

**FAIRFIELD PARK HEALTH CENTRE
JOB DESCRIPTION & PERSON SPECIFICATION**

JOB TITLE: TREATMENT ROOM NURSE

REPORTING TO: Lead GP/Lead Nurse (Clinical issues) / Practice Manager
(Non-clinical issues)

Job Summary:

We are looking for an experienced Treatment Room nurse on a part-time basis. It is anticipated this will be between 7 and 14 hours per week.

Salary dependent on experience

Fairfield Park Health Centre is a Primary GP Practice, and part of a three Practice PCN in Bath city with c12000 patients cared for by a team of GP Partners, Salaried GPs and other staff. We are proud to be teaching Practice and provide services to Bath Spa University. We are looking for motivated, friendly, clinically experienced Nurse to join our fantastic Clinical team in delivering the highest standards of patient care.

The successful candidate may occasionally be required to some Saturdays.

Please see corresponding Job Description.

Main duties of the job

The successful candidate will be a caring, compassionate, committed and experienced nurse who, acting within their professional boundaries, will provide care for the presenting patient from treatment room duties, wound care management and dressings.

They should be able to work autonomously and as part of a dynamic multidisciplinary team, demonstrating a high level of professionalism and motivation. They will demonstrate safe, competent clinical decision-making and expert care, including assessment and diagnostic skills, for patients in their care.

The post holder will commit to demonstrating critical thinking within a safe clinical decision-making process. They will communicate and work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership as required.

Salary TBC depending on skills and experience

Key Areas of Responsibility:

To provide the full range of nursing services in the Treatment Room including

- Vaccinations (with additional paediatric vaccination certification an advantage)
- Wound care management (including compression bandaging , in line with current evidence based guidelines)
- Take responsibility for and comply with existing drugs policies regarding administration and custody of medicines and be aware of legislation and NMC advisory documents
- Routine immunisations and vaccinations given under a Patient Group Direction
- Cervical Screening
- Contraceptive pill checks / sexual health
- To support patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice)
- To liaise with external services/agencies to ensure the patient is supported appropriately (vulnerable patients etc.)

- To delegate clinical responsibilities appropriately (ensuring safe practice and the task is within the scope of practice of the individual)
- To support the clinical team with all safeguarding matters in accordance with local and national policies
- To understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately
- To deliver opportunistic health promotion where appropriate

Additionally the candidate should be able to

- Provide emergency care to patients as necessary and attend annual Basic Life Support and Anaphylaxis training
- Chaperoning and assisting, where appropriate, who are being examined
- Undertake the collection, storage and dispatch of pathological specimens including intravenous blood samples, swabs, smears etc and ensure the cleanliness of any equipment used, as per policy
- Assisting in the implementation and management of appropriate health and safety and infection control policies, as defined in local and national policies
- Contributes to management of medicines and vaccines as per policy
- Monitor and ensure the safe storage, rotation and disposal of medicaments
- Participate in local initiatives to enhance service delivery and patient care
- Support and participate in shared learning within the practice
- Continually review clinical practices, responding to national policies and initiatives where appropriate
- Take prompt and appropriate action on receipt of complaints as per GP Practice Policy and participate in investigation where required
- Report and record all incidents according to GP Practice Policy taking appropriate action as necessary
- Participate in the review of significant and near-miss events applying a structured approach, i.e. root cause analysis (RCA)
- To undertake continuing professional development undertaking training for specific clinical tasks

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Quality:

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources.

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.

Data Protection:

We will keep any unsuccessful applications for 6 months from the closing date unless you tell us you do not wish us to do this.

As a member of staff we will keep certain information about securely to help us monitor our record on safety, your permission will be sought when the request is for matters not directly associated with your work e.g. appearing in photographs to promote the Practice. Also see our GP Privacy notice for prospective employees.

FAIRFIELD PARK HEALTH CENTRE

PERSON SPECIFICATION

Post: Treatment Room Nurse

Factor	Essential Attributes	Desirable Attributes
Qualifications	Valid NMC Registration Experience of working in Primary Care	Desirable Post graduate diploma or degree (Primary Care) Evidence of CPD
Experience	Experience of infection prevention and control measures	Experience of working as a Treatment Room Nurse
Knowledge and Skills	Excellent communication skills (written and oral) Strong IT skills Clear, polite telephone manner Competent in the use of Office and Outlook Systemone user skills Effective time management (planning and organising) Ability to work as a team member and autonomously Good interpersonal skills Problem solving and analytical skills Ability to follow clinical policy and procedure Experience with audit and able to lead audit programmes Experience with clinical risk management	An understanding of the structure for the delivery for primary health care services Knowledge and understanding of relevant legal issues relating to (e.g.) Data Protection confidentiality. Health and Safety, CP and Vulnerable Adults Wound care/removal of sutures and staples ECGs Venepuncture New patient medicals Chaperone procedure Requesting pathology tests and processing the results, advising patients accordingly Understanding the importance of evidence based practice Broad knowledge of clinical governance Ability to record accurate clinical notes (SystemOne) Ability to work within own scope of practice and understand when to refer to GPs/ANPs Understanding of infection prevention and control measures Knowledge of public health issues in the local area Awareness of issues within the wider health arena Knowledge of health promotion strategies Understand the requirement for PGDs and associated policy
Qualities	Polite and confident Flexible and co-operative Motivated, forward thinker	

	Problem solver with the ability to process information accurately and effectively, interpreting data as required High levels of integrity and loyalty Sensitive and empathetic in distressing situations Ability to work under pressure/in stressful situations Effectively able to communicate and understand the needs of the patient Commitment to ongoing professional development Effectively utilises resources Punctual and committed to supporting the team effort	
Other	Flexible approach with hours of work, being able to cover additional shifts	

This Job Description and Person Specification is accurate as at October 2020 and outlines the main responsibilities and standards to be achieved by reception staff. It does not claim to be exhaustive and job holders will be asked to perform other reception related duties as and when required.