

**Job Title – Practice Nurse**

**Responsible to – Treatment Room Lead Nurse and Deputy Lead Nurse**

**OVERVIEW**

You are committed to providing top quality patient care, in general practice – ideally with at least 12 months of general practice nursing experience. You want to work as part of a large and dedicated team (currently 5 nurses and 4 HCA's) recently described by patients as “very helpful” and “caring and respectful”.

You want to be part of a practice where patients describe receiving “exceptional service” from what is “truly an amazing doctors’ surgery” and “very professional”.

Due to relocation to a different part of the country, we now have a vacancy for one practice nurse to work approximately 30 hours per week.

If you want to

- Be trained to provide excellent care for patients across a wide range of chronic diseases and conditions
- Benefit from a well-established multi-disciplinary team including pharmacists, first contact physios, health and wellbeing coaches and social prescribers
- Join a practice where training and development is a major part of what we do (as evidenced by the New to Practice programme, IP qualifications gained by various staff, and our continuing commitment to welcoming trainee doctors, nurses and other clinical colleagues)
- Contribute to a high-functioning PCN that is making a real difference to the services we provide to patients, and is just about to welcome another practice; and
- Be part of a practice where the staff wellbeing committee organises events to benefit all staff the whole year round (such as an advent calendar of treats throughout December, ice cream days in the summer and fruit bowls through the whole year)

then maybe this position is for you?

Our preference would be for someone with at least 12 months of general practice nursing experience, to include some chronic disease work, but we will consider colleagues from other nursing backgrounds, who can show some transferable skills and can demonstrate why they now feel practice nursing is the route forward for them. (For colleagues new to practice nursing, we would support and encourage you joining the New to Practice programme run by the LMC, with up to 4 hours WTE dedicated CPD time per week, access to training, mentorship, supervision and peer support from dedicated Legacy nurses.)

Working hours are within a flexible shift pattern between 8am - 6:30pm Mon- Friday, with occasional Saturdays 8:15am - 5pm and some weekday evenings until 8:00pm on a rota basis. Salary is depending on experience, but likely to be around £30,800 - £34,100 WTE.

**PLEASE NOTE: interviews will take place on 03 and 04.03.2025.** Virtual interviews will be an option, if required.

**OUTLINE OF DUTIES**

- Wound management, assessing and treating a variety of wounds appropriately.
- Administering a variety of injectable medications.

- Chronic disease management, including diabetes, asthma, COPD, hypertension and CHD.
- Reproductive and sexual health including contraception, STI checks and advice and cervical screening.
- Immunisations, including children, babies, travel, vocational, seasonal (flu, Covid).
- Advising on medication changes within limits of personal competence as a non-prescriber, and in agreement with GPs (or independently for Non-Medical Prescribers).
- Contribute to possible future service provision of minor illness sessions and clinical research programmes.
- Maintaining strict confidentiality of patients' records and clinically related matters at all times.
- Promoting effective communication and relationships within the team.
- Partaking in clinical supervision for own development.
- Making effective use of the IT system (EMIS Web) by ensuring the consistent and accurate entering of data and use of appropriate coding.
- Contributing to practice/team audit and reviews of service delivery as required.
- Keeping up to date with mandatory training.
- Attending weekly staff huddles, quarterly full team meetings and various other meetings and group training as required.

## **PERSON SPECIFICATION**

- Shows evidence of a breadth and depth of clinical knowledge and skills, able to deal with people in a professional manner even when under pressure, and demonstrates strong interpersonal and communication skills
- Flexible and like to work within a team, and takes personal responsibility to make themselves an amenable, compatible and effective team member.
- Has NMC registration as an adult nurse
- Has undergone cervical cytology training or is willing to do so
- Has a diploma in one or more areas of chronic disease or is willing to be trained to obtain them
- Ideally has at least 12 months experience working as a practice nurse in a UK general practice
- Committed to life-long learning and has a positive attitude to continuous quality improvement. Has a 'can-do' approach.

## **TERMS AND CONDITIONS**

**CONTRACT:** This is a permanent contract for approximately 30 hours per week.

**SALARY SCALE:** Annual WTE likely to be £30,800 - £34,100 based on experience.

**ANNUAL LEAVE:** on appointment: 27 days WTE including public holidays; after 5 years' service, 29 days WTE including public holidays

The definition we are using for length of service is continuous employment undertaken within our general medical practice. Staff who are contracted to work less than 5 days a week will be entitled to paid holidays (including bank holidays) pro-rata to the number of holidays (including bank holidays) for those contracted to work 37.5 hours per week.

**PENSION SCHEME:** Eligible to join the NHS Pension Scheme

**PROBATIONARY PERIOD:** There is a 6-month probationary period for any successful candidate.

**REVIEW:** This job description is not exhaustive and will be reviewed in discussion with the post-holder and adjusted as the post develops and evolves. You will also be expected to carry out any other reasonable duties which may be requested from time-to-time.