

JOB DESCRIPTION

Hours: 18-30 hours

Title: Practice Nurse

Salary: Negotiable

Responsible to: 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, support Chronic Disease Management. 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 Spirometry
- o Contraceptive advice and family planning
- o Coil removal
- o Ear syringing
- o ECG
- o BT/BP and weight
- o 24hr BP
- o Diet and lifestyle advice
- o Implants in and out
- o CST
- o Baby immunisations
- o Travel vaccinations
- o Zoladex
- o Depo

To provide support with Chronic Disease Management clinics including assess, diagnosis, plan, implement and evaluate interventions and treatments for patients. To include:

- o Hypertension
- o Mental Health
- o Diabetes
- o Asthma/COPD
- o CHD

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

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- Assess effectiveness of care delivery through self and peer review
- Participate in the maintenance of quality governance systems and processes
- Support and participate in shared learning across the practice and wider organisation

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 Trescobeas Surgery protocols and procedures and the Trescobeas staff handbook

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Person Specification

Job Title: Practice/Treatment Room

Knowledge, skills, and attributes needed

Nurse **Job Function**

Criteria

Essential

Desirable

How evidenced

Knowledge

- Application with past job experience
- Interview
- References

General practice nurse skills, with some areas that may need updating

Clinical Governance issues in Primary Care

Knowledge of Chronic Disease Management & able to act upon findings

Familiar with QOF & able to act upon it

Skills

Communication skills, both written & verbal

An understanding of the immunisation programme

- Contacting them on phone
- Interview
- Review of computer system at interview with applicant
- Meeting members of the nursing team at interview stage
- Writing an essay/producing a presentation

Clinical consultation skills & a good nursing manner

Computer literate

Electronic Record Keeping

Prioritising work, and working under pressure

Experience

Minimum of 2 years post registration experience preferred but not essential

Aware of in house protocols & guidelines

- Application form
- References
- Interview

Chronic disease management

Practice Nurse experience

Qualification

Relevant Nursing qualification (RGN or EN)

- Application form
- Check proof of qualifications

Personal

Highly Motivated

- Interview
- Past job experience
- Speaking to applicant on the phone
- Meeting other nursing team members at interview stage
- Hobbies on application form
- Accuracy on application form

Flexibility

Team Player

Enthusiasm

Willing to further develop Practice Nurse skills (attend external courses)