**PENN HILL SURGERY**

**JOB DESCRIPTION**

**POST: Practice Nurse**

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| **Salary:** |  |
| **Hours of Work:** | 24 hours per week |
| **Department:** | Practice Nurses |
| **Accountable To:** | Clinical – Lead Practice Nurse & Nurse ManagerManagerial – Practice Manager |

**1. JOB SUMMARY**

To work as a member of a dynamic and versatile nursing team, supporting our patients and wider primary care team.

**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 and participate in practice meetings as required.

**LEARNING AND DEVELOPMENT**

* 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 through audits and peer reviews.
* Ensure professional development through a variety of strategies including attendance at study days, lectures, seminars, courses and clinical placements.

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**CLINICAL PRACTICE**

* Assess, diagnose, plan, implement and evaluate treatments/interventions and care for patients with long term conditions as appropriate.
* 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.
* 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. Participate in the monitoring, stock control and documentation of controlled drug usage according to legal requirements
* Adhere to all infection control measures within the practice according to local and national guidelines
* 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** |
| * Proficiency in medical informatics and IT systems
* Experience of nurse-led management of long term conditions
* EMIS Web proficiency
* Experience in general practice is desirable but not essential
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| **Knowledge** |
| * Knowledge and understanding of management of patients with long term conditions
* Understanding of accountability for own role 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
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| **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 is desirable but not essential.
* Good communication skills, both written and verbal and ability to communicate difficult messages to patients and families
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| **Qualifications** |
| * Registered nurse with first degree level qualification as a minimum
* Evidence of continuing professional development
* Accredited training in chronic disease management is desirable but not essential
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