

CASTLE HEALTHCARE PRACTICE - JOB DESCRIPTION

JOB TITLE: NURSE LEAD

REPORTS TO: CLINICAL – GP PARTNER RESPONSIBLE FOR THE NURSING TEAM
ADMIN – BUSINESS MANAGER/OPERATIONS MANAGER

HOURS: 37.5 per week

Job summary:

To provide and maintain a high standard of nursing care for patients as well as providing nursing assistance to the doctors and other members of the primary healthcare team. The duties will include all tasks normally undertaken by a RGN and in addition any roles agreed between the nurse and the doctors as appropriate, having received relevant training.

Lead Nurse specifics:

- Accountable for the nursing service delivery, providing clinical guidance and developing nursing services offered by the practice.
- Co-ordinate all nursing resources, working closely with the practice management team to deliver the practice priorities.
- Lead the practice nurse meetings, participate in the annual review process (in conjunction with the Operations Manager) and participate in the review and development of appropriate the practice clinical procedures and policies.
- Lead on Clinical Infection Control – in conjunction with the management team to meet the standards required of the practice and the ICB infection control team.
- Oversee the monitoring and ordering of stock, drugs, vaccinations and clinical consumables.
- Participate in the monitoring and delivery of the Quality Outcomes Framework (QOF), LES & DES initiatives in conjunction with the practice management team.
- Co-ordinate and manager the annual flu campaigns in conjunction with the Business Manager.
- Participate in the recruitment, retention, induction and training of new members of the nursing team.
- Ensure PSD and PGD are in place for the nursing team.

Job responsibilities:

Professional:

- To offer child and adult vaccinations, in line with national immunisation programmes, ensuring that all vaccinations are administered under a patient group directive.

- To provide and manage chronic disease in line with Practice protocols. Currently this will mainly involve illnesses such as Asthma, Hypertension and Diabetes Mellitus, Ischaemic Heart Disease, COPD and smoking cessation advice and guidance.
- Offering a holistic approach to travel health by providing comprehensive advice to patients prior to travel including, vaccinations and medicines, safe sex, food and water hygiene and sun protection.
- To provide a new patient/heart screening programme by providing a holistic assessment and lifestyle advice on diet, smoking, alcohol intake and exercise.
- To initially assess and manage minor trauma/illness and to liaise with the Doctor as appropriate.
- To assist with minor surgical procedures, such as minor operations, coil and implant fitting and removal.
- Undertake the collection, storage and despatch of pathological specimens including intravenous blood samples, swabs, urine etc.
- Provide a holistic approach to wound management and implement wound care in line with current evidence based guidelines.
- Ability to undertake suture removal.
- Performance of ECGs and Spirometry.
- Ability to perform ear syringing.
- To administer intramuscular injection, for B12, Depo-provera, zoladex, prostep/decapeptyl/sustanon, pneumonia, shingles, flu and COVID.
- Monitoring of patients conditions based on the requirements of their medication and or shared care protocols.
- Perform venepuncture according to local guidelines and manage the Sit & Wait clinic system.
- Ability to conduct consultations via the telephone, face to face or via an IT based option.
- Recognise and manage anaphylaxis according to current UK guidelines.
- Ability to perform Cardio-pulmonary resuscitation according to current UK guidelines.

Administration:

- Able to document consultations according to NMC guidelines.
- Ensures awareness of statutory and local clinical protection procedures, including systems of referral.
- Ability to recognise signs and symptoms of child abuse.
- Ability to obtain and document informed consent (either verbal or written).
- Ensure infection control guidelines are maintained.
- Ability to monitor and manage maintenance of stock and equipment to include refrigeration, sterilizer and emergency equipment.
- Confidentiality of information gained at work must be preserved at all times.
- Work within your clinical remit and ensure patients are directed towards the most appropriate member of the clinical team.
- Able to utilise a variety of IT packages, such as SystmOne, Notis, Ice, INR Star etc
- Have a good understanding of the components and clinical requirements of the Quality and Outcome Framework and National Directed Enhanced Service and Local Enhance Services for Nottinghamshire. Working in conjunction with the management team,

monitor the effective participation within the nursing team of the appropriate levels of engagement and team working.

Managerial:

- Lead on infection control and ensure that practice is in line with current guidance and standards.
- Developing nursing services offered by the practice in conjunction with the management team.
- Act as the practice lead for all travel health services offered by the practice.
- Liaise with the Reception Managers in the delivery of nursing services, monitoring workloads and ensure effective management strategies to deliver the appropriate level of nursing services for the practice.
- Co-ordinate and lead the practice nurse meetings.
- Direct all training requests for approval and funding in accordance with practice procedures.
- Participate in the review and development of appropriate the practice clinical procedures and policies.
- Authorise and manage annual leave requests according to practice policy.
- Authorise and manage overtime and requests for TOIL according to practice policy.
- Monitor any other absence and conduct return to work meetings according to practice policy.
- Support the recruitment and selection of staff to meet the health and well-being needs of the practice population.
- Provide Induction and Training Programme for new members of the nursing team.
- Lead and monitor the development and implementation of policies, standards, PGDs/PSDs and guidelines across the practice nursing team.
- Contribute to the assessment of service needs.
- Assist patients to identify their health needs.
- Contribute a nursing perspective to the practice development plan.
- Manage and organise individual patient consultations.
- Aware of identification and reporting procedures related to professional standards.
- Attend staff meetings, including morning briefing.
- Ensure effective relationships and communications within the Primary Healthcare Team and other agencies, including Partner's Health.
- Support the Practice clinical governance agenda.
- Identify changes to clinical practice that are required to implement evidence-based guidelines.
- Monitor and order where appropriate suitable levels of stock, drugs, vaccinations and clinical consumables.
- Monitor regular inspections of practice clinical equipment.
- To assist in the maintenance of cervical cytology screening programme, by performing smears and also offering contraception and sexual health advice and guidance.
- Manage the smear recall process.
- Manage the vaccination recall process.

Educational:

- Audit and review nursing processes to enhance for both staff and patient.
- Identify personal development and training needs in conjunction with the manager.
- Participate in clinical supervision.
- Support others with their training and development needs.
- To participate in continuing education and maintain a contemporary level of professional knowledge and skills.

Personnel:

- Maintain good interpersonal relations within the Primary Care Team.
- Take reasonable care of his/her own safety and that of others.
- Adhere to statutory regulations/policies and codes of practice and Practice safety rules.
- Offer innovative ways of working and opportunities to facilitate learning
- Facilitates a learning environment within the team.
- Maintains a caring environment through the support of colleagues.
- Be kind and caring of colleagues and patients and be a good team player.

Confidentiality:

- 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 implement and lead on a full range of promotion and management their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines.
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines.
- Responsible for the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements.
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed.

- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process.
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes.
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal.
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management.
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised.
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers.
- Waste management including collection, handling, segregation, container management, storage and collection.
- Spillage control procedures, management and training.
- Decontamination control procedures, management and training, and equipment maintenance.
- Maintenance of sterile environments.

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 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:

- Apply practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audits where appropriate.