

FIRECLAY HEALTH

Job Title	Treatment Room Nurse	
Accountable to	Practice Mgr Day to day basis	GP partners Clinically
Base	St. George Health Centre/ Lodgeside Surgery	
Job Summary	Specific Duties and responsibilities	
Clinical Areas of Specialism Responsibilities for Patient Care	<ul style="list-style-type: none"> • As a team member, responsible for all aspects of Treatment Room care as an autonomous practitioner eg. Cervical Cytology, Babies/children's immunisations, Emergency nebulisers, Immunisations and vaccinations (travel), Pregnancy testing, Leg ulcers, Urinalysis, 4-layer bandaging, Wound management, Blood Glucose Monitoring, ECGs, Minor Injuries, Venepuncture, Ear syringing. • To provide a high quality of patient/client care. • Participate in setting standards for care and auditing clinical outcomes. • Responsible for the assessment implementation and evaluation of programmes of care & delegating as appropriate. • Promote & participate in maintaining a safe comfortable & therapeutic environment. • Provide clinical support to team colleagues • Operate a flexible caseload and prioritise care. • Participate in developing strategies and implementing health promotion programmes for clients and carers. • Facilitate screening clinics as required. • Take responsibility for the safe storage and administration of drugs and equipment also use of Patient Group Directives as part of the patients care. • Provide specialised nursing care in a variety of settings by holistic assessment, implementation and evaluation of programmes of care. • Participate in setting and monitoring standards to ensure effective care ensuring delivery of evidence based practice. • Carrying out nursing procedures necessitating dexterity and hand/eye co-ordination i.e. wound debridement, ear syringing, smear taking, venepuncture, childhood & adult imms and vacs • Provide information, advice and support to patients face to face and via the telephone. • Involved in team discussions & meetings to ensure "best practice" 	
Professional/ Job Role Level of independence Degree of supervision Analytical, problem solving	<ul style="list-style-type: none"> • To be personally accountable for professional practice and delivering clinical responsibilities within the practice. • Adhere to NMC code of conduct. 	
Organisational Contribution to service/policy development within the	<ul style="list-style-type: none"> • To maintain accurate and contemporaneous records and data on Treatment Room activities. • To work as an effective member of the PHCT and promote a multi-agency collaborative approach to health care. 	

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<p>team</p>	<ul style="list-style-type: none"> • Maintain the established reporting documentation and communication system to ensure efficient evaluation and monitoring. • To assist in interpreting local and national initiatives, identified within the practice work plan. Develop initiatives in response to local health needs.
<p>Communication</p>	<ul style="list-style-type: none"> • Establish and maintain effective working relationships with individual and client groups. • To communicate effectively using a variety of communications skills: verbal, & non-verbal, written and electronic, with a range of individuals and organisations within and external to the NHS. • Provide advice and negotiate on day-to-day arrangements relating to Treatment Room service provision, within the practice. • Assist in maintaining all existing communication systems and establishing more effective systems as necessary. • Liaise with General Practitioners regarding patient care. • Share information appropriately, adheres to practice policies, Human Rights legalisation, Child Protection and Vulnerable Adults policy. • Understanding of potential risks involved in lack of communication. • Assess individual communication needs and understanding for informed consent. • Working with interpreters [link workers] for non English speaking patients.
<p>Education and Research</p>	<ul style="list-style-type: none"> • To take responsibility for own professional development undertaking training for specific clinical tasks including cytology, immunisations, travel, ear care etc. • Facilitate training and development programmes at a local level for colleagues, which may include other professionals, other agencies and the public. • Be responsible for providing a learning environment for student nurses and others. • Participate in research programmes as appropriate. • Participate in the development and implementation of standards and audit activities.
<p>Responsibility Responsibility for staff, equipment, resources and administration.</p>	<ul style="list-style-type: none"> • To be aware of budgets and the management of resources. • To undertake responsibility for the supervision of lower grades of staff. • To ensure that you and others function within the practice policies. e.g. Clinical Governance Framework and Risk Management. • Identify shortfalls in equipment and resources, ensuring medical equipment fulfils the criteria of Medical Device Policy. • Report and record all incidents/significant events taking appropriate action as necessary. • Take prompt and appropriate action on receipt of complaints as per Practice policy and participate in investigations where required.

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Responsibilities common to all posts:

- Work collaboratively with other health care providers/partners on issues of common interest.
- Contribute to the implementation of key practice work streams/projects eg. QOF, Unplanned Admissions etc
- Contribute to the GP practice's planning processes as required i.e Health Improvement and Modernisation Programme etc.
- Work with the practice to ensure that appropriate systems and processes are in place to deliver high standards of care and to develop an open and learning culture.
- Take personal responsibility for ensuring an equalities approach in supervising staff, delivery and commissioning of services, including promoting good practice in implementing relevant statutory requirements.
- Promote effective public, user and carer involvement in all elements of work.
- The post holder will take responsibility for their ongoing personal and professional development through the individual Performance Review and Development Process in dialogue with management..
- Take account of the provisions of the Health and Safety at Work Act and:
 - Take reasonable care of yourself and others at work
 - Co-operate with the Practice to enable it to carry out its legal duty in respect of Health and Safety
 - Not intentionally or recklessly interfere with anything provided for health and safety or for welfare to work.
 - Work within practice policies and guidelines.
 - Adhere to confidentiality requirements as per NMC and practice guidelines.

This job description may be reviewed in the light of changing service needs. Any changes will be fully discussed with the post holder. The post holder may also be required to carry out other work appropriate to the grade of the post.

August 2020

Person Specification TREATMENT ROOM NURSE

PERSON SPEC. HEADING	COMMONLY REQUIRED COMPETENCY etc	CRITERIA:
1. Education, Qualifications Training	Qualifications	RGN Level 1 Willing to commit to further training as identified within the practice development plan.
	On-going training and commitment to development	Evidence of continuing professional development
2. Experience	Staff supervision	Previous experience of working in a team. Experience of supervising junior staff (e.g.) within a clinical team setting desirable.
	Budget management	Awareness of budgetary constraints
3. Knowledge	Partnership working	A willingness to work as part of a whole practice team essential. Experience of developing relationships with external agencies and organisations. Experience of working across organisational boundaries within health or social care.
	Team working	An understanding of team dynamics.
	Primary care or NHS context	An understanding of the structure for the delivery for primary health care services.
	Relevant legal issues	An understanding of the law relating to data protection/confidentiality.
	Equal opportunities and diversity	An understanding of the implications of cultural difference for service delivery. An understanding of the steps that need to be taken to provide appropriate, accessible and sensitive primary health care services.
4. Skills and abilities	Team player	Able to work effectively as part of a team
	Clinical	Previous experience of providing ear care, childhood & adult imms and vacs, venepuncture, leg ulcer mgmt, cervical cytology, and dressing management desirable.
	Initiative	Able to work without supervision to achieve the objectives of the post. Able to demonstrate innovative practice.
	Prioritisation	Able to identify and prioritise complex, time sensitive workload and projects.
	Communication	Able to communicate clearly and succinctly in writing. Clear and concise verbal communication.
	Working relationships	Able to build effective working relationships with all levels.
5. Other job-related requirements	Flexibility in relation to working hours	Able to be flexible in working pattern to cover leave and other absences. Committed to assisting the introduction of new & improved services.