

THE BLACKMORE VALE PARTNERSHIP

Job title	CHRONIC DISEASE Practice Nurse
Line manager	Practice Nurse team leads
Accountable to	GP partners, Practice Manager
Hours per week	Part time up to 34 hours
Pay Scale	Band 6/7 - depending on experience

Job purpose

We are looking for a proactive long term conditions nurse to join our large, friendly and dynamic nursing team. We are predominantly looking for a nurse with experience in Diabetes management, Asthma and COPD. Leg ulcer management would be desirable which would be one morning a week.

The ideal candidate would be able to cover up to 34 hours a week (days to be discussed), potentially over 3 sites (Shaftesbury, Sturminster newton and Marnhull).

To share in the responsibility for the clinical nursing and health education of the practice population.

Ensuring accurate, coded, up to date and retrievable data is recorded in the patients computerised records on the practice clinical system

Collaborate with the Primary Health Care Team on local and national healthy living initiatives to enable patients to access holistic care

To ensure that the personal dignity of each patient is promoted and upheld and that their privacy is respected

To support the patient through the treatment process by ensuring their healthcare needs are met

Key relationships

- The Partners & Doctors
- The Practice Manager/ Practice Nurse Manager
- Patients
- The Practice Team
- Attached Staff and Independent Contractors
- Dorset Clinical Commissioning Group
- Social Care and Health
- Nursing and Residential Homes
- Local Pharmacies
- Statutory and Voluntary Organisations

Clinical duties and responsibilities

Support the Practice Nursing Team, the Partners and Doctors in delivering a high standard of medical care to patients including but not limited to:

- Experience in Long Term Conditions is essential
- Leg ulcer management and compression (very desirable)
- Undertaking phlebotomy procedures
- Blood pressure recording
- Recording of ECG
- Administering IM, SC, and ID injections
- Specimen collection (e.g. MSSU, EMU, nasal, throat and wound swabs)
- Dressing of wounds, including post-operative wounds.
- Removal of sutures, clips and staples
- Treatment of minor injuries
- Giving appropriate and predetermined advice and guidance to patients on healthy eating and living
- Childhood immunisations
- Influenza/covid clinics (October)
- The Practice Nurse may also be required to assist in other procedures under the supervision of a Doctor and in accordance with the NMC guidelines.
- To report any problems/changes/complaints concerning the practice and the quality of medical care provided to patients to the Practice Manager
- Input and code patient clinical information on to the practice clinical system
- Ensure relevant prompts for the Quality and Outcomes Framework (QOF) are coded and recorded appropriately.
- Maintain your personal development profile

Non clinical roles

- Monitoring of stock levels and supplies, liaising with the Practice Nurse Manager and ordering stock as appropriate
- Monitoring of clinical equipment, organising repairs and routine maintenance schedules
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Ownership of infection control and clinically based patient care protocols and implementation of those protocols across the practice
- Attend and contribute to Practice Whole Team Meetings
- Attend and contribute to Practice Nursing Team Meetings
- Attending training and supervision sessions on at least 4 occasions per year to maintain safe standards of practice

Communication

The post holder will communicate regularly with colleagues, the Partners and Doctors within the surgery, the Practice Nursing Team, attached staff, patients, members of the general public and a range of external agencies

Communication will take place by way of face to face contact, meetings, phone calls and written communication

Provide and receive routine, sensitive, confidential, contentious, and complex, information. This will require tact, reassurance, persuasive, and negotiation skills. Empathy is required during communication with patients, service providers and staff over sensitive issues

Equality, Diversity and Inclusion

A good attitude and positive action towards ED&I creates 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 they treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

The Blackmore Vale Partnership is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety.

The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.

All personnel have a duty to take reasonable care of health and safety at work for themselves, their 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.

- Use appropriate infection control procedures and maintain clinical work areas so that they are clean, safe and free from hazards. Report any potential risks identified including:
 - hand washing.
 - universal hygiene procedures.
 - collection and handling of laboratory specimens.
 - segregation and disposal of waste materials.
 - reporting and treatment of sharps injuries.
 - dealing with blood and body fluid spillages.
 - assist patients and colleagues in adopting sound infection control measures.
- Know the general principles of first aid and resuscitation to be able to undertake initial actions as appropriate.
- Know the health and safety policies and procedures within the workplace, including fire procedures.
- Be aware of statutory child health procedures and statutory local guidance and referral criteria.

- Use the computer monitor safely.
- Be able to identify the risks to health of microbiological and chemical hazards within the working environment according to the Control of Substances Hazardous to Health.
- Awareness of the Practice Lone Worker policy.

Confidentiality

The Blackmore Vale Partnership are 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 maintain confidentiality at all times.

Confidential and personal information related to staff, patients and the Practice must not be disclosed within or outside the place of work, except in the proper discharge of duties. It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998, the Access to Medical Reports Act 1988 and the Access to Health Records Act 1990 as outlined in the Practice Policy and Procedure

It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff protect patient information and provide a confidential service.

Quality and Continuous Improvement (CI)

- Alert other team members to issues of quality and risk in the care of patients.
- Practice in accordance with agreed standards of care.
- Ensure own actions are consistent with clinical governance systems.
- Ensure stock items under your control are ordered and available in the treatment and consulting rooms.
- Be aware of the practice policies.

Be able to manage your own time effectively

All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.

Induction

In addition to the induction process at BVP, where you will be provided with a full induction programme, when attending any practice within the network you will also be required to complete their practice induction programme.

Service delivery

Staff will be given detailed information during the induction process regarding policy and procedure.

The post holder must adhere to the information contained within the practice policies and regional directives, ensuring protocols are adhered to at all times.

Security

The security of the practice is the responsibility of all personnel. The post holder must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager.

Under no circumstances are staff to share the codes for the door locks with anyone and are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and are not to be shared.

Professional conduct : All staff are required to dress appropriately for their role.

Person specification –Practice Nurse		
Qualifications	Essential	Desirable
Registered nurse	✓	
Nurse prescriber		✓
Experience	Essential	Desirable
Experience of working in a primary care environment	✓	
Experience of working as a practice nurse or community nurse		✓
Experience of chronic disease management	✓	
Experience of working autonomously	✓	
Experience of infection prevention and control measures		✓
Clinical knowledge and skills	Essential	Desirable
Wound care/removal of sutures and staples		✓
Leg ulcer management	✓	
ECGs		✓
Venepuncture		✓
New patient medicals		✓
Chaperone procedure	✓	
Requesting pathology tests and processing the results, advising patients accordingly	✓	
Travel medicine		✓
Diabetes	✓	
Hypertension		✓
Asthma	✓	
Spirometry	✓	
CHD		✓
Immunisations (routine, childhood and travel)		✓
Women's health (cervical cytology, contraception, etc.)		✓
Understand the importance of evidence-based practice	✓	
Broad knowledge of clinical governance	✓	
Ability to record accurate clinical notes	✓	
Ability to work within own scope of practice and understand when to refer to GPs	✓	
Understanding of infection prevention and control measures	✓	
Knowledge of public health issues in the local area		✓
Awareness of issues within the wider health arena		✓
Knowledge of health promotion strategies	✓	
Understand the requirement for PGDs and associated policy	✓	
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS/Systmone/Vision user skills	✓	

Effective time management (planning and organising)	✓	
Ability to work as a team member and autonomously	✓	
Good interpersonal skills	✓	
Problem solving and analytical skills	✓	
Ability to follow clinical policy and procedure	✓	
Experience with audit and able to lead audit programmes		✓
Experience with clinical risk management		✓
Personal qualities	Essential	Desirable
Polite and confident	✓	
Flexible and co-operative	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure/in stressful situations	✓	
Effectively able to communicate and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Effectively utilise resources	✓	
Punctual and committed to supporting the team effort	✓	
Other requirements	Essential	Desirable
Flexibility to work outside of core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Occupational health clearance	✓	
Meet the requirements and produce evidence for nurse revalidation	✓	
Evidence of continuing professional development (CPD) commensurate with the role of a lead practice nurse	✓	

This document may be amended following consultation with the post holder to facilitate the development of the role, the practice and the individual.

All personnel should be prepared to accept additional or surrender existing duties to enable the efficient running of the practice.