**PENN HILL SURGERY**

**JOB DESCRIPTION**

**POST: Lead Practice Nurse**

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| **Salary:** |  |
| **Hours of Work:** |  |
| **Department:** | Practice Nurses |
| **Accountable To:** | Clinical – Nurse Manager & Senior Partner  Managerial – Practice Manager |

**1. JOB SUMMARY**

To lead, mentor, supervise and support a dynamic and versatile nursing team, capable of meeting the needs of the service users in particular, and those of the wider primary care team in general.

**MANAGERIAL:**

* Provide leadership to the Practice Nursing team through articulation of clear vision
* Set priorities for nursing the practice through collaboration with management.
* Develop, implement and monitor protocols and guidelines for the practice especially in the management of long term conditions.
* Identify the training and development needs of the team through appraisals, and periodic reviews.
* Ensure the skills of the team are appropriately and effectively used to deliver care.
* Maintain an effective nurse appointment system in collaboration with the Deputy Practice Manager.
* Manage supply line to ensure efficient and appropriate stock control is in place.
* Lead development of the Practice’s health promotion programmes.
* Advise the Practice Manager and Partners on all nursing matters including professional issues, training needs, resource requirements, health & safety.
* Participate in the recruitment, selection and induction of new nurses; and as may be necessary, other staff.
* Undertake teaching and supervision of less experienced colleagues as appropriate.
* Where necessary, lead and manage change, and implement systems to facilitate improved patient care.

**COMMUNICATION & LIASION**

* Communicate effectively with patients and carers
* To work as a good team player
* Explore opportunities to network with other peers, to share ideas and provide professional support.
* Attend countywide lead nurse team meetings.
* Attend and participate in practice meetings as required, delivering the nursing agenda and demonstrate evidence of the contribution of the nursing team to the practice priorities.
* Anticipate barriers to communication and take action to improve communication.
* Work with the wider Primary and Community nursing teams to develop and maintain more integrated service for patients.
* Give regular feedback on Practice Nurse activity to the Partners and the Practice manager

**LEARNING AND DEVELOPMENT**

* Undertake teaching, training, supervision and mentoring of other nursing staff and students.
* Undertake supervision and mentoring of new staff.
* Disseminate learning and information to other team members in order to share good practice and inform others about current and future developments.
* Evaluate own work and that of the team through audits and peer reviews.
* Participate in performance reviews and development of own, and the Practice’s objectives.
* Ensure professional development through a variety of strategies including attendance at study days, lectures, seminars, courses and clinical placements.
* Provide an educational role to patients, carers, and colleagues in an environment that facilitates learning.

**CLINICAL PRACTICE**

* Assess, diagnose, plan, implement and evaluate treatments/interventions and care for patients with long term conditions as appropriate.
* Hold managerial and strategic responsibility for all long term conditions to meet the needs of the practice population.
* Clinically examine and assess patients’ needs from a physiological perspective including use of pathology results, and plan care accordingly.
* Proactively identify, diagnose and manage treatment plans for those at risk of developing long term conditions.
* Prescribe and review medications for effectiveness, appropriateness, and suitability to patients’ needs and in accordance with evidence based practice, national and local protocols and within own scope of practice.
* Provide information and advice on prescribed treatments and over the counter medications around side effects and adverse reactions.
* Support patients to adopt health promotion strategies that encourage self-care.
* Plan, develop and monitor individual treatment plans that promote health and well-being agreeing these as appropriate with the patient, their carer’s and (other health professionals as may be necessary).
* Implement and participate in vaccination programmes
* Implement immunisation programmes.

**Management of risk**

* Manage and assess the risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
* Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedure and guidelines
* Ensure the safe storage, rotation and disposal of vaccines and drugs. Oversee the monitoring, stock control and documentation of controlled drug usage according to legal requirements
* Act as a role model to support members of the nursing team to undertake mandatory and statutory training
* Apply infection control measures within the practice according to local and national guidelines
* Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
* Participate in the local implementation strategies that are aligned to the values and culture of general practice
* Ensure that the rights, confidentiality and privacy of the patients are protected at all times.
* Be conversant with, and comply with the Practice’s fire precautions and procedures for evacuation.
* Be conversant with, and comply with the Health & Safety Policy.
* Ensure your relationships with patients and colleagues demonstrate understanding of equal opportunities.

**Personal Qualities:**

* The ability to work as part of a team and to work efficiently under pressure is essential.
* Ability to deal with and resolve problems in a positive manner.
* When dealing with patients and their records to be aware of the importance of confidentiality.
* To be punctual at all times and to be of smart appearance, including conforming to the practice dress code and uniform policy.
* To be polite, courteous, and have a calm, friendly and welcoming manner
* Willingness to attend relevant training courses and meetings that are of benefit to the individual and the practice.

**Equality and diversity:**

Monitor and evaluate adherence to local chaperoning policies

**Person Specification**

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| **Essential Criteria** |
| **Experience** |
| * General Practice experience * Proficiency in medical informatics and IT systems * Experience of nurse-led management of long term conditions * Experience of quality initiatives, e.g. clinical audits, research, clinical projects etc. * Experience of design and implementation of protocols and care pathways * EMIS Web proficiency |
| **Knowledge** |
| * Knowledge and experience of management of patients with long term conditions * Understanding of accountability for own role and that of others in a nurse-led service * Knowledge of health promotion strategies * Knowledge of local and national policies * Understanding of clinical governance rules and procedures * Knowledge of patient group directions, patient specific directions and associated policies * Knowledge of public health issues in the local area * Knowledge of trends in primary care in particular and the NHS in general |
| **Skills** |
| * Autonomous practitioner * Strategic and micro level delegations and follow through * Clinical skills which may include, vaccination and immunisation, ear care, wound care, ECGs, and chronic disease management. * Experience of working in Primary health environment. * Good communication skills, both written and verbal and ability to communicate difficult messages to patients and families |
| **Qualifications** |
| * Registered nurse with first degree level qualification as a minimum * Evidence of continuing professional development * Accredited training in chronic disease management |