

JOB DESCRIPTION

Hours: 16-24 hours

Title: Practice Nurse

Salary: Negotiable

Responsible to: Lead Practice Nurse

Purpose of the job

The post holder would be a qualified Registered General Nurse (RGN). The post holder would be able to run a full Practice Nurse clinic. This would include providing: general nurse appointment cover, with particular emphasis on female sexual health. The post holder will demonstrate safe, clinical decision-making, assessment and expert care. Post holder will be flexible, work as part of a small, close knit team and offer full support to the Lead Practice Nurse.

Primary Key Responsibilities and tasks

To provide General Practice Nurse clinics. These would include:

- o ROS and wound care
- o Dressings
- o Contraceptive advice and family planning
- o Coil removal
- o Diet and lifestyle advice
- o Implants in and out
- o CST
- o Baby immunisations
- o Travel vaccinations
- o Zoladex
- o Depo
- o B12 Injections

Post holder will not initially be expected to have the experience in all these procedures. However they will be expected to train and develop further in all of the above.

Secondary key responsibilities and tasks

- o Administration duties such as monitoring and dosing warfarin patients
- o Provide telephone advice for patients that have been directed to the nursing team
- o Provide advice and information regarding immunisation status

Delivering a quality service

- o Recognise and work within own competence and professional nurse code of conduct
- o Produce accurate and complete records of patient consultation, consistent with legislation, policies and procedures
- o Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- o Deliver quality care to patients
- o Assess effectiveness of care delivery through self and peer review
- o Participate in the maintenance of quality governance systems and processes
- o Support and participate in shared learning across the practice and wider organisation

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Team Working

- Understand own role and scope and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working. This includes the Treatment Room, Reception, Administration teams and GPs.
- Delegate clearly and appropriately, adopting the principles of safe practice
- Understand the referral systems available both internally and externally
- Prioritise own workload and ensure effective time management strategies
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery
- Discuss, highlight and work with the nursing team to create opportunities to improve patient care

Health, Safety and Security

- Ensure own work areas are safe and free from hazards and conform to health and safety legislation, policies, procedures and guidelines
- Ensure that mandatory and statutory training requirements are undertaken
- To be aware of infection control measures within the practice according to local and national guidelines
- To have full understanding of patient and data confidentiality as defined in the Data Protection Act (1998), the Freedom of Information Act and the Caldicot Conventions
- To be aware of your responsibilities under the Health and Safety at Work Act (1974)
- To have a full understanding of Trescobeeas Surgery protocols and procedures and the Trescobeeas staff handbook