*Practice Nurse*

*Part-time 29.5 hours per week*

*Job Description and Person specification*

|  |  |
| --- | --- |
| **Job Title** | Practice Nurse |
| **Accountable to** | Lead Nurse |
| **Hours per week** | Part-time 29.5 |

|  |
| --- |
| **Job Summary** |
| We are looking for a Practice Nurse to provide and maintain a high standard of nursing care for our 10,900 patients as well as providing nursing assistance to the doctors and other members of the Primary healthcare team.  Applicant should have a minimum of 2 years post registration experience and have worked in Primary care.  The post holder will provide and maintain a high standard of chronic disease management for patients with chronic diseases (especially Asthma, COPD and Diabetes), which includes the diagnosis, monitoring and development of patient’s individual management plans and agreeing these as appropriate with the patient and other health professionals.  The post will consist of predominately the management of Long-Term Conditions, including Asthma, COPD and Diabetes, with treatment room duties when required. |

|  |
| --- |
| **Primary Responsibilities** |
| Deliver effective management of patients with chronic diseases as detailed by the Quality Outcomes Framework by implementing and using protocols and clinical guidelines.  Work with patients to support compliance with, and adherence to, prescribed treatments.  Wound care/ulcer care/ removal of sutures.  Health promotion.  Urinalysis.  ECGs.  Venepuncture.  Blood pressure/ hypertension reviews.  Routine adult and child injections and immunisations/ travel immunisations.  Initiate, perform, and interpret diagnostic procedures as appropriate for chronic disease management.  Women’s health checks including contraception, sexual health, and cervical cytology.  Support recall procedures, appropriate literature and health promotion, and audit.  Adherence to infection control policies.  Ability to monitor ad manage maintenance of stock and equipment to include refrigeration, single use equipment and general treatment room equipment.  Maximise quality Outcomes Framework income.  To take responsibility for own professional development an undertaking training for specific clinical tasks.  Attend mandatory training course and updates and any study days as appropriate to the post.  Participate in yearly appraisal, personal development plan and revalidation.  Support the implementation of evidence-based guidelines in conjunction with the practice nursing team.  Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.  Support patients to adopt health promotion strategies that promote healthy lifestyles and apply principles of self- care.  Recognise and work within own competence and professional code of conduct as regulated by NMC.  Produce accurate and complete records of patient’s consultation, consistent with legislation policies and procedures.  Prioritise, organise, and manage own workload in a manner that maintains and promotes quality.  Maintain and control injectable and oral drug stocks in the treatment rooms.  Undertake opportunistic screening when required.  Assessing problems presented opportunistically by patients.  Chaperoning and assisting patients where appropriate who are being examined by another clinician.  Recognise the signs of child abuse, addictive behaviours, suicidal tendencies and be aware of local referral procedures.  Apply infection control measures when collecting and handling laboratory specimens. Disposing of waste materials, dealing with blood and body fluids spillages and report and treat sharps injuries.  Undertake first aid and management of emergencies i.e., burns, haemorrhage, hypo/hyperglycaemic emergencies, /asthma attacks.  Undertake annual training and demonstrate competency in anaphylaxis and resuscitation techniques.  Take part in audit work as and when required.  Attend and participate in any practice meetings when required.  Apply practice policies, standards, and guidance.  The above job description of responsibilities is not exhaustive, and the Practice Nurse maybe asked to perform other duties. These may vary from time to time but will not change the general character of the post or the level of any responsibility entailed. |

|  |
| --- |
| **General Responsibilities** |
| All staff at Upwell Health Centre have a duty to conform to the following:  **Equality, Diversity & Inclusion (ED&I)**  A good attitude and positive action towards ED&I create an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.  Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.  Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.  **Safety, Health, Environment and Fire**  This practice is committed to supporting and promoting opportunities to for staff to maintain their health, well-being, and safety. You have a duty to take reasonable care of health and safety at work for you, your team, and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at  Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.  **Confidentiality**  This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and always maintain confidentiality. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.  **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.  **Training**  On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the HR Manager. Mandatory attendance at practice governance and training sessions is required. Completion of all mandatory training is also required.  **Learning and Development**  The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.  **Collaborative Working**  All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.  **Service Delivery**  Staff at Upwell Health Centre must adhere to the information contained with practice policies and regional directives, ensuring protocols are always adhered to. Staff will be given detailed information during the induction process regarding policy and procedure.  **Security**  The security of the practice is the responsibility of all personnel. Staff must ensure they always remain vigilant and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.  **Professional Conduct**  At Upwell Health Centre staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role. |

|  |  |  |
| --- | --- | --- |
| **Person Specification** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Registered General Nurse | ✓ |  |
| Good standard of education with **good** literacy and numeracy skills | ✓ |  |
| Recognised qualification/ training of Chronic diseases | ✓ |  |
| Asthma/ COPD/ Diabetes | ✓ |  |
| Cervical Cytology trained | ✓ |  |
| Vaccination and immunisation trained | ✓ |  |
| Wound management trained | ✓ |  |
| **Experience** | **Essential** | **Desirable** |
| Minimum of 2 years post registration experience | ✓ |  |
| Experience in similar role- Practice nursing | ✓ |  |
| Experience of working with the general public | ✓ |  |
| Experience of working in a health care setting | ✓ |  |
| NHS / Primary Care General Practice experience | ✓ |  |
| Adherence to the need for strict confidentiality | ✓ |  |
| Experience in Systemone computer system |  | ✓ |
| Experience in recording and maintaining accurate clinical information using templates | ✓ |  |
| **Knowledge and Skills** | **Essential** | **Desirable** |
| Commitment to professional development | ✓ |  |
| Competent in the nursing duties required for the role | ✓ |  |
| Excellent communication skills (written, oral and presenting) | ✓ |  |
| Knowledge of Primary Care | ✓ |  |
| Understanding of QoF and Chronic disease management | ✓ |  |
| IT skills – Microsoft Windows, Excel, Teams, Outlook | ✓ |  |
| Ability to motivate and train staff | ✓ |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| Ability to use own judgement, resourcefulness and common sense | ✓ |  |
| Ability to work without direct supervision and determine own workload priorities | ✓ |  |
| Polite and confident, excellent interpersonal skills | ✓ |  |
| Hard working, Flexible and cooperative work ethic, able to cover for colleagues when required | ✓ |  |
| Able to demonstrate enthusiasm and commitment to professional development | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |
| Ability to work under pressure | ✓ |  |
| Confident, assertive and resilient, motivated and proactive | ✓ |  |
| Highly reliable and consistent in terms of attending work | ✓ |  |
| Ability to work autonomously as well as with other members of the team, to motivate the team, enhance morale and maintain a positive working environment, including team building sessions | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours if required. | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Maintain confidentiality at all times and adhere to information governance standards | ✓ |  |
| Full UK driving licence and willingness to drive if required. | ✓ |  |