



### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Practice Nurse</b>
<b>Salary</b>	<b>£36,858 (£18.85ph) - £40,456 (£20.69ph) FTE – Dependent on experience</b>
<b>Hours</b>	<b>Up to 37.5 Hours</b>
<b>Conditions of Service:</b>	<b>GPS Contract of Employment</b>
<b>Responsible to:</b>	<b>Site Lead Nurse</b>

#### **Statement of Purpose**

The post holder will provide practice nursing services to the practice population as part of the nursing team. The Practice Nurse will deliver care within the boundaries of their scope and in accordance with specific practice guidelines and protocols.

As autonomous practitioners the nurse is responsible for the care delivered, demonstrating critical thinking and skills in clinical decision making. They will focus upon supporting patients to be healthy by assessing their needs, providing nursing care, health education advice, screening activities, monitoring of long term conditions, implementing care in the community or other settings, maintaining clinically accurate records and running clinics.

#### **Main Duties and Responsibilities**

Delivery of specialist clinics, evidence-based practice for patients with long-term conditions, management and preventative nursing interventions to all patients.

Referrals to community based services where needed.

Supporting and managing the health needs of women presenting for family planning and cervical cytology consultations.

Support and manage health needs of women presenting for cervical cytology consultations within agreed protocol.

Implement and participate in vaccination and immunisation programmes for both adults and children.

Advise, support and where appropriate administer vaccinations for patients travelling abroad in conjunction with appropriate travel health advice.

Review patient data to work with the nursing team, to achieve focused patient healthcare.

Active participation in achieving QOF, UO and Enhanced Services targets and recall demands.

Liaise with Operations team regarding new services that Practice Nurses can be involved with (depending on scope) and how this may be implemented.

To support and develop Junior staff and student nurses on placement.

Utilise skills in history taking, physical examination, problem-solving and clinical decision making to establish a diagnosis and management plan.

Assess, plan, develop, implement and evaluate programmes to promote health and well-being, and prevent adverse effects on health and well-being.

Provide information and advice on prescribed or over-the-counter medication, medication regimens, side-effects and interactions.

Work with patients in order to support adherence to prescribed treatments.

Assist GP in providing minor-surgery sessions, coil fits and implanon fittings and support the clinical team where appropriate. Ensuring samples and documentation are sent in a safe and timely manner.

Complete audits and ensure stock ordering and stock rotation is completed.

On completion of qualification and competencies in the chronic disease, be able to undertake appropriate investigation, clinical observations and interventions following agreed guidelines for patients with chronic disease e.g. Asthma, COPD and Diabetes.

Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care. Assist with the safe transfer of patients to ambulance service or secondary care.

Meet the needs of patients presenting for wound care and use dressing formulary, adhering to infection control policy.

Recognise, assess and refer patients presenting with mental health needs in accordance with the National Framework (NSF) for Mental Health.

Recognise adult and child safeguarding situations and report appropriately.

Deliver care according to the NSF and the NICE guidelines and evidence based care.

Understand and apply statutory procedure and local guidance regarding the identification of vulnerable adults and children, domestic violence, substance abuse and addictive behaviour.

Participate and lead clinical supervision as appropriate to role.

### **Managing information**

Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information.

Ensuring that patient data is kept confidential at all times and is shared on a need-to-know basis only.

Understand responsibility of self and others regarding the Freedom of Information Act.

Maintain confidentiality of information, acting within the terms of the Data Protection Act and Caldicott guidance regarding patient confidentiality at all times.

### **Supervision, Education, Training & Development**

Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (e.g., courses and conferences).

Assess own learning needs and undertake learning as appropriate. To maintain standards required to remain current on the NMC register.

Support and participate in shared learning across the wider organisation.

Undertake continual personal and professional development, taking an active part in reviewing and developing the role and responsibilities, and provide evidence of learning activity as required.

Adhere to organisational policies and procedures, including confidentiality, safeguarding, lone working, information governance, equality, diversity and inclusion training and health and safety.

### **Health and Safety / Risk Management**

The post-holder must comply with the Practice's Health and Safety policies, by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System.

The post holder will comply with the Data Protection Act (2018) and the Access to Health Records Act (1990).

**Note:**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***



### Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	<b>Experience</b> Essential: <ul style="list-style-type: none"> <li>• Experience of Infection and Prevention Control management.</li> <li>• Experience of working in a Primary Care Nursing Team</li> <li>• Experience of training junior colleagues</li> <li>• Experience of leading national initiatives / campaigns such as the Flu Campaign / COVID vaccinations.</li> <li>• Clinical experience, with experience of chronic disease management.</li> </ul> Desirable: <ul style="list-style-type: none"> <li>• Significant clinical experience, with experience of chronic disease management and supervising specialist clinics.</li> </ul>	APP/I
	<b>Qualifications / Training</b> Essential: <ul style="list-style-type: none"> <li>• Nursing Degree or equivalent</li> <li>• Mandatory registration with the Nursing &amp; Midwifery Council</li> <li>• Fundamentals of Practice Nursing diploma or equivalent</li> </ul> Desirable: <ul style="list-style-type: none"> <li>• Relevant qualifications in chronic disease management in order to deliver services in at least one specialism</li> <li>• Relevant qualification in minor illness, coil fitting, implant fitting, or minor operations</li> <li>• Prescribing qualification</li> </ul>	APP/I
	<b>Knowledge / Skills</b> Essential: <ul style="list-style-type: none"> <li>• Understanding of QOF and DES requirements and their impact on the Nursing Team</li> <li>• Understanding of the wider determinants of health, including social, economic and environmental factors and their impact on communities.</li> <li>• Knowledge of digital IT systems, including ability to use word processing skills, emails and the internet to communicate and create plans and reports.</li> <li>• Knowledge and ability to use GP clinical systems.</li> </ul> Desirable: <ul style="list-style-type: none"> <li>• An interest in innovation and transformation, with the ability to implement change to improve systems and processes.</li> </ul>	APP/I



	<b>Behavioural Attributes</b>  Essential: <ul style="list-style-type: none"><li>• A demonstrable commitment to reducing health inequalities and proactively working to reach people from all communities.</li><li>• Excellent written and verbal communication skills with the ability to communicate with a wide range of colleagues, stakeholders and with patients using appropriate media.</li><li>• Resilient and able to work under pressure and meet deadlines, adapting to team and patient needs.</li><li>• Demonstrates accountability for delivering against team and personal objectives and contractual requirements.</li><li>• Ability to organise, plan and prioritise on own initiative and collaborate with the wider team.</li></ul>	APP / I
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**MEASURED BY KEY:**

APP = Application form      ASS = Assessment activities    I = Formal interview will be used to measure the candidate ability to fulfill the duties of the role.

*B. Ahmed*

**BA 21/02/2025**

Note: This job description and person specification conforms to the GPS Healthcare job evaluation standards and cannot be amended/updated without HR approval.