

The Burnham Surgery

JOB TITLE:	Practice Nurse (maternity cover -start November 2025)
REPORTS TO:	Practice Manager
ACCOUNTABLE TO:	Operations Manager
HOURS:	3-4 days
RATE OF PAY	Dependant on experience

We are looking to recruit a caring, reliable, dynamic, and highly motivated person to temporarily join our experienced nursing team at Burnham Market Surgery.

You will work closely with the, the practice's GPs and nurses, management team and partners in the organisation to make sure we are constantly providing our patients with the greatest care possible and making sure our staff are supported and treated with respect.

Burnham Surgery is a small GP Practice on the Norfolk coast rated as Good by the Care Quality Commission (CQC).

It provides care to around 4,200 patients in and around Burnham Market.

In January 2022 the Burnham Market partners joined with Wells Health Centre and the two sites are running as sister sites within the same partnership. As such, flexibility to move site is required.

Job Summary

In this role you will work as part of the general practice nursing team to provide high-quality nursing care, treatment, and health advice to patients. This role focuses on delivering evidence-based care within the treatment room, supporting GPs, and promoting health and wellbeing across the patient population.

Working in accordance with the UKCC Code of Conduct, the post-holder will provide assessment, treatment, screening, health education services and advice to patients.

The post-holder will work with reference to Practice agreed protocols and guidelines, providing nursing treatments to patients both independently and in participation with nurse colleagues and general practitioners.

The post-holder will have the required level of training and competence and will work within patient group directions where these are available. A nurse with prescribing qualifications will use them appropriately.

The Burnham Surgery

Key Responsibilities

- **Clinical Care**
 - Perform wound management, dressings, suture removal, and wound assessment.
 - Carry out immunisations and vaccinations (childhood, adult, travel, and flu).
 - Undertake ear care, ECGs, spirometry, blood pressure monitoring, and other diagnostic tests.
 - Administer injections, medications, and emergency treatments as prescribed.
 - Support chronic disease management by performing regular reviews (e.g., diabetes, asthma, hypertension) as directed by the Lead Nurse or GP.
 - Provide cervical screening (if trained and certified).
 - Carry out phlebotomy and specimen collection for laboratory testing.
 - Assist with minor surgery, joint injections, or other GP-led procedures as required.
- **Management of Chronic Disease**
 - Identify significant abnormalities
 - Diagnose, monitor and develop individual management plans, agreeing these as appropriate with the patient and other health professionals.
- **Therapeutic Monitoring**
 - Checking compliance with and adherence to, appropriate treatments using a holistic, patient centred approach
 - Recognising abnormalities
 - Identifying the impact of treatment and implementing or recommending changes as appropriate
- **Wound care and management**
 - Assessing routine wounds including trauma
 - Assessing to support good wound management in complex situations.
 - Follow local wound care pathways.
- **Travel Health**
 - Administering injections and providing guidance in accordance with guidelines
 - Identifying problems
 - Provision of specialist and evidence based support to the team.

The Burnham Surgery

Immunisation (Adult and Child)

- Administering appropriate immunisation autonomously
 - Working with patients with more complex immunisation issues.
 - **First Contact**
 - **Infection Control and Safety**
 - Maintain a clean, well-stocked, and safe treatment room environment.
 - Adhere to infection prevention and control policies and protocols.
 - Safely handle and dispose of clinical waste and sharps.
 - Check and maintain emergency equipment and drugs.
 - **Health Promotion and Education**
 - Offer patient education and advice on wound care, lifestyle, contraception, and long-term conditions.
 - Promote self-care, vaccination uptake, and disease prevention initiatives.
 - **Record Keeping and Administration**
 - Maintain accurate and timely clinical documentation in patient records and practice systems (e.g., EMIS, SystemOne, or Vision).
 - Participate in audits, recall systems, and quality improvement activities.
 - Support achievement of QOF (Quality and Outcomes Framework) indicators and enhanced services.
 - **Teamwork**
 - Work collaboratively with GPs, practice nurses, healthcare assistants, and administrative staff.
 - Participate in practice meetings, training sessions, and multidisciplinary discussions.
 - Contribute to the development of protocols and clinical policies.
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Qualifications and Requirements

- **Education:** Registered General Nurse (RGN) with valid NMC registration.
 - **Experience:** Minimum 1–2 years post-registration experience, preferably in primary care or community nursing.
 - **Desirable Training/Skills:**
 - Cervical cytology
 - Immunisation and vaccination
 - Wound care management
 - Chronic disease management (e.g., diabetes, asthma, COPD)
 - Basic life support and anaphylaxis training
 - **Skills and Attributes:**
 - Excellent communication and interpersonal skills
 - Compassionate and patient-focused approach
 - Ability to work independently and as part of a team
 - Strong organisational and record-keeping skills
 - Commitment to ongoing professional development
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Working Conditions

The Burnham Surgery

- Based in a GP practice treatment room environment.
 - May involve working across multiple practice sites.
 - Exposure to blood and bodily fluids — adherence to PPE and infection control essential.
 - Requires good manual dexterity and the ability to work on feet for extended periods.
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Core Competencies

- Patient safety and clinical excellence
- Effective communication and teamwork
- Infection control and risk management
- Health promotion and preventive care
- Continuous improvement and learning mindset

Delivering a quality service

- Prioritise, organise, and manage own workload in a manner that maintains and promotes quality
- Participate in quality assurance and safety processes across the organisation and its activities
- Participate in shared learning across the practice and the wider organisational environment
- Use a structured framework (e.g., Root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents, and near-miss events
- Assess the impact of policy implementation on care delivery
- Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable patients health procedures and local guidance

Leadership – personal and people development

- Take responsibility for own learning and performance including participating in coaching/supervision and acting as a positive role model
- Support staff development to maximise potential
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
- Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency or actions that are not in the interest of the public and/or users of services
- Critically evaluate and review innovations and developments that are relevant to the area of work
- Enlist support and influence stakeholders and decision-makers in order to bring about new developments in the provision of services
- Contribute to planning and implementing changes within the area of care and responsibility
- Contribute to the development of local guidelines, protocols and standards

Team working

The Burnham Surgery

- Understand own role and scope and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence
- Create clear referral mechanisms to meet patient need
- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery
- Discuss, highlight, and work with the team to create opportunities to improve patient care
- Manage and lead on the delivery of specifically identified services or projects as agreed with the practice management team
- Agree plans and outcomes by which to measure success

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 conform to health, safety and security legislation, policies, procedures, and guidelines
- Participate in mandatory and statutory training requirements
- Apply infection-control measures within the practice according to local and national guidelines

Managing information

- Use technology and appropriate software as an aid to management in planning, implementation, and monitoring of care, presenting and communicating information
- Review and process data using accurate Read codes to ensure easy and accurate information retrieval for monitoring and audit processes
- Manage information searches using the internet and local library databases
- Monitor and confirm that the nursing team are receiving and processing data and information in an agreed format
- Collate, analyse, and present clinical data and information with support from the Practice Administrator to share with the team

Learning and development

- Undertake mentorship for team members
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences)
- Assess own learning needs and undertake learning as appropriate
- Provide an educational role to patients, carers, families, and colleagues in an environment that facilitates learning

The Burnham Surgery

Equality and diversity

Respecting the privacy, dignity, needs, feelings and beliefs of patients, carers and colleagues and acting in a manner which is non-judgmental and welcoming to and of the individual is imperative to the practice.

- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance in exercising their rights
- Monitor and evaluate adherence to local chaperoning policies
- Act as a role model in the observance of equality and diversity good practice
- Accept the rights of individuals to choose their care providers, participate in care and refuse care
- Assist patients from marginalised groups to access quality care

Sexual Harassment

We have a zero tolerance of any sexual harassment, such as unwanted conduct of a sexual nature that creates a hostile environment, violates someone's dignity, is intimidating, degrading or offensive.

All complaints will be handled seriously with no retaliation for reporting.

We work together to foster a safe culture where sexual harassment is not tolerated and includes that from patients or other third parties.