
- Working within infection control procedures and ensuring team awareness of the procedure and any changes that occur
- Maintaining cold chain procedure and actioning abnormal fridge activity in line with guidelines
- Responsible for emergency bags ensuring there is a clear and accurate system for checking expiry dates and restoring used drugs and equipment
- Participate and organise practice audits.

Advice and Referrals

- Giving advice to patients on sources of information and help outside the Primary Health Care Team.
- Making appropriate referrals to other health and social service professionals.
- Giving advice to patients in person and by phone on first aid, common minor ailments and other subjects within agreed common procedures.
- Advising the wider team on relevant changes and updates to nurse related information

Working as part of the primary health care team

- Participating in the administrative and professional duties of the practice team.
- Attending primary health care team meetings and representing the practice nursing team where appropriate.
- Being aware of responsibilities under the Health and Safety at Work Act (1974).
- Work closely with the wider nursing team across the PCN and network 8.
- Support and encourage other members of the nursing team including mentoring health care assistants and junior nurses
- Forge strong links with other Health Care professionals, both primary and secondary based
- Be aware of Public Health Strategy and offer a holistic approach to patients health
- Support practice development plans
- Help develop and support practice protocols and clinical protocols

Safeguarding

All staff have a responsibility to safeguard and promote the welfare of children and adults.

The post holder will undertake the appropriate level of training and is responsible for ensuring they understand and work within the safeguarding policies of the organisation.

Professional Development

- Participating in annual appraisal.
- Maintaining professional development by attending courses and study days as arranged with the GPs.
- Avoiding professional isolation by attendance at local practice nurse group and liaison with other practice nurses in the area.
- Attend Clinical Supervision
- Develop leadership skills
- Make full use of all learning opportunities
- Develop knowledge of Chronic Disease Management
- Develop teaching skills

There will be an opportunity for the post-holder to develop his/her role further in areas of special interest which would benefit the practice population, by arrangement with the agreement of the GPs.

This job description reflects the current situation. It is subject to review and updating in the light of changing service needs. Details may be changed in consultation with the postholder.

Confidentiality

In the course of your employment you will have access to confidential information relating to Practice business. You are required to exercise due consideration in the way you use such information and should not act in any way, which might be prejudicial to the Practice interests. Information, which may be included in the category, which requires extra consideration, covers both access to the general business of the Practice and information

regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your Line Manager before communicating such information to any third party

Data Protection

We are registered under the Data Protection Act (DPA) 1984. You must not at any time use the personal data held by the practice(s) for a purpose not described in the Registry entry or disclose data to a third party. It is essential that a strict code of confidentiality of adhered to at all times.

All dealings within the surgery remain strictly confidential and the post holder would be expected to maintain this confidentiality at all times during employment and also after employment has ended with The Wapping Group Practice. If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act then you must contact your Line Manager.

Health and Safety

Employees must be aware of the responsibility placed upon them under the Health and Safety at Work Act (1974) to maintain a healthy and safe environment for both staff and visitors. Employees also have a duty to observe obligations under the Practice's Health and Safety policies and to maintain awareness of safe practices and assessment of risk in accordance with Risk Management Strategy.

Financial Regulation

All staff are responsible for the security of the property of the Practice, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

General

- The post holder may be required to work at any of the Practice sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Practice Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff have a responsibility to participate in the Practice Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

This job description will be reviewed at your annual staff appraisal

Person Specification

QUALIFICATIONS

- Registered General Nurse
- Full NMC registration
- Qualifications/Certificates in cervical screening, immunisation administration, relevant to chronic disease management, wound care, and other areas relevant to post
- Recognised qualification to diploma level or above
- A demonstrable commitment to professional development

EXPERIENCE

- Experience of working in accordance with the NMC Code of Professional Conduct and The Scope of Professional Practice
- Experience of EMIS clinical system
- Experience of Microsoft Office software
- Experience of dealing with the public/patients

KNOWLEDGE AND SKILLS

- Competent in nursing duties required for the post
- Specific nursing skills / qualifications
- Excellent communication skills

Qualities and Attributes

- Ability to communicate effectively both orally and in writing
- Able to demonstrate enthusiasm to developing own nursing skills and those of the team
- Ability to work without direct supervision using own initiative and determine own workload priorities
- Ability to organise and prioritise workload effectively
- Ability to use own judgment, resourcefulness and common sense
- Ability to work effectively as part of an integrated multi-skilled team
- Ability to emphasise and deal tactfully with clients, members of the public and colleagues
- A sound understanding of confidentiality and its relation to health care delivery
- Ability to work flexibly and be responsible to changing demands
- Pleasant and articulate
- Able to work under pressure
- Able to work in a changing environment
- Able to use own initiative