

SEA MILLS SURGERY

Job description for Recruitment Purposes

Job title: Lead Practice Nurse

Accountability:

Professionally : to patients under the NMC Code of Professional Conduct

Clinically: to Partners

Administratively: to the Practice Manager

Hours: 18 hours per week

Job Summary:

To provide & maintain a high standard of nursing care for patients, including treatment, preventative care, screening and health education. Also to provide nursing assistance to the doctors and other members of the primary healthcare team. The duties include all tasks normally undertaken by an experienced RGN, & any additional roles agreed between the nurse & the doctors as appropriate, having regard to current training. As Lead nurse, to support and develop the nursing team, and oversee all training and administrative matters regarding the provision of nursing services at Sea Mills.

Qualifications:

Registered General Nurse.

Professional Practice:

It is the nurse's responsibility to fulfil all necessary requirements to remain on the Nursing & Midwifery Council's register whilst practising. They will therefore need to adhere to the NMC code of Professional Conduct & fulfil all requirements for revalidation. All nurses will work under NMC guidance outlined in the following documents:

- Code of Professional Conduct: standards for conduct, performance & ethics
- Administration of Medicines
- Records & Record keeping
- Professional Accountability
- Fitness for Practice

In addition, local Child Protection & Safeguarding Procedures must be followed.

Job responsibilities:

- Able to perform cardio-pulmonary resuscitation & recognize & manage anaphylaxis according to current UK guidelines. Attend annual training updates. Maintain an understanding of the use of all emergency equipment & medication kept in the surgery.
- Provide a holistic approach to wound management & implement wound care in line with current evidence based guidelines. Assessment & fitting of compression hosiery where appropriate.
- Ensure infection control guidelines are adhered to throughout all procedures.
- Identify patient health risks & offer health promotional advice to patients whenever possible regarding lifestyle eg. diet, smoking, alcohol intake, exercise & sexual health. Work with patients to facilitate change as appropriate to individual needs & situations.
- Undertake the collection, storage & despatch of pathological specimens according to local guidelines, including blood samples, swabs, urine, stool & mycology samples & cervical smears.
- Monitor blood pressure, progressing to use of home or ambulatory blood pressure monitoring according to practice policy if necessary. Discuss lifestyle causes of hypertension with patient & assist patient in planning & implementing action plan.
- Offer advice about childhood & adult vaccinations, & ensure that vaccines are administered according to Patient Group Directions, or according to Patient Specific Directions, where appropriate.
- Administration of injectable medications (eg, contraception, vitamin B12, hormone injections, Myocrisin, Denosumab, Clexane, Depixol) in accordance with Patient Specific Directions (including documented instructions from doctor constituting a PSD)
- Perform a holistic assessment of patients attending for cervical cytology smear test, including opportunistic advice re women's health.
- Take ECGs & transfer trace to patient's records, communicating the result to the doctor & taking immediate action if the result shows any abnormality.
- Perform a holistic assessment of patients attending for ear care, proceeding to safe use of irrigation or instrumentation as appropriate, & checking health of ear canal & tympanic membrane after procedure.
- Suture removal
- Assist in provision of minor surgery.
- Assist in annual flu vaccination programme.
- Administer oxygen therapy including nebulised drugs to patients on doctors' request & direction.
- Ensure monitoring of equipment used in Treatment Room, including daily checks on drug fridges & emergency equipment.
- Understand use of medical technology used in the surgery, eg 24hr ABPM & Teledermatology.
- Comprehensive documentation of consultations according to NMC guidelines.
- Able to recognise signs & symptoms of abuse – child protection, domestic violence, vulnerable adults, social problems, drug & alcohol abuse, and aware of action to be taken in line with surgery & local guidelines.

Managerial

- Manage & organise individual patient consultations to ensure safe & effective delivery of care. Seek support of colleagues if running behind time & ensure patients who may be waiting are kept aware of the situation.
- Attend staff meetings, within the nursing team, the wider practice & the locality in order to maintain awareness of any changes & developments. If attending a meeting to represent the nursing team, report back to colleagues as soon as possible.
- Attend Clinical Governance & Significant Event meetings. Contribute a nursing perspective to the Practice development plan

Educational

- Identify personal development and training needs in conjunction with the nurse manager
- Participate in continuing education and maintain a contemporary level of professional knowledge & skills. Attend up-dates according to national guidelines.
- Maintain personal record of Continuing Professional Development, and ensuring any identified needs for further study are met in order to practice safely & offer best possible service to patients.
- Fulfil NMC educational requirements for 3 yearly revalidation.

Nurse Team Leader

- Maintain a caring working environment through support of nursing team.
- Co-ordinate & lead weekly nurse team meetings, ensuring effective communication of all relevant information & updates.
- Facilitate a learning environment within the nurse team. Support team with their training & development needs. Plan quarterly team education sessions, ensuring all of the nursing team are up to date with mandatory educational requirements, & those relevant to their responsibilities within the practice. Maintain awareness of individual nurses' training requirements, & inform them of relevant training opportunities.
- Ensure good communication with Practice Manager & all other members of staff within practice.
- Ensure the maintenance of equipment & stock levels within Treatment Room.
- Assist in the formulation of practice philosophy, strategy & policy, & develop appropriate protocols.
- Attend locality meetings eg Practice Nurse Forums, & Wound Care Meetings, & report back to nursing team.
- Attend partners' meetings when required, & when needing to discuss particular issues
- Participate in audit when required
- Be main point of contact for all information & updates, local & national, and pass on to nursing team where appropriate
- Produce monthly rota ensuring adequate nursing cover at all levels & at all times

- Identify changes to clinical practice that are required to implement evidence-based guidelines
- Participate in clinical supervision & mentoring of colleagues as appropriate.
- Assist in annual appraisals of nursing team, & support nurses in their preparation for this & ongoing training developments.
- Liase with Practice Manager & Administrator in planning the seasonal immunisation programme, including keeping all staff updated with any changes to national programme, & co-ordinating nursing support for flu clinics.
- Arrange annual Basic Life Support & anaphylaxis training sessions, & communicate training dates & times to all practice staff.

Infection Prevention & Control Lead

- To act as an infection prevention and control champion.
- To act as a resource within the practice on all matters relating to infection prevention and control.
- To act as a link between the practice staff and specialist Infection Control team, attending training & updating them at staff meetings re any changes in policies or protocols.
- Co-ordination of initial induction and on-going recurrent training for all staff in infection prevention & control.
- Promote good and safe practice and provide advice and support to colleagues within the workplace.
- Ensure equipment and documentation is available and maintained appropriately.
- Ensure new members of practice staff are aware of our infection control policy at induction, and understand their role in its implementation.
- Undertake annual review and update of practice Infection Control policies, as new procedures or guidelines become available, including hand hygiene, PPE, waste, sharps, inoculation injuries, spills management, contagious illness policy and specimen handling.
- Annual audit of infection control procedures, and subsequent Annual Statement outlining actions resulting from the audit.
- Carry out risk assessments where necessary, and notify staff of any changes to our policy resulting from these.
- Ensure all staff are aware of importance of handwashing, and give annual demonstration at staff meeting of national guidelines for handwashing procedure as outlined on posters positioned at every sink.
- To liase with Senior Administrator regarding cleaning policies in the surgery and her involvement with the cleaning contractor.

