



Practice Nurse Job Description

JOB TITLE:	Practice Nurse
REPORTS TO:	Nurse Clinical Lead Partner (Clinically) Practice Manager (Administratively)
HOURS:	30 – 37.5 per week

Job Summary:

To be an autonomous professional working to the highest standards and an integral member for the practice team caring for patients registered with the practice, carrying out duties within the role of Practice Nurse to include diagnosis, examination and treatment of patients, preventative care, screening and patient education.

All work to be carried out within your areas of competence and within the practice policies and procedures.

Where your skills do not meet the needs of the practice as outlined below, appropriate training will be given.

You will be working at Willow Tree Family Doctors.

Job Responsibilities:

Providing assessment, screening and treatment services and health education advice

- Help organise and co-ordinate the provision of nursing services for the practice as part of the nursing team
- Provide nursing treatments and procedures to patients in participation with the GPs or independently to agreed protocols
- Participate in Chronic Disease management to practice protocols, referring to or liaising with the patient's usual GP as needed
- Provide general and specific health screenings and assessments to the practice patients within agreed protocols liaising with the GPs as necessary concerning risk factors or other items identified
- Triage patients and treat those with minor illness as needed
- Advise and educate patients on general health care with referral to or liaison with GPs as necessary
- Maintain a collaborative, supportive and holistic approach to patient care at all time
- Arrange for and perform appropriate tests as indicated such as blood, swabs etc.
- Make referrals as necessary to other health and social care professionals

Supplies and equipment – Treatment rooms and other areas

- In participation with the Practice Manager, ensure the maintenance of equipment and stock levels relating to patient care
- Keep the nursing treatment areas in a clean and orderly condition

Pathological specimens and investigatory procedures

- Undertake the collection, storage and despatch of pathological specimens including intravenous blood samples, swabs, smears etc. and ensure the cleanliness and stocking of equipment used
- Perform any investigatory procedure requested by the GPs such as spirometry., ECGs, 24 hour blood pressure monitoring etc.

Administrative and professional responsibility

- Participate in the administrative and professional responsibilities of the practice team
- Ensure accurate, timely and comprehensive recording of all patient contacts on the clinical computer system (EMIS) as appropriate under the practice IT policy standards
- Ensure accurate completion of necessary documentation associated with patient health care or registration, supplies, equipment calibration etc.
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports
- Attend and participate in practice meetings as required
- Help maintain patient health care education and information within the practice
- Help oversee and maintain standards throughout the practice in infection control following the practice policy and ensure current guidance is disseminated to the practice

Student/Staff education and training

- Participate in the education and training of members of practice staff as appropriate (for instance with regard to infection control)

Liaison and relationships

- Maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines within the practice, with appropriate regard to confidentiality
- Maintain good communication and relationships with patients, carers, employers and colleagues within and without the practice and to represent the practice well
- Attend meetings inside and outside the practice according to practice requirements

Personal and 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
- Participating and successful completion of the revalidation process with the Nursing and Midwifery Council when required
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
- Develop and maintain a personal training and development plan
- Keeping up to date in developments within primary care and practice nursing
- Participate actively in the staff appraisal process

Professional Standards

- To act in a professional manner at all times and adhere to practice policies, protocols and guidelines
- Autonomy: although accountable as an employee to the Partners through the Practice Manager you must be ultimately responsible for your own practice and professional standards and to always work within your skills and competencies. You should monitor your own standards as a reflective practitioner and bring any deficiencies in training to the attention of the Practice Manager and Nurse Lead Doctor.
- To understand the concept of primary care, organisation of general practice and the roles played by other team members
- Timekeeping: to understand the demands of general practice and maintain punctuality and sometime some flexibility in the case of unforeseen emergencies
- Wear a uniform and name badge supplied by the practice whilst at work
- Alert other team members to issues of quality and risk
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on the way to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patient needs
- Effectively manage own time, workload and resources

Hours of work

- 22.5 hours per week minimum to 37.5 hours per week full time (worked between the hours of 8am and 7pm, Mon-Fri) worked to a work plan as agreed. There may be a requirement to work weekends, Bank Holidays or any times outside of the above hours in the future

Annual Leave

- You are entitled to 5 weeks of your working hours per week (not including Bank Holidays). Leave entitlement is calculated in hours

Study Leave

- You will be entitled to 1 week of your working hours as Study Leave

Probationary period

- There will be a probationary period of 6 months. You will have formal reviews of your performance at 3 months and 6 months and subject to satisfaction your contract will become permanent. The start of the probationary period will then be considered to be the start date of your employment

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 will 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
- Leading on infection control and using appropriate infection control procedures and maintaining work areas in a tidy and safe way free from hazards
- Reporting potential risks identified
- Liaising with outside agencies such as Infection Control Advisers and Public Health England

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 patient needs
- Effectively manage own time, workload and resources

Communication

The post-holder should recognise 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:

- Adhere to Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

Equality & Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises 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 the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights