

JOB DESCRIPTION

JOB TITLE:	Practice Nurse
ACCOUNTABLE TO:	Employing General Practitioners
RESPONSIBLE TO:	Lead Practice Nurse
JOB SUMMARY:	To assist medical personnel in the care of practice patients to include treatment, preventative care, screening and patient education

MAIN TASKS

To provide Assessment, Screening, Treatment Services and Health Education Advice

- Organise and co-ordinate the provision of nursing services for the practice by working as part of the practice nursing team
- Provide nursing treatments to patients in participation with general practitioners or independently to agreed protocols
- Provide general and specific health screening to the practice patients (within agreed protocols) with referral to the general practitioners as necessary
- To give appropriate health promotion advice to patients in whom risk factors are identified, according to agreed practice protocols and local and national targets
- Advise patients on general health care and minor ailments with referral to general practitioners as necessary
- To participate in health promotion for patients with chronic diseases such as diabetes, asthma and CHD, according to agreed practice protocols
- To prepare/assist/facilitate vaccinations and immunisations and travel programmes
- To undertake cytology screening
- To undertake the collection of pathological specimens including intravenous blood samples, swabs, etc., and perform any investigatory procedures requested by the GP's following appropriate training
- To participate in a family planning service to patients
- To provide appropriate regular follow up for patients when necessary

Administrative and Professional Responsibilities

- Participate in the administrative and professional responsibilities of the practice team
- Ensure accurate notes of all consultations and treatments are recorded in the patients computerised medical records
- Ensure accurate completion of necessary documentation associated with patient health care and registration with the practice
- Attend and participate in all practice meetings as required
- Assist in the formulation of practice philosophy, strategy and policy
- To undertake all administrative procedures relating to the post, liaising with the Lead Nurses

- To co-operate and participate in the collection of statistics for audit projects and evaluate and present results as required
- To participate in the review of existing evidence-based nursing practice by using valid and reliable audit tools and published and validated research results from medical, nursing and paramedical data in order to effect changes in clinical practice
- Cover in the absence of other treatment room staff as and when necessary

Research Projects

- Have the opportunity to participate in research with the practice. The research role will be a coordinating role and will be supported by the University of Bristol

Education and Training of Students and Practice Staff

- Participate in the induction of all members of practice staff. To be available for students of all disciplines to observe clinics, answer questions arising from these clinics and teaching new skills where necessary

Liaison

- Maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines

Professional Development

Maintain continued education by attendance at course and study days as deemed useful or necessary for professional development and to maintain PREP requirements

SPECIAL REQUIREMENTS FOR THE POST

- Registered General Nurse
- Membership of a professional body
- To work in accordance with the NMC Code of Conduct
- Excellent communication skills
- Ability to self motivate, organise and prioritise workloads
- An understanding, adherence to the need for strict confidentiality
- Ability to use own judgment, resourcefulness, common sense and local knowledge to respond to the needs of the patients
- Adopt a flexible approach to work, and have the ability to respond positively to changing demands placed on the practice. This may involve a change in hours or work and/or duties carried out, with full consultation
- Computer literacy – we do require a reasonable level of IT aptitude

Information Governance

The information that the post holder receives or has access to in the course of his/her duties is strictly confidential and must not be disclosed to any unauthorised persons. Failure to observe this rule will be regarded as a breach of the terms of employment.

This job description does not attempt to outline all the duties of this post and intended as a guide. It will be reviewed on a regular basis and may be altered in the light of changing circumstances.