



Sea Mills Surgery

Job Description

Job title:	Practice Nurse Band 5/6
Current Job grade:	Sea Mills Surgery
Hours of Work:	Up to 30 (flexible working/shared role)
Reports to (Title):	Practice Manager (non-clinical matters) Lead Nurse (clinical matters)
Location:	Sea Mills Surgery 2 Riverleaze Sea Mills Bristol BS9 2HL
Length of contract:	Permanent subject to satisfactory completion of training and probationary period.

Summary

To provide nursing services to the practice population by evidence based, quality focused care. To assess, plan, implement and evaluate care. To ensure clear channels of communication exist between clinical, administrative and community teams. To project a positive and friendly image to our patients and other professionals.

Teamwork

All employees are expected to display a high standard of teamwork. This includes cooperating in undertaking the work of absent colleagues or assisting others where the workload is particularly high. Accordingly, there may be a requirement, from time to time, to undertake other duties.

Principal Responsibilities

- To provide assessment, treatment, screening and health education services and advice, working in accordance with set protocols, guidelines and NMC Code of Conduct.
- Provide nursing service/treatments to patients independently or in participation with general practitioners with reference to aforesaid agreed protocols and guidelines.

Professional Responsibilities:

- To be qualified and a member of the NMC
- Maintain continued education by attendance at courses and study days relevant/useful or necessary for personal/professional development
- To have the ability to work on own initiative, acknowledging limitations of oneself and in the delegation to others. Recognising when referral to other health professionals is needed.



- To be familiar with changes and progress in nursing care.
- Evaluating and adapting care using evidence based practice, in consultation with colleagues as a forum for team education, development and audit.
- Using evidence based practice to assist in the formulation of practice philosophy, strategy and policies.

Specific Duties

Nursing procedures may include, but not limited to -

- Wound management
- Urinalysis
- Removal of sutures
- Measuring blood pressure & Venepuncture
- Routine injections as prescribed
- Cervical Smears
- Routine immunisations, Childhood and Adult immunisations, including reading and reviewing Patient Group Directives (PGDs) and Patient Specific Directives (PSDs)
- Well Person Health Checks including Foreign Travel Counselling (where appropriate) NHS Health Checks, Lifestyle and New Patient Checks
- ECG's
- Ear syringing and assessment of ears
- Spirometry
- Obesity and weight/diet management
- Family Planning – including assisting in Implants & Coil fittings & Sexual health
- Chronic disease management and prevention ~ Diabetes, Hypertension, Hypothyroidism, Stroke, Epilepsy, IHD, COPD and Asthma
- Catheterisations
- Leg ulcer management
- Minor Injuries and Minor Illness
- CVD risk assessments and Q risk interpretation and assessments.
- Home visits for Housebound patients – to include routine checks (eg Diabetic) and flu vaccines.
- Referrals – Podiatry, Counselling, Audiology, etc
- Ensuring all specimens are checked and sent to laboratory as required



You will be fully conversant in QOF, read coding and uphold strategies to provide a holistic combined healthcare for the patient and demonstrate a willingness to participate in research/audit within the practice team.

You will be aware of DES/LES policies and apply and produce, alongside the Practice Manager, protocols that reflect the guidelines that are workable in the practice.

Participate in the education of students of all disciplines where appropriate

To be responsible for the efficient running of the treatment room and equipment and to ensure the clinical areas are at all times safe for staff and patients.

To adhere to strict Infection Control in line with guidelines and policies.

Advise patients and relatives/carers on general health care and ailments with referral to GP's as necessary.

Administrative responsibilities

- To maintain accurate, comprehensive records of all consultations and treatments in the patient's notes, both written and computerised, awareness of QOF, read codes and alerts needed for standardised care.
- All associated nursing administration – eg. Vaccine forms, Travel Health Questionnaire (where appropriate) protocol review and assisting Reception with queries.
- To access and file microbiology/cytology results.
- Manage clinics effectively and contact patients to attend.
- To take personal responsibility for own personal/professional development, providing sufficient evidence of the achievement of set objectives through individual performance and the review process.
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice.
- Help with collection of statistical information required for QOF & QIPP.
- Attend and participate in practice and staff meetings as appropriate.
- To take prompt action to defuse situations of complaints and be equipped with the knowledge to advise patients and relatives/carers about the complaints procedure.
- Maintain appearance and behaviour in keeping with a member of the nursing profession and in accordance with codes of conduct.
- Support and co-ordinate health promotion campaigns, i.e. flu, no smoking, healthy lifestyles, etc
- Maintain effective liaison with other agencies and staff concerned with patient care and with other disciplines within the practice, with appropriate regard to confidentiality.



Treatment Room supplies and equipment

- To have working knowledge of equipment used in the surgery. Ensuring that any faulty equipment is taken out of service for repair and reported to the nursing team for information and Practice Administrator for action.
- To be aware of Infection Control and updated policies.
- In participation with the Practice Manager to ensure the maintenance of equipment and stock levels in relation to patient care.
- To recommend medication changes/modifications in accordance with agreed protocols/guidelines and current regulations.
- To regularly update knowledge and information through use of medical journals, training, courses, etc.
- To maintain the 'cold chain' and stock levels of vaccines ordered, used and needed in the vaccine fridge/fridges and to delegate the daily recordings to other appropriately trained staff members.
- To be responsible for the resuscitation equipment and expiry dates on emergency trolley.
- Checking all equipment returned from patients after loan, i.e. BP monitors and nebulisers.
- Any other duties as reasonably requested by the Doctors, or Practice Manager, providing these duties are within the scope of the role and that the individual is trained and capable of such duty.

The role of the Practice Nurse is an evolving one and it is anticipated that the post holder will be responsible and reasonably flexible in the interpretation of the above job description.

Health and Safety Requirements

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with the management to enable the employer to meet its own legal duties and to report any hazardous situations or defective equipment.

Confidentiality

All employees are required to preserve the confidentiality of the affairs of the Partners, staff, patients and of all matters connected with the Practice. Any breach of such confidence would be regarded as grounds for disciplinary action.

This job description will be reviewed during annual appraisals and may be altered following consultation with the post holder.



Person Specification – Practice Nurse

Job Related Criteria	Essential	Desirable	How Identified
Qualifications (Academic/Professional)	<p>Nursing Degree post and registration experience</p> <p>Member of NMC</p> <p>Willingness to learn and acquire new skills</p>	<p>Post-registration studies allied to general practice</p> <p>CDM qualification</p>	<p>A</p> <p>I</p>
Previous Experience (Nature & Level)	<p>Understanding of computer based medical records management</p> <p>Knowledge and application of supporting long-term conditions</p>	<p>Worked in General Practice environment</p> <p>Minor illness, minor injury, family planning and immunisations</p> <p>Wound management</p> <p>Infection control</p>	<p>A</p> <p>I</p>
<p>Evidence of Particular</p> <ul style="list-style-type: none"> - Knowledge - Skills - Aptitudes 	<p>Insight and understanding of current issues in nursing and NHS</p> <p>Excellent verbal communication & interpersonal skills</p> <p>Sound knowledge of computer literacy</p> <p>Ability to work with staff of all levels in a positive, helpful and constructive manner.</p> <p>Ability to cope with change</p>	<p>Health Promotion Strategy knowledge</p> <p>Audit Experience</p> <p>Uses initiative</p> <p>Negotiation consultation skills</p> <p>Research and Development</p>	<p>A</p> <p>I</p>
<p>Physical Requirements</p> <ul style="list-style-type: none"> - Manual Dexterity - Sight - Hearing - Speech 	<p>Manual Dexterity – use clinical equipment & keyboard skills</p> <p>Sight – to read clinical documents/prescriptions</p> <p>Hearing (telephone and consultation)</p> <p>Speech (telephone and consultation)</p> <p>All appointments are subject to satisfactory medical</p>		<p>I</p>



	clearance and the ability to cope with the demands of the role.		
Special Requirements			
- Unsociable Hours	The post is 30 hours pw during opening times	Ability to be flexible	
Travelling			
- Driving Licence	You will be expected to travel to training and meetings where necessary		
Other	Self directed practitioner Highly motivated Enthusiastic Team Player		