

# **Three Shires Medical Practice** **Job Description - Practice Nurse**

**Hours:** Part-time, Various hours per week.

**Salary Scale:** **Three Shires pay scales**

**Duration:** Permanent

1. The nurse is part of a nursing team responsible for ensuring that the practice provides an optimum service of nursing care relevant to the practice population.
2. The main duties and responsibilities are as follows.
3. Meeting patients' nursing care needs as identified, or where care has been transferred to them by a GP. This will usually be in surgery but occasional home visits will also be required.
4. Initiating and maintaining health screening and promotion clinics for identified areas of the practice population, recognising where modification of systems or referral is necessary.
5. Managing the nursing care of patients with chronic disease, employing personal recall systems suitable to the practice needs. This includes using the practice computer systems for input of information for recall and screening purposes. Accurate and efficient input of data for contract purposes, and good record keeping is also required. Working to PGDs Practice Protocols or PSDs as appropriate.
6. Managing the Treatment Room itself, restocking clinical areas, ordering clinical supplies for the surgery as needed (dressings, vaccines etc.), checking emergency drugs and vaccine fridges for compliance purposes.
7. The following clinics, including:
  - Asthma
  - Diabetic review
  - Hypertension Clinic
  - IHD Clinic
  - COPD Clinic
  - Vaccination Clinics (including Children, Adult and Travel)
  - Cervical Smears
  - Family Planning
  - Amending or adding to services as needs are identified.
8. Maintaining efficient liaison with all areas of the Primary Care Team and other agencies to assure continuity of care where necessary.
9. Routine treatment in general clinics, including:
  1. Warfarin monitoring
  2. Wound management
  3. Blood tests
  4. Ear syringing
  5. ECGs
  6. and other general Treatment Room skills

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## Personal Specification - Practice Nurse

Area	Essential	Desirable
Qualifications and experience including details of specialised knowledge and skills required	<ul style="list-style-type: none"> <li>• Registered nurse.</li> <li>• Willingness to learn and acquire new skills.</li> <li>• Insight and understanding of current issues in nursing and the NHS.</li> <li>• Evidence of appropriate knowledge base.</li> <li>• Interest and basic knowledge in long-term conditions.</li> <li>• Demonstrate an understanding of audit.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 2 years post registration.</li> <li>• Computer skills (EMISweb preferred).</li> <li>• Post-registration study in topics allied to general practice.</li> <li>• Basic/advanced certificate of life support.</li> <li>• Undertaken mentorship training.</li> <li>• Awareness of the national service framework guidelines.</li> <li>• Understanding of health and safety issues.</li> <li>• Practice experience</li> </ul>
Special skills/abilities	<ul style="list-style-type: none"> <li>• Good interpersonal skills, both verbal and written.</li> <li>• Evidence of problem-solving and decision making skills.</li> <li>• Good team player.</li> <li>• Ability to be reflective, accept criticism and act constructively.</li> <li>• Willingness to accept additional responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Uses initiative.</li> <li>• Gets on well with people at all levels.</li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>• Ability to work core hours</li> <li>• Flexibility for cover</li> <li>• Full Driving licence and car/transport</li> <li>• Subject to DBS check and Health clearance</li> <li>• Remain up to date and revalidated as per national guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a professional body</li> </ul>