JOB DESCRIPTION

**JOB TITLE: Practice Nurse Associate**

**REPORTS TO: Senior Nurse (clinically)**

 **Practice Manager (administratively)**

**RESPONSIBLE TO: The Partners**

**HOURS: Full time – 37.5 hours per week.**

**Job Summary:**

The post holder will be a Registered Nursing Associate. They will be accountable professionally to patients under the UKCC Code of Conduct. This role supports care given by other professionals and the Nurse Associate will work independently, following Practice protocols.

**Mission Statement:**

By treating our patients and colleagues in a way we would want our loved ones to be treated, we provide evidence based sustainable primary care in a safe and supportive environment. We work cooperatively towards improving health and wellbeing, whilst encouraging educational opportunities across our team and community.

Our aim is to be at the forefront of modern general practice, offering a wide range of services and facilities.

To this end we will be;

* Empathic and Caring

Putting the care and wellbeing at the heart of all that we do.

* Professional and Safe

Provide evidenced based healthcare to achieve the best possible outcomes in a safe environment.

* Respectful and Supportive

Valuing the contribution of everyone.

* Inclusivity and Integrity

Embracing and supporting individuality, promoting an environment of honesty and fairness.

* Reflective and Improving

Recognising listening and reflection as an opportunity to change and improve.

* Transparency and Trust

Ensure we take responsibility for our actions, and are open and transparent.

**Duties and Responsibilities**

**General**

* Responsible for attending to patients who wish to be seen by a health care professional; treating patients and advising people in respect of their continuing nursing needs.
* To priorities the needs of patient’s accordingly making any necessary referrals for investigations in the appropriate manner.
* To maintain a safe and effective level of practice and to bring any concerns of deficits in training to the attention of the senior nurse so these can be addressed.
* Responsible for own practice and must ensure that limitations are always acknowledged.
* Maintain confidentiality at all times. Ensuring that patients issues are only discussed with professionals with the practice.
* To assist and perform routine nursing tasks related to patient care, such as routine BP checks, weight and height measurements, blood tests and record blood sugar levels, pulse and temperature recordings, ECG,BMI and lifestyle advice.

On completion of training and education, where required, aspects incorporated into the role according to Practice’s needs will be:

**Clinical**

**Vaccinations and Immunisations:**

* Undertake and deliver the childhood and travel immunisation programme for the Practice and, as skills develop, eventually become the Lead Nurse for all vaccinations and immunisations.
* Administer injections under an individual prescription or Patient Group Direction
* Ensure safe storage, rotation and disposal of vaccines and drugs
* Become the adviser for all immunisation to all other clinical and administrative staff.

**Wound Management**

* Perform wound care using aseptic technique
* Undertake uncomplicated dressings, including leg ulcers
* Suture and clip removal

**Cervical Screening**

* Advise patients on the national and local cervical cytology and mammography screening programmes
* Undertake a programme of cervical cytology sampling under supervision until competent
* Take swabs for microscopy as directed
* Offer health promotion/lifestyle advice to patients

**Chronic Disease Management:**

* including monitoring patients with stable asthma and undertake preliminary investigations for Type 2 diabetes patients, such as foot checks and their continued management.

**Infection control:**

* Support patients and colleagues in adopting sound infection control measures
* Apply infection control measures within the practice according to local and national guidelines. This includes:
	+ Universal hygiene precautions
	+ The collection and handling of laboratory specimens
	+ Segregation and disposal of waste materials
	+ Decontamination of instruments and clinical equipment (where appropriate)
	+ Reporting and treatment of sharps injuries
	+ Dealing with blood and body fluid spillages
	+ Educating colleagues in adopting sound infection control measures

**Emergency Management**

* Competency in in anaphylaxis and resuscitation techniques

**Safeguarding/Child Health/Child Protection**

* Recognise the signs, symptoms and categories of child abuse
* Understand the importance of recognition, observation, documentation and communication
* Is aware of child health procedures, statutory local procedures and points of referral
* Has knowledge of other practitioners and agencies roles
* Understands basic legal issues around child abuse and protection of vulnerable adults

**Mental Health:**

* Recognise and be aware of appropriate referral mechanisms for family violence, vulnerable adults, substance abuse and addictive behaviours
* Monitoring of general health screening for patient on the mental health register.
* Future developmental areas depending on service needs.

**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:**

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, to 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
* Reporting potential risks identified
* Follow COVID Practice social distancing and infection control protocol

**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:

* 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

**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 other team members
* Communicate effectively with patients and carers
* Recognise 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 across all areas of work
* Discuss with other members of the team how the policies, standards and guidelines might be improved following review
* Participate in audit where appropriate.

**Professional Conduct:**

The post holder will be provided with a uniform and be expected to dress appropriately for their role.

**Quality & Continuous Improvement (CI)**

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.