# Qualifications

Registered nurse

# Accountability

Clinically to the lead practice nurse and the partners

Managerially to the lead practice nurse and the practice manager

Professionally to patients under the NMC code of conduct

# Liaison

Patients and their representatives

GPs and the nursing team for clinical issues

Practice manager and other staff for administrative matters

Attached staff and any other agency working with patients

NHS England

Somerset CCG

Somerset County Council (public health)

# Job summary

To provide nursing services to patients of the practice including treatment, screening and advice within the professional competence of the postholder and the practice policies and protocols and to work collaboratively within the general practice team.

# Key tasks

**Diagnostic testing including**

* Venepuncture
* BP measurement including 24 hour BP monitoring
* ECGs
* Doppler
* Spirometry
* Bacterial specimens

# Patient treatment including

* Long term condition screening and support
* Ear syringing
* Injections
* Wound care
* Suture removal
* Dressings
* Assisting with minor surgery and chaperoning
* First aid and management of emergencies

# Preventive measures including

* Immunisation and vaccination of children and adults
* Travel advice
* Cervical cytology
* Family planning advice
* Smoking cessation advice
* Infection control
* Healthy lifestyle advice
* Ability to recognise the signs and symptoms of abuse in children and vulnerable adults
* New patient health checks

# Equipment and administration

* Care of equipment
* Keeping accurate patient records and statistics, computerised and/or manual
* Responding to safety alerts as necessary
* Using the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements when required

# Key responsibilities

* To show respect towards patients and colleagues and have regard to confidentiality and information governance at all times
* To assess and manage risk within your areas of responsibility
* To advise senior nurse/practice manager of potential problems or errors
* To work within policies safeguarding children and vulnerable adults
* To understand the requirements of the Quality and Outcomes Framework (QOF) and assist in achieving them
* To be aware of the CQC requirements and work to meet the necessary standards
* To participate in the administrative and professional activities of the primary health care team
* To work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
* To obtain and document informed patient consent when appropriate
* To keep abreast with changes in the profession and general practice as a whole
* To assist in the formulation of practice philosophy, strategy and policy
* To assist in the provision and development of clinical services and health improvement activities
* To participate in the training of students of all disciplines within the Health Centre
* To work in accordance with professional codes of conduct and standards of clinical governance
* To maintain professional development by attending courses and other study opportunities
* To take part in the practice’s staff review and development programme

In addition to the above key tasks and responsibilities, the postholder will carry out any other tasks or responsibilities which may reasonably be required of him/her by the employers.

On occasion, there may be a requirement to undertake home visits.

Professional indemnity insurance is compulsory and will be provided by the employer through the Medical Defence Union.

All practice staff should be aware of their responsibilities under the Health & Safety at Work regulations.

This job description will be subject to periodic review and amendment in consultation with the postholder.