**JOB TITLE: PRACTICE NURSE**

**REPORTS TO: Nurse Manager (Clinically)**

**Surgery Manager (Administratively)**

**HOURS: 20.5 – 37.5 hours per week**

**Job Summary:**

The post-holder will undertake a range of nursing assessments and provide appropriate care and treatment in conjunction with GPs and other clinical staff, or independently in line with national guidelines, Surgery policies and procedures. The post-holder will look to improve patients’ health outcomes in the assessment, diagnosis, treatment and management of patients within their care. Working collaboratively with the multi-disciplinary Surgery team to meet the needs of patients.

The post-holder will develop good working relationships with:

* Patients
* GP, ANPs and other Surgery staff
* Other Practice Nurses
* Community Nurses and other healthcare staff

**Clinical Responsibilities:**

* To undertake a variety of duties, including working across the Surgeries in the group as directed by the Lead GP / Nurses Manager.
* To deliver a high standard of patient care as a Practice Nurse in general practice,
* Work with other members of the nursing and healthcare team to organise and provide nursing services for the practice population
* Provide nursing treatments to patients in participation with GP’s or independently, following national guidelines, Surgery policies and procedures.
* Assist in and perform routine tasks related to patient care in negotiation with other members of the nursing team and as directed by GP’s
* Advise patients on general healthcare and minor ailments with referral to GP’s as necessary
* Provide specific evidence based practical skills and knowledge in the following areas, where full training and competency can be evidenced\*:
* Cytology and sexual health screening
* Travel Health
* Wound care, including support for the Leg Club initiative
* Removal of sutures
* ECG’s
* Review and Management of Chronic Diseases such as Asthma, Diabetes, COPD
* Spirometry
* Hypertension management
* Contraception
* Routine immunisations / child immunisations

\*Where training and competency can not currently be evidenced, a willingness to learn and train toward achieving competence will be required.

* Work with patients to support compliance with and adherence to prescribed treatments. Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions within the post-holders’ knowledge and competencies
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
* Support patients to adopt health promotion strategies that promote healthy lifestyles and apply principles of self-care. Support and manage health needs of women presenting for family planning or sexual health consultations
* Recording clear and contemporaneous consultation notes to agreed standards.
* Collecting data for audit purposes.
* Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).

**Other Responsibilities within the Organisation:**

* Awareness of and compliance with all relevant Surgery policies/guidelines, eg prescribing, confidentiality, data protection, health and safety.
* To undertake any other duties commensurate with the post holder’s grade as agreed with the Lead GP.
* To maintain registration as a Nurse and comply with appropriate professional codes.
* A duty to advise GP of potential problems or errors within the range of assigned tasks
* In participation with the other practice nursing staff, ensure the maintenance of equipment and stock levels relating to patient care. Regular stock checks, requesting basic pathology tests for example, urine culture, swabs, clinical consumables
* A commitment to life-long learning and audit to ensure evidence-based best practice
* Contributing to evaluation/audit and clinical standard setting within the organisation
* Contributing to the development of computer-based patient records.
* Contributing to the summarising of patient records and Read-Coding patient data, contributing to the maximum Surgery performance under QOF.
* Attending training and events organised by the Surgery or other agencies, where appropriate.

**Communication**

* Able to confidentially utilise a variety of communication methods to disseminate information to large numbers of people
* Adapt communication style and content to reflect different type of people when making contact
* Ability to receive complex, sensitive or contentious information and process appropriately
* Promote positivity and effective working relationships with commissioners, other health care providers and other key health care providers and other key partners to support an integrated approach to high quality patient care

**Confidentiality**

* 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
* Whilst performing the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their careers, surgery staff and other healthcare workers. They may also have access to information relating to the Surgery as a business organisation. All such information from any source is to be regarded as strictly confidential.
* Information relating to patients, careers, colleagues, other healthcare workers or the business of the Surgery may only be divulged to authorised persons in accordance with the Surgery policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Health & Safety**

* Maintain own health, safety and security knowledge & understanding as defined in the surgery Health & Safety Policy
* Use personal security systems within the workplace according to surgery guidelines
* Identify the risks involved in work activities and undertaking such activities in a way that manages those risks
* Make effective use of training to update knowledge and skills
* Use appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
* Report potential & actual risks identified

**Equality and Diversity**

* Support the equality, diversity and rights of patients, carers and colleagues
* Act in a way that recognizes the importance of people’s rights, interpreting them in a way that is consistent with Surgery procedures and policies, and current legislation
* Respect the privacy, dignity, needs and beliefs of patients, careers and colleagues
* Behave in a manner which is welcoming to an individual, is non-judgemental and respects their circumstances, feelings priorities and rights.

**Personal/Professional Development**

* Participate in any training program implemented by the Surgery as part of this employment
* Identify personal development and training needs
* Participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
* Take responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
* Lead and support others with their training and development needs
* Participate in continuing education to maintain a contemporary level of professional knowledge and skill

**Quality**

* Assess own performance, ensuring competence, and being accountable for own actions, either directly or under supervision
* Be responsible for identifying risks within the working environment and either resolve these or report them within the surgeries.
* Contribute to the quality assurance process and 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 ensure the best care for the patient, referring in as necessary
* Effectively manage own time, workload and resources.
* Recognise people’s needs for alternative methods of communication and respond accordingly

**Contribution to the Implementation of Services**

* Maintain and update relevant Surgery policies, standards and guidance
* Discuss with other members of the team how the policies, standards and guidelines will affect own work
* Participate in audits & meetings where appropriate
* Work across sites to support our One Team culture and to provide a sustainable patient focused service

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to can be found on the Intradoc system, or alternatively copies can be obtained from the Surgery Manager.

 Signed Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Updated: August 2025

**Person Specification**

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|   | **Essential** | **Desirable** |
| **Qualifications and Training** | Registered General Nurse (Currently registered with the Nursing & Midwifery Council) Evidence of ongoing professional development  | Non-Medical Prescribing NMC Mentor and assessor    |
| **Knowledge and Experience**  | Experience in management of all long term conditions e.g. asthma, COPD, diabetes, CHD (or willingness to undertake required development)  Evidence of working autonomously and as part of a team  Experience of wound management  Experience of use of a medical software package Understanding of evidence based practice  | Minimum of 2 years experience in NHS general practice Understanding of Clinical Governance, Quality & Outcomes Framework and GMS Contract Interpreting and implementing local and National policy agendas for health Experience of CDM /Cervical Cytology /Travel Health /Immunisation /Health Promotion   |
| **Skills and ability** | Ability to use skills in a range of routine situations requiring analysis or comparison of a range of options Ability to assess and manage patient risk effectively and safely, seeking advice where needed Able to analyse data and information, drawing out implications for the individual patient/impact on care plan Good communication skills, able to communicate effectively  across different levels Proficient in Microsoft Word, Excel, Power Point and MS Outlook to intermediate level | Experience of effective use of networking and influencing skills Experience of establishing and maintaining effective communication pathways within organisations, CCGs and key external stakeholders  |
| **Other requirements**  | Patient focused and compassionate about delivery of safe and effect care. Reflective practitioner Ability to demonstrate commitment to Mendip Vales  ethos and values Resilient and flexible to meet service needs   |   |