



CLOSE FARM SURGERY
JOB DESCRIPTION: PRACTICE DIABETES NURSE

JOB TITLE: Diabetes Practice Nurse

PLACE OF WORK: Close Farm Surgery

ACCOUNTABLE TO: Lead Nurse
GPs for clinical matters
Practice Manager for administrative matters

ESSENTIAL DUTIES:

Diabetes chronic disease management

- To operate autonomous nurse led clinics to assess, diagnose, plan, implement and evaluate treatment/interventions for patients presenting with diabetes, pre-diabetes or undifferentiated diagnosis
- Undertake clinical nursing practice at an advanced level using knowledge, within scope of competence, to deliver holistic care to people accessing primary healthcare services
- In collaboration with other members of the practice team, lead the planning and delivery of diabetes services, promoting integrated and seamless pathways of care
- Undertake foot checks, blood tests and screening on patients with diabetes
- Undertake home visits for patients with diabetes as required
- Refer patients directly to other services/agencies as appropriate to help manage their diabetic control/care
- Provide assessment, screening treatment services and health education advice to patients found to be pre-diabetic
- Undertake pathological specimens and investigatory procedures as required
- Provide support and mentorship to other colleagues within the practice who are undertaking a diabetes diploma
- Provide safe, evidence-based, cost-effective, individualised patient care referencing current NICE guidelines for diabetes
- Be the practices lead on the diabetes indicator of QoF and any IIF indicators relating to diabetes
- Help the practice to achieve its quality targets (QoF/IIF/PCN) to sustain the high standards of patient care and service delivery
- Develop and set up new patient services and participate in initiatives to improve existing patient services
- Undertake health promotion events at the practice providing education to patients with diabetes and pre-diabetes
- Initiate insulin therapy if qualified to do so. If not, work towards achieving this qualification within an agreed timescale

ADDITIONAL DUTIES:

Family planning

- Advise patients on available methods of contraception
- Perform annual reviews on patients using oral contraception
- Assist the GPs with family planning clinics
- Teach patients on risk of STD and refer as necessary

Women's health

- Undertake cervical screening
- Advise and promote national cervical cytology and mammography screening programmes
- Promote breast self-awareness
- Perform a annual HRT reviews following agreed practice protocols

Travel health advice

- Administer travel vaccinations (Malaria prophylaxis and bite avoidance)
- Offer travel advice on food and water hygiene, sun protection and first aid

General treatment room duties:

- Act as a chaperone when needed
- Administer routine adult injections (flu, Covid, pneumonia, prostate, testosterone, B12, shingles etc)
- Administer routine childhood injections (baby immunisations, flu, teenage etc)
- Monitoring blood pressure and hypertension management
- Perform ECGs
- Undertake phlebotomy and INR testing
- Request pathology tests: urine culture, swabs and blood tests
- Undertake wound care management
- Assess and undertake ulcer care and dressings
- Perform Doppler testing
- Remove sutures and clips
- Assisting with minor surgeries, coil/implant fittings/removals
- Undertake ear irrigation after assessing patients
- Advise patient about safe ear care

Mental health

- Recognise and be aware of referral mechanisms for vulnerable adults, substance abuse and addictive behaviours
- Recognise psychological needs of patients presenting with depression or suicidal tendencies

This job description is not exhaustive and is considered as a guide only and will be subject to change in consultation with the post holder

ADMINISTRATION AND PROFESSIONAL RESPONSIBILITIES

- Participate in the administrative and professional responsibilities of the practice team
- To maintain comprehensive, accurate and contemporaneous computerised records of all consultations and contacts with patients and when appropriate written or printed records
- Ensure QOF and Ardens templates are completed accurately
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit
- Restocking and maintenance of clinical areas and consulting rooms
- Attend and participate in practice/nursing meetings as required
- Lead diabetes team meetings
- Work collaboratively with colleagues within and external to the practice
- If it is necessary to expand the role to include additional responsibilities, full training will be given

TRAINING AND PERSONAL DEVELOPMENT:

- Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the Practice. It is the individuals' responsibility to remain up to date with recent developments in line with NMC Revalidation and mandatory training
- Participate in an annual appraisal as per the practices appraisals policy
- Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review
- Keep up to date with pertinent health-related policy and work with the practice team to consider the impact and strategies for implementation
- Participate in the education and training of students of all disciplines and the induction of all members of the practice team where appropriate
- If it is necessary to expand the role to include additional responsibilities, full training will be given
- The post holder will undertake all mandatory training required for the role and will be responsible for completing this on time

CONFIDENTIALITY:

Will work in line with the practice policy and NMC Code and Revalidation and is bound by the requirements of the Data Protection Act 1974 (Exemptions) Order 1975

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
- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Using appropriate infection control procedures, maintaining work area in a tidy, clean and sterile, and safe way, free from hazards
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised

EQUALITY AND DIVERSITY:

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

- 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.

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

FLEXIBILITY:

This job description is not intended to be exhaustive

The post holder will be expected to adopt a flexible attitude towards the duties outlined, which may be subject to adjustments at any time in consultation with the post holder and in line with the needs of the practice