

Job Description

Job Title:	Practice Nurse
Hours	16-20 hours per week.
Location:	Greenway Community Practice Greystoke Avenue Southmead Bristol BS10 6AF
Job Purpose:	Working in accordance with the NMC Code of Conduct, the post-holder will provide the assessment, treatment, screening, health education services and advice to patients.
Duties:	<p>Specific Duties: To practice unsupervised and independently in accordance with the NMC Code of Conduct and within individual competencies, with reference to Practice guidelines and referring on to other team members as appropriate</p> <ul style="list-style-type: none"> To perform routine tasks related to patient care, to include: <ul style="list-style-type: none"> Wound / leg ulcer care management (including doppler examination) Undertaking cervical cytology Ear irrigation Injections and immunisations (including childhood immunisations) Providing a comprehensive travel advice and vaccination service Obtaining pathology samples, swabs, urine, blood etc. Initiate and perform ECGs New patient checks Spirometry To chaperone GPs and assist patients (where appropriate) during clinical procedures To assist with minor surgical procedures as necessary To provide general and specific health screening and health education to the practice population with referral to GPs as necessary To advise patients on general health care and minor ailments To order and maintain adequate supplies of stock (including vaccinations) and equipment relating to patient care To be aware of the need for regular maintenance of clinical equipment and report potential problems with clinical equipment to Senior Nurse Manager To maintain accurate documentation of care and utilisation of IT To undertake administrative tasks relevant to patient care and individual CDM clinics To advise Senior Nurse of potential problems or errors within the range of assigned tasks To develop the care of patients with complex health needs, which may involve identification and assessment of such patients and the subsequent introduction and use of technical and specialist nursing treatments

CDM	<ul style="list-style-type: none"> • To undertake chronic disease management (CDM) (i.e. asthma, diabetes, hypertension, CVD) where appropriate training has been received • To monitor and develop individual chronic disease management plans and ensure the smooth running of these plans; agreeing these as appropriate with the patient and other health professionals • To prescribe products (e.g. dressings, inhalers etc.) appropriately and within expertise to meet the needs of patients within the practice population • To report all concerns or issues relating to the organisation of chronic disease management services, childhood immunisation clinics, cervical screening programme and health promotion services to the Senior Nurse Manager • To be involved in the development, implementation and evaluation of both new and existing chronic disease management clinics; childhood immunisation clinics; cervical screening programme and health promotion services as required
Communication	<ul style="list-style-type: none"> • To attend monthly nursing team meeting • To attend monthly practice clinical meeting • To attend any other meeting as required • 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 • To recognise and gather relevant information required to refer on as appropriate (e.g. drugs; domestic violence; child protection; vulnerable adults; senior patients; social problems)
Clinical Governance/Quality	<ul style="list-style-type: none"> • To be aware of Health & Safety issues relating to the nursing team and Treatment Room • To ensure that a high standard of hygiene and tidiness is maintained within the Treatment Room and nursing suites at all times • To contribute towards the development and implementation of policies, standards and guidelines across the practice nursing team • To be aware of clinical governance and risk management systems, which include Infection Control • To contribute towards attainment of the Practice goals as outlined in the Practice Plan
Education/Research	<ul style="list-style-type: none"> • To be involved in the education, training and mentorship of students of all disciplines as required • To cooperate and participate in any research projects within the practice as required
Confidentiality	<ul style="list-style-type: none"> • All staff should understand the implications of Data Protection Act and Caldicott Guardian • In the course of 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	<ul style="list-style-type: none"> • 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 and Health & Safety at Work Act (1974), 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 & Diversity	<ul style="list-style-type: none"> • The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include: • 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.
Personal & Professional Development	<ul style="list-style-type: none"> • In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that NMC professional development requirements for PREP are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include: • Involvement in individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development • Maintain continued education by attendance at courses and study days as deemed useful or necessary for both professional development AND as required by the Practice • Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Other	<ul style="list-style-type: none"> • The post-holder will work with reference to practice agreed protocols and guidelines to provide nursing care to patients both independently and in participation with nurse colleagues, general practitioners and the wider primary healthcare team. • The post holder will be required to have and maintain the necessary skills, training and competence to fully participate in all clinical areas, working within patient group directions where these are available. • The post-holder will be part of integrated nursing within the wider nursing team (practice nurses, district nurses and health visitors), underpinned by the development of evidence-based guidelines, for shared delivery of care to the whole practice population. • 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.
General Information:	<ul style="list-style-type: none"> • To observe the confidential nature of the work of the Practice at all times • To familiarise yourself with all other members of the Practice Team and their respective duties • To understand your own role within the Team, but be able to work on your own initiative • To familiarise yourself with Practice Policies on Health & Safety and Equality & Diversity, as outlined in the Staff Handbook • To participate in an Annual Performance Review • To participate in in-house and external training, which is encouraged by the Practice • To deputise for colleagues and to assist with sickness/holiday cover when required
Qualifications, Experience and Characteristics:	<ul style="list-style-type: none"> • Degree in Nursing • NMC Professional body membership • Basic literacy and numeracy skills • Basic computer skills essential • Ability to communicate and deal sensitively with patients and colleagues, both face-to-face and over the telephone • Friendly and a good sense of humour • Good organisational and planning skills • Reliable and able to work effectively as part of team • Experience of working in a customer care environment desirable
Responsible to:	Practice Nurse Lead
Accountable to:	Partners

Name:

Signed:

Date:

