

Application Pack – Practice Nurse December 2020

Thanks for your interest in this role. This application pack is intended to provide you with all of the information that you will need to decide whether this role is for you and make your application. In this pack you will find:

- Background information about Green Valleys Health
- An outline of the role with key terms and conditions
- A detailed job description
- How to apply

About Green Valleys Health

Green Valleys Health is a partnership formed in April 2017 between the long standing GP partners of Emersons Green Medical Centre and Leap Valley Surgery. Together the 5 GP partners operate both practices, including Leap Valley's branch site, Abbotswood Surgery in Yate.

In addition to the partners, there are currently 7 salaried GPs, 4 Nurse Practitioners, 7 other nursing staff and a strong support team.

The two practices currently operate separately, but the partnership's intention is to bring them together over time so that they operation as a single unit providing a seamless service to our 23,000 strong patient population. We also work closely with other local providers including our community provider Sirona with a view to providing ever closer services.

The populations served by each practice are diverse, with Emersons Green caring for a relatively young population including a large number of military families, and Leap Valley serving a more settled population including a number of care and nursing homes.

The three sites are all in South Gloucestershire on the outskirts of Bristol. The two main sites are at Downend and Emersons Green, both being large purpose built surgeries, with a smaller branch site in Yate. All are within easy reach of Bristol, the M4, M5 and M32 and have excellent public transport links.

GREEN VALLEYS HEALTH

Dr V Barry Dr C Boelling Dr J Evans Dr M Gallagher

The role advertised

We are seeking an experienced Practice Nurse to join our team. The role will cover the full range of traditional practice nursing skills, including vaccinations, dressings, family planning, health promotion, cytology etc.

Key Terms and Conditions

- Salary - Band 6
- Hours – Up to full time
- Location - Working across all three group locations in Emersons Green, Downend and Yate
- Holiday - 25 days per year plus public holidays, increasing to 30 plus public holidays after 5 years service. This is reduced pro rata for part time work.
- Pension - NHS Pension is available

Job Title : **Practice Nurse**

Reports to: **Nurse Manager**

Job summary

Responsible for routine clinics to include chronic disease management and general practice nursing tasks. Works collaboratively with the whole practice team to deliver an excellent experience that meets the needs of patients. Uses critical thinking and practices within their professional boundaries. Proactive and a driver for change, assists in the training, development and clinical supervision of practice personnel. Adheres to policies and procedures and provides guidance to the practice team as required.

Key responsibilities

Clinical practice

- Work both autonomously and as part of the practice multidisciplinary team (MDT) to provide expert advice to clients, carers and clinicians. This will involve assessment and the development of treatment plans using evidence based outcomes and involving patients throughout the process.
- Use professional judgement and clinical expertise to independently interpret and analyse complex situations and information to formulate treatment plans according to evidence based practice and modify according to changes in clinical condition.
- Be clinically competent to give Respiratory advice, treatment and counselling to support behavioural change, in adults with complex and diverse healthcare needs across health and social care. Resulting in personalised care planning, empowering service users to self-manage their own chronic disease.
- Run other chronic disease clinics to include; COPD, Asthma, CHD and Diabetes
- Run general practice nurse clinics to include; Childhood Immunisation, Family Planning, Flu, Health Promotion, Smoking Cessation, Obesity and weight reduction, cytology and travel clinic assessment and vaccination (in accordance with PGDs).
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate)
- Manage both acute and chronic conditions, integrating both drug and non-drug-based treatment methods into a management plan
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care
- Support and manage health needs of women presenting for family planning, cervical cytology or sexual health consultation
- Implement and participate in vaccination and immunisation programmes for both adults and children
- Advise, support and administer vaccinations for patients travelling abroad, where appropriate, perform a risk assessment, travel advice and malaria advice
- Promote and deliver evidence-based care for patients presenting with aural conditions
- Meet the needs of patients presenting for opportunistic wound care

Communication

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
- Communicate, diagnose, and treat as part of the on-call telephone triage service
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Maintain effective communication within the practice environment and with external stakeholders
- Act as an advocate for patients, colleagues and the practice
- Ensure awareness of sources of support and guidance (eg PALS) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate

Delivering a quality service

- Recognise and work within own competence and professional code of conduct as regulated by the NMC
- Produce accurate, and complete records of patient consultation, consistent with legislation, QOF, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to NSF, NICE guidelines / evidence-based care
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
- Participate in the development, updating and maintenance of quality governance systems and processes across the practice
- Collaborate on improving the quality of health care in partnership with other clinical teams, responding to local and national policies and initiatives as appropriate
- Support and participate in shared learning across the practice and wider organisation
- Participate in the management and review of patient complaints, and identify learning from clinical incidents and near-miss events
- Assess the impact of policy implementation on care delivery
- Participate in the performance monitoring review of the team, providing feedback as appropriate
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance

Team working

- Understand own role and scope and identify opportunities for how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
- Lead on the delivery of specifically identified services or projects as agreed with the practice management team

Management of risk

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Ensure appropriate supervision of safe storage, rotation and disposal of vaccines and drugs
- Participate in the monitoring, stock control and documentation of controlled drug usage according to legal requirements as required
- Apply infection-control measures within the practice according to local and national guidelines

Managing information

- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
- Review and process data using accurate Read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes
- Understand the responsibility of yourself and others to the practice and its commissioners regarding the Freedom of Information Act

Learning and development

- Undertake mentorship for more junior staff as required, assessing competence against set standards
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses, conferences)
- Assess own learning needs and undertake learning as agreed to support the needs of the practice
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

Equality and diversity

- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance in exercising their rights
- Monitor and evaluate adherence to local chaperoning policies
- Act as a role model in the observance of equality and diversity good practice
- Accept the rights of individuals to choose their care providers, participate in care and refuse care
- Assist patients from marginalised groups to access quality care

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Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Registered nurse • Interest in chronic disease management • Willingness to learn and acquire new skills • IT literate • Insight and understanding of current issues in nursing and the NHS • Good interpersonal skills, both verbal and written • Evidence of problem-solving and decision making skills • Good team player • Ability to be reflective, accept criticism and act constructively. • Willingness to accept additional responsibilities • Ability to work during practice opening hours (8am – 8pm Monday to Friday) • To be able to work across 3 surgeries within the Green Valleys business • Flexibility for cover 	<ul style="list-style-type: none"> • Minimum 2 years post registration • Diploma in management of at least two chronic conditions • Experience with EMIS clinical system • Post-registration study in topics allied to general practice • Basic/advanced certificate of life support • Understanding of health and safety issues • General practice experience • Membership of a professional body • Demonstrate an understanding of audit • Diabetes interest, experience and qualifications to match.

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How to Apply

From the NHS Jobs website, you can click the green "apply" button and follow the instructions to complete a full application form.

Applications will close....., and we expect to conduct interviews during the week commencing.....