

Practice Nurse Job Description

JOB TITLE: PRACTICE NURSE

REPORTS TO: NURSE MANAGER

HOURS: 30 HOURS PER WEEK

Job Summary:

The Practice Nurse works as part of the clinical team responsible for the delivery of general practice nursing to the Empingham Medical Centre practice population. Key elements of the role are delivering evidence-based practice for patients presenting with long term conditions and the provision of preventative health care. An autonomous practitioner the nurse is responsible for the care delivered, demonstrating critical thinking skills in clinical decision-making in the management of patients. He/she also works collaboratively within the general practice team to meet the needs of patients and support practice objectives, policies and procedures. He/she will act as support to the nurse manager by providing leadership within the practice nurse team as well as making practice nurse team decisions in the absence of the nurse manager.

Role Responsibility

Clinical:

- Manage patients in a chronic disease management clinic with diabetes mellitus, stable hypertension, asthma / COPD and deliver key performance indicators
- Perform Diagnostic Spirometry
- Provide health promotion / lifestyle advice / patient health checks
- Provide telephone advice to patients when required
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing long-term conditions
- Adult and childhood immunisation including seasonal campaigns
- Cervical Screening
- Coil removals and coil checks
- Contraception
- Removal of sutures
- Injections eg prostack / B12
- Wound Care
- Other vaccinations including travel
- Travel consultation advice

Communication

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Appropriately advise and refer on patients if they require the services of a GP or other clinical team member.
- Communicate risk to patients and ensure proper consent is gained where appropriate.

Professional responsibilities

- Comply with NMC The Code and keep registration up to date, undertake revalidation on a 3 yearly basis.
- Recognise and work within own competence and professional code as regulated by the Nursing and Midwifery Council (NMC)
- Deliver care according to evidence-based care
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Ensure all records are accurate, complete and permanent and in line with practice policy and NMC guidance
- Be accountable for all decisions made and care provided to patients, be aware of limitations and seek appropriate advice from clinical colleagues when needed.
- Delegate clearly and appropriately, adopting the principles of safe practice and assessing competence
- Participate in continuing professional development opportunities to ensure that up to date evidence based knowledge and competence in aspects of the role are maintained
- To take responsibility for own developmental learning and performance. To identify with the support of line manager appropriate areas of personal development and participate in the annual appraisal process
- To undertake training as required including mandatory and statutory training, core skills training and on-going developmental training
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of local child abuse procedures and guidelines

Quality

- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
- Participate in the maintenance of quality governance systems and processes across the organisation and its activities
- Participate in the performance monitoring review of the team, providing feedback as appropriate

Management of Risk

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
 - Monitor work areas and practices to ensure they are safe and free from hazards and confirm to health, safety and security legislation, policies, procedures and guidelines
 - Ensure safe storage, rotation and disposal of vaccines and drugs is undertaken. Where appropriate, oversee the monitoring, stock control and documentation of controlled drug usage according to legal requirements
 - Undertake mandatory and statutory training
 - Apply infection control measures within the practice in accordance with EMC Infection control protocols.
 - Apply policies that reduce environmental health risks, are culturally sensitive and increase access to healthcare for all

Utilising Information

- Review and process data using accurate Read codes about patients in order to ensure easy and accurate retrieval for monitoring and audit processes
- Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition
- Understand own and other's responsibility to the individual organisation regarding confidential information

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
- Understanding and applying the principles of the cold chain
- Ensuring safe storage, rotation and disposal of vaccines and drugs

- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Knowing the general principles of first aid and resuscitation to be able to undertake initial actions as appropriate
- Being aware of statutory child protection procedures and statutory local guidance and referral criteria
- Being aware of the practice fire procedure
- Reporting potential risks identified.

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 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-judgemental and respects their circumstances, feelings, priorities and rights

This job description provides an overview of the range of duties and responsibilities of the post holder and will be review on a regular basis. The job description is subject to change, in consultation with the post holder, in line with the requirements of the business.

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), the interview (I), a presentation (P) or documentation and certificates (D).

Criteria: Qualifications	Essential or Desirable
Nursing and Midwifery Council Registered Nurse	E
Adult and child immunisation – recently updated	E
Cervical Cytology updated within last 3 years (registered)	E
Accredited qualification in Family Planning and Sexual Health	D
Independent Prescriber Qualification	D
Accredited qualification in Diabetes care	D
Accredited qualification in Asthma/COPD	D

Criteria: Experience	Essential or Desirable
Recent and relevant experience in primary care	E
Experience in the management of patients with Long term conditions	E
Proven ability to evaluate the safety and effectiveness of own clinic practice	E
Perform Spirometry	D

Criteria: Knowledge	Essential or Desirable
Understanding of evidence based practice	E
Knowledge of national standards that inform practice (eg QOF, NICE guidelines etc)	E
Understanding of systems to gain understanding of the health needs of the practice population as they relate to Primary Care.	E
Understanding of infection prevention and control measures in clinical practice	E

Criteria: Skills	Essential or Desirable
Excellent interpersonal and communication skills	E



Proficient in the use of MS office, word, Excel, System One	E
Good organisational skills	E
The ability to work under pressure	E

Additional Requirements	Essential or Desirable
Enhanced DBS certificate (provided)	E
Legal right to work in the UK	E
Up to date vaccinations including Hep B, MMR, C19, tetanus	E
A flexible and adaptable approach to maintain the consistent delivery of high quality services	E