**JOB TITLE** Practice Treatment Room Nurse

**REPORTING TO** Lead Nurse / GP Partners (Clinically)

 Practice Manager (Administratively)

**HOURS** 16 hours per week (8.30am – 5pm, Tuesday & Friday)

**Job purpose:**

The purpose of the post is to deliver a safe, high quality primary care nursing service to the practice population. Working within the NMC Code of Conduct.

**Job responsibilities:**

* Assist in and perform routine tasks related to patient care as directed by senior nursing staff and GP’s
* Cervical cytology
* Contraception advice and monitoring
* Wound care
* Swabs
* Removal of sutures
* Urinalysis
* Ear irrigation
* Blood pressures
* ECG’s
* Venepuncture
* Routine immunisations and vaccinations for adults and children
* Injections
* Travel clinic
* Assisting GPs with minor surgery and family planning
* Undertake diabetic foot checks
* Doppler testing
* Stocking measurement
* Asthma chronic disease management
* Answer and respond to admin/practice notes from clinicians and non-clinical colleagues contacting patients where appropriate
* Undertake any other additional duties appropriate to the post as requested by the Lead Nurse, Partners, Practice Manager or Assistant Practice Manager

**Confidentiality:**

While 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

**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 recognizes 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. Complete on-line training provided by the practice on all appropriate topics. Attend quarterly staff training afternoons.

**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 recognize the importance of effective communication within the team and will strive to:

Communicate effectively with colleagues and other practice team members

Communicate effectively with patients and carers

Recognize 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 audits where appropriate

**Person Specification:**

**Essential:**

Registered General Nurse (Nursing and Midwifery Council)

Experience of working in a primary care environment

Experience of infection prevention and control measures

Clear Disclosure Barring Service (DBS) check

Occupational health clearance

Meet the requirements and produce evidence for nurse revalidation

Evidence of continuing professional development (CPD) commensurate with the role of the Practice Nurse

Clinically:

Clinical knowledge and experience in the following areas: -

 Wound care/removal of sutures and staples

 ECG’s

 Venepuncture

 Immunisations (routine, childhood and travel)

Vaccinations

Injections

Women’s health (cervical cytology, contraception)

Requesting pathology test and processing the results advising patients accordingly

Travel medicine

Management of patients with asthma

Governance:

Understanding of the importance of evidence-based practice

Understand the requirements for PGD’s and associated policy

Ability to record accurate clinical notes and following agreed templates

Ability to work within own scope of practice and understanding when to refer to GP’s

Chaperone procedure

Broad knowledge of clinical governance

Communication:

Excellent communication skills (written and oral)

Effective time management (planning and organising)

Ability to work as a team member and autonomously

Good interpersonal skills

Ability to follow clinical policy and procedure

Strong IT skills including clinical systems

Patient care:

Polite and confident

Flexible and co-operative

High levels of integrity and loyalty

Sensitive and empathetic in distressing situations

Effectively able to communicate and understand the needs of patients

Own car and clean driving license to undertake home visits when required

Practice:

Commitment to ongoing professional development

Punctual and committed to supporting the team effort

Motivated, forward thinker

Problem solver with the ability to process information accurately and effectively, interpreting data as required

Ability to work under pressure/in stressful situations

Effectively utilise resources

Flexibility to work outside of core office hours

Flexibility to cover for colleagues in times of annual leave or unexpected sickness within the nursing team

**Desirable:**

Post graduate diploma or degrees (Asthma)

Family planning qualification

Experience of using the EMIS clinical system

Experience of managing housebound patients

Chronic disease management awareness for: -

 CHD

 Diabetes

 Hypertension

 Spirometry

Awareness of issues within the wider health arena

Knowledge of health promotion strategies

Experience with audit and able to lead audit programmes

Experience with clinical risk management