

# FROME VALLEY MEDICAL CENTRE

## JOB DESCRIPTION

**JOB TITLE: PRACTICE NURSE**

**REPORTS TO: NURSE MANAGER AND THE PRACTICE MANAGER**

**ACCOUNTABLE TO: GENERAL PRACTITIONER**

### **Job summary**

To provide and maintain a high standard of nursing care for patients, working as part of the practice multidisciplinary team, delivering care within their scope of practice to the entitled patient population.

The duties will include but not limited to day to day primary care nursing such as phlebotomy, ECG's, wound care, adult and child immunisations, B12 injections, BP monitoring as well as Enhanced Practice Nurse skills in chronic disease management, cervical screening and compression dressings.

### **Job responsibilities**

#### **Primary:**

- Able to document contemporaneous Consultations according to NMC guidelines using EMIS clinical system
- Maintain accurate clinical records in conjunction with legislation
- Ensures awareness of statutory and local clinical protection procedures, including systems of referral.
- Provide routine nursing care to patients as required in accordance with clinical based evidence
- Perform venepuncture according to local guidelines
- Request pathology services as necessary
- Process pathology results if required
- Provide a holistic approach to wound management and implement wound care in line with current evidence based guidelines and local wound protocol
- Suture removal
- Perform ECGs
- Ability to obtain and document informed consent (either verbal or written)
- Ensure infection control guidelines are maintained
- Confidentiality of information gained at work must be always preserved
- Ensure read codes and templates are used effectively
- Identify, manage, and support patients at risk of developing long-term conditions, preventing adverse effects on the patient's health
- Provide chronic disease clinics, delivering patient care as necessary, referring patients to secondary / specialist care as required
- Maintain chronic disease registers

- Offer advice about childhood and adult vaccinations and ensure vaccines are administered under patient group directions
- Provide vaccination and travel medicine services
- Prioritise health issues and intervene appropriately
- Support the clinical team with all safeguarding matters, in accordance with local and national policies
- Deliver opportunistic health promotion where appropriate
- Perform a holistic assessment of patients attending for cervical cytology smear tests (if carrying out this service)
- Recognise, assess, and refer patients presenting with mental health needs
- Aware of identification and reporting procedures related to professional standards
- Able to recognize and manage anaphylaxis according to current UK guidelines
- Able to perform Cardio-pulmonary resuscitation according to current UK guidelines

### **Secondary:**

- Develop, implement, and embed health promotion and well-being programmes
- Implement and evaluate individual treatment plans for chronic disease patients
- Assist GPs with minor surgery when required
- Chaperone patients where necessary
- Support the team in dealing with clinical emergencies
- Liaise with external services / agencies to ensure the patient is supported appropriately
- Monitor and ensure the safe storage, rotation, and disposal of medicines
- Support junior members of the nursing team, providing guidance when necessary
- Participate in local initiatives to enhance service delivery and patient care
- Support and participate in shared learning within the practice
- Continually review clinical practices, responding to national policies and initiatives where appropriate
- Participate in the review of learning events

### **Educational:**

- Identify personal development and training needs in conjunction with the Nurse manager and deputy Practice Manager
- Participate in clinical supervision and annual appraisals
- Support others with their training and development needs
- To participate in continuing education and maintain a contemporary level of professional knowledge and skills
- Undertake all mandatory training and induction programmes
- To be familiar with emergency procedures including fire, resuscitation and health and safety
- Contribute to and embrace the spectrum of clinical governance
- Attend team meetings for the purpose of maintaining an informed interest in the work undertaken at the surgery and contribute to the primary healthcare team objectives.
- Be familiar with and adhere to practice policies and protocols.
- Maintain a clean, tidy, effective working area at all times
- Attend a formal appraisal with their manager at least every 12 months. Once a performance/training objective has been set, progress will be reviewed on a regular basis so that new objectives can be agreed

**Personnel:**

- Maintain good professional relationships
- Take reasonable care of his/her/their own safety and that of other persons who may be affected by his/her/their act or omission
- Co-operation with the practice to ensure all members of the team adheres to statutory regulations/policies and codes of practice and departments safety rules
- Offer innovative ways of working and opportunities to facilitate learning
- Maintains a caring environment through the support of colleagues
- Takes an active involvement in staff meetings

**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
- 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 implement and lead on a full range of health promotions. They will manage their own and others' health and safety and infection control as defined in the practice Health & Safety policy, and to adhere to the infection control policy and guidelines. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Responsible for the correct and safe management of the specimen's process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management

- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum annually)
- Demonstrate due regard for safeguarding and promoting the welfare of children. Ability to recognise signs and symptoms of child abuse

The post holder has a duty to safeguard and promote the welfare of children and vulnerable adults in line with the NHS Trust's safeguarding policies and procedures.

They must ensure that they are aware of, and work within, local and national safeguarding legislation, guidance and procedures. The post holder will be required to attend mandatory safeguarding training appropriate to their role and to act at all times to protect the safety and wellbeing of patients, service users and colleagues.

### **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

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

- Communicate effectively with other 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 audit where appropriate
- Support the practice in achieving quality indicators and targets

### **Standard Requirements:**

- RGN with current PIN number
- To work in accordance with NMC code of conduct
- Membership of professional body e.g. RCN/MDU
- Appropriate training/experience in chronic disease management and other training as identified by their manager; evidence of updates required.

**This job description is not exhaustive, and you will be required to carry out any other duties that may be required by the practice either on a temporary or permanent basis.**

**To always follow the practice code of conduct**