### JOB DESCRIPTON

**Job Title:** Practice Nurse

#### Job Summary

To provide nursing services to patients of the practice including treatment, preventative care, screening and patient education within your professional competence, working within the Nursing & Midwifery Council code of conduct and working to practice policies and protocols.

## General

1. You will provide nursing care to the patients of the practice
2. You will provide support and advice to other members of the practice nursing team, including the healthcare assistants.
3. You will provide cover for sick or absent colleagues as required.

### Job Responsibilities

Providing assessment, screening and treatment services and health education advice

* Provide cover for sick or absent colleagues as required
* Provide any other support or duties that may be required in line with your experience and position.
* Provide nursing treatments to patients in participation with general practitioners or independently to agreed protocols.
* Provide general and specific health screenings to the practice patients (within agreed protocols) with referral to general practitioners as necessary.
* Advise patients on general health care and minor ailments with referral to GPs as necessary.
* Undertake medication changes in line with the practice PGD’s and CG’s.

Clinical nursing duties may include: -

* Cervical cytology screening
* Venepuncture and handling of specimens
* Undertaking of diagnostic tests e.g. ECGs
* Immunisations and vaccinations of children and adults
* Advice to and vaccination of travellers
* Ear examinations and syringing
* Wound care dressings and removal of sutures
* First aid and management of emergencies e.g. burns, haemorrhage, shock and cardiac arrest
* Assisting and setting up for minor surgical procedures
* New patient medicals
* Following agreed protocols, participation in Chronic Disease Management. eg. Asthma, Diabetes, COPD, CHD and Hypertension,.
* Advice to patients on general health care and the treatment of minor ailments
* Assisting in screening procedures undertaken by the practice
* Health Promotion – to include giving advice on smoking, diet, alcohol reduction, and exercise, well person checks, contraception and HRT
* On occasions there may be a requirement to undertake home visits.
* Chaperoning of patients
* Ordering of supplies and equipment
* Care and maintenance of equipment
* Maintenance of accurate patient records and participation in administrative systems in the practice.

**Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

* Communicate effectively with other team members which will include reading and responding appropriately and promptly to e-mails and practice and patient tasks.
* Communicate effectively with patients and carers
* Recognise people’s needs for alternative methods of communication and respond accordingly.
* Not use written memos/messages to communicate with the surgery team (this does not include emails or EMIS tasks)

### Administrative and professional responsibilities

* Participate in the administrative and professional responsibilities of the practice team.
* Ensure accurate notes of all consultations and treatments are recorded contemporaneously in the patients’ notes on the clinical computer system as appropriate.
* Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice.
* Ensure collection and maintenance of statistical information required for regular and ad hoc reports.
* Attend and participate in practice meetings as required.
* Assist in the formulation of practice philosophy, strategy and policy and develop appropriate protocols.
* Maintain a notice board in the waiting area designated for patient health care education.
* Ensure the maintenance of equipment and adequate stock levels of supplies relating to patient care.
* Participate in the education and training of medical students and the induction of all members of practice staff with special responsibility for nursing staff.
* Maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines within the practice, with appropriate regard to confidentiality

**Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment. Such training may include:

* Additional training and assessment as required to enable the postholder to fulfil their role
* 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.
* Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development
* Ensure continued registration with the Nursing & Midwifery Council.

**Health & Safety:**

The post-holder will assist in promoting and maintaining their own and others’ health and safety by

* Making effective use of training to update knowledge and skills
* Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
* Reporting potential risks identified.