



Falldon Way Medical Centre
JOB DESCRIPTION – Practice Nurse

1. JOB SUMMARY

- To provide an efficient, but high, standard of professional nursing care for patients. By working alongside other clinicians, to ensure patients are accessing the most appropriate level of care. The duties will include all tasks normally undertaken by an experienced RGN and in addition any roles agreed between the nurse and the doctors as appropriate, having regard to current training.
- To ensure a positive experience of care for patients and carers.

2. MAJOR DUTIES AND RESPONSIBILITIES

General Nursing Services

- To provide clinical nursing services and opportunistic health promotion advice as appropriate to patients registered with the practice, within the professional competence of the post holder.
- To support and assist the GPs clinically.
- To assist in achieving quality payments for chronic disease management (specifically Diabetes)
- To provide skilled nursing care and treatment to patients as required by the GPs and within agreed up-to-date protocols
- To advise patients on general health care and minor ailments with appropriate referral to GPs as necessary
- To demonstrate, teach and promote educational issues with patients (and their immediate families if necessary)
- To undertake general and specific health screening of the practice patient population, working within agreed and up-to-date protocols, referring to GPs as necessary
- To undertake the collection of pathological specimens, including blood samples, swabs, smears, etc and perform investigatory procedures as requested by the GPs
- To maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines within the practice with appropriate regard to confidentiality

Chronic Disease Management

- To maintain the relevant disease registers and call/recall system for patients with chronic diseases.
- To ensure appropriate follow-up is provided to these patients when necessary

Health Promotion

- To be aware of opportunities for health promotion on an individual and group basis, acknowledging local and national targets
- To help in the development and maintenance of comprehensive new services provided by the practice (screening clinics, health promotion activity, etc.)



Treatment Room

- To maintain supplies and equipment used
- To ensure that equipment is sterilised as and when appropriate
- To ensure that cleanliness is maintained (the cleaning staff are primarily responsible for an appropriate cleanliness level being obtained)

Organisational

- To liaise with all members of staff employed within the practice and with the GPs in order to deliver high quality patient care
- To liaise with members of the Primary Health Care Team and other agencies
- To liaise with the Senior Nurse regarding all nursing-related and organisational matters in order to provide high quality patient care and adequate nursing cover
- To participate in the review of existing evidence-based nursing practice by using valid and reliable audits and published and validated research from medical and nursing data in order to effect changes in clinical practice
- To be aware of budgetary constraints within the practice
- To contribute to a learning environment for new nursing personnel, student nurses/doctors and practice staff

Minor Injuries Service

- To provide a minor injuries service in line with current ICB recommendations referring to GP's or outside agencies when appropriate

Administration

- To ensure accurate recording of all patient consultations (including treatment/advice)
- To ensure accurate completion of necessary documentation associated with patient care and registration with the practice
- To ensure collection and maintenance of statistical information required for regular and occasional practice reports
- To undertake all administrative procedures relating to the post

Health & Safety

- To be aware of the practice policies and guidelines and your responsibilities relating to:
 - Disposal of clinical waste
 - Safe vaccine storage
 - Fire and emergency procedures

3. SUPERVISION RECEIVED

The postholder will be operationally line managed by the Practice Manager with clinical supervision provided by the Senior Nurse and GP Clinical Lead for Nursing.



4. SUPERVISION EXERCISED

The postholder has no day to day line management responsibility and does not directly manage any members of staff.

5. KEY WORKING RELATIONSHIPS

Develop and maintain key working relationships with:

- Practice GPs, Practice Pharmacist, Practice Nurses and HCAs
- Patients and Carers where appropriate
- Practice Management, Reception and other Administrative staff
- Secondary Care and interface clinicians
- Community Nurses and other allied health professionals
- Community Pharmacists and support staff



PERSON SPECIFICATION

HEADINGS	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
Education & Qualifications	Registered General Nurse Current NMC Registration	Community qualification e.g. PN/ DN Advanced Assessment Skills Diabetes diploma (or equivalent qualification)
Knowledge & Experience	Evidence of appropriate continuing professional development activity to maintain an up-to-date knowledge and ongoing competence in all aspects of the role Evidence of working autonomously and as part of a team Proven ability to evaluate the safety and effectiveness of their own clinical practice Understanding and knowledge of policy developments related to primary care Understanding of systems to gain an understanding of the health needs of the local population Understanding of evidence based practice Knowledge of national standards that inform practice (e.g. NICE guidelines) Understanding of equality and diversity issues	Experience of working with frail, elderly patients Experience of managing minor injuries Interpreting and implementing local and national policy agendas for health



Qualities/Skills	<p>Ability to assess and manage patient risk effectively and safely</p> <p>Well developed IT skills</p> <p>Excellent interpersonal, verbal and written communication skills</p> <p>Reflective practitioner</p> <p>Time management and ability to prioritise workload</p> <p>Able to analyse data and information, drawing out implications for the individual patient and impact on care plan</p> <p>Able to establish and maintain effective communication pathways within the organisation and with key external stakeholders</p>	<p>Experience of EMIS Clinical System</p> <p>Proven record of effective use of networking and influencing skills</p> <p>Ability to think strategically</p> <p>Experience of presenting information to a wider audience</p>
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January 2025