



JOB DESCRIPTION and PERSON SPECIFICATION

JOB TITLE: Nurse Specialist

REPORTS TO: Nurse Manager

ACCOUNTABLE TO: Practice Manager (non clinical) and Partner with responsibility for the Nursing function (clinical)

Key Working Relationships

- GPs and Healthcare Colleagues
- Patients
- Senior Management team
- Care navigation and Administration team.
- CCG and NHS England staff, managers, and directors
- Visiting clinicians
- Clinical professionals from external NHS providers at Primary and secondary care levels

Job Summary:

To assess, plan and monitor care for patients.

To promote health and wellbeing within the practice and PCN population

To work with GPs, Nurse Manager, Partners, practice staff, other members of the wider healthcare team and the CCG and NHS England in contributing to:

- The achievement of QOF
- The achievement of Enhanced Services
- Delivering objectives set by the practice and governing bodies.
- Audits
- Protocols

To support the practice to ensure compliance with its statutory and regulatory obligations, such as but not limited to the Care Quality Commission and Data Protection Act 2018(GDPR)



Principal Activities – Clinical

- To promote and maintain high standards of nursing care in accordance with the NMC Code of professional standards of practice and behaviour for nurses.
- To plan and run health promotion and disease related clinics. Ensure that the care given meets the requirements of local and national guidelines, policies and standards including the Quality Outcome Framework and working the rules and guidelines laid down by the CCG, NHS England, and practice.
- To offer general practice nurse duties as described in the work plan attached.
- To directly communicate with patients on matters relating to their ongoing and highly complex health needs giving due consideration to the likelihood that there will be emotive issues which will require developed skills of tact, diplomacy, and empathy.
- To ensure that patients have detailed assessments made of their healthcare needs and that individual programmes of care are planned, implemented, and regularly reviewed.
- Facilitate patient referrals to appropriate clinical services.
- To liaise with other disciplines and outside agencies with a view to providing holistic healthcare, whilst maintaining patient confidentiality in accordance with the NMC Code of professional Conduct
- To participate in the delivery and evaluation of healthcare services at Rowden Surgery through meetings, working groups and regular liaison with colleagues
- To be responsible for the ordering, safe systems, and processes, storing and administering of all medicines/drugs according to NMC standards
- To undertake and participate in clinical audit projects as necessary to own work.
- Respond to medical emergencies.
- Ensure that the principles of Infection Control are always adhered to.

Principal Activities – Education and Development

- To keep abreast of advances in clinical practice and identify personal training and development needs.
- Support junior colleagues in their development by encouragement, informal teaching and coaching.
- To attend meetings as directed by the Nurse manager, member of the senior management team and/or partners.
- To attend mandatory training identified through the appraisal system.

Principal Activities – Professional

- Contribute and work within the broad framework of the clinical governance agenda.
- Work within evidence-based nursing protocols



- Personally, and accurately record all healthcare activity within the patients' clinical records ensuring compliance with the NMC standards for record keeping.
- Ensure that communication is effective between all stakeholders giving adequate attention to the complex and sensitive nature of such information. Make all reasonable attempts to overcome any barriers to understanding that may occur, giving due consideration to ethnicity, language, educational ability, barriers caused by illness/distress etc. which may adversely affect communication.
- To work in a flexible manner to meet the needs of the service and as directed by senior staff and GPs.

Principal Activities – Administrative

- Follow practice, CCG and NHS England policies, procedures and guidelines.
- Complete reports and forms required by the practice, CCG and NHS England
- Participate in staff surveys and contribute to research-based practice.
- Ensure all equipment and drugs with expiry dates are in date.

This job description is not a complete list of duties but is intended to give a general indication of the range of work undertaken. It will vary over time as demands and priorities within the NHS change. Significant changes in the range of work undertaken will be made only after discussion with the post holder.

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 and the practice infection control policy and published procedures. This will 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.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general/patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training
- Reporting potential risks identified
- Demonstrate due regard for safeguarding and promoting the welfare of children.

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.
- Recognize 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 audit where appropriate.

Signed:

Date:



PERSON SPECIFICATION - POSITION OF SPECIALIST NURSE

ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
Qualifications and Training: • Registered General Nurse • Professional Knowledge acquired through degree supplemented by diploma level specialist training. • Minimum 1 year experience in practice/Community Nursing	Qualifications and Training: • Nurse independent prescribing • Diabetic Diploma • Travel health and vaccinations
Abilities and Aptitudes: • Evidence based decision making. • Evidence of multi- professional working • Ability to work on own initiative dealing with confidential issues. • Ability to communicate sensitive, confidential information requiring empathy, persuasion, and reassurance. • Ability to organise and prioritise work, and to adhere to deadlines and targets. • Ability to assess and interpret complex needs of patients • Ability to delegate tasks to HCA, Nursing Associates and Phlebotomist • Ability to work in a changing environment. • Able to develop networks to learn from others. • To work within code of practice, professional guidelines and practice protocols and procedures. • Ability to represent the practice professionally. • A demonstrable commitment to professional development	