

Job Description

Job Title:	Practice Nurse – General Practice
Place of Work:	Hendford Lodge Medical Centre / Abbey Manor Medical Practice, Yeovil
Reports to:	Nursing Team Leader

Job Summary

The postholder is responsible for the delivery of evidenced-based practice for patients presenting with long term medical conditions and the provision of acute and preventative nursing activity to the whole practice population within the Diamond Health Group.

The postholder nurse will demonstrate critical thinking and skills in clinical decision making in the management of the patients plan of care. To work as an effective and responsible team member exploring ways of developing new ways of working to improve patient care.

Context

The post holder works as part of the Diamond Health Group that is responsible for providing expert nursing care, mainly within Practice premises, to the whole of the practice population. S/he will be responsible for the care they deliver, both autonomously and as part of a team. S/he will communicate effectively and professionally, and work collaboratively with the wider Primary Health Care Teams/Practices.

Key Relationships

- Patients, carers and family members
- Partners
- Practice Manager
- Nursing Team Leader
- Management Team
- All members of staff

Clinical Responsibilities

The post holder will show evidence of competence in:

- Assessing, planning, developing, implementing and evaluating treatment plans that promote health and well-being
- Assessing, planning, implementing and evaluating individual treatment plans with a known long-term condition
- To provide treatment room sessions
- To manage and support diabetic and respiratory patients providing designated clinics
- To provide cervical cytology, childhood/other immunisations, and other nursing services as required and appropriate to the role

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- To undertake additional responsibilities commensurate with competence and practice needs and undertake required mandatory training
- To develop further expertise in chronic disease and patient care planning
- To be aware of and follow infection control practices within the clinic environment
- To observe and report and document to the patients GP, changes in the patient's condition, be that physical, mental and/or social
- Ensure detailed, accurate and confidential patient records are maintained whilst adhering to policies

Knowledge and Skills

The post-holder will be required to demonstrate competence in the following areas:

- Chronic disease management
- Cervical cytology
- Immunisations
- Provision of wound care
- Venepuncture and appropriate handling of specimens
- Health promotion
- Care and maintenance of equipment
- Management of medical and nursing supplies and equipment
- Time management, and clinic management
- Verbal and written communication with other professionals
- Meeting the needs of patients presenting for opportunistic treatments
- Working to the Safeguarding Children and Vulnerable Adults policies

Management & Leadership

- Actively promote the workplace as a learning environment and encourage best practice
- Manage and assess risk within areas of responsibility, ensuring adequate measures are in place for protecting staff and patients
- Review and process data using accurate Read codes to ensure easy and accurate retrieval for monitoring and audit processes when required
- Prioritise work using resources and time appropriately, referring patients to secondary care settings as necessary and in discussion with the patient's GP

General Responsibilities

General:

- Adhere to practice policies and procedures, including Staff Handbook, Health and Safety, Clinical Governance and other policies and procedures as relevant to their employment and role
- Respect the confidentiality of patients and colleagues and the practice as a whole. All staff are expected to adhere to the Data Security and other relevant legislation.
- Attend team meetings, monthly staff meetings and other meetings as appropriate
- Alert other team members to issues of quality and risk, and 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 make suggestions on ways to improve and enhance the team's performance, working effectively with individuals in other teams and agencies to meet patients' needs
- Participate in, and contribute to, service improvement work with the Nursing Team Leader, Practice Manager and Partners, implementing of changes in the workplace in a positive manner
- To undertake any other duties commensurate with the post and to react to statutory, legislative and NHS policy within the scope of the role, including CQC registration compliance

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 and Safety

The post holder will assist in promoting and maintaining their own and other's health, safety and security as defined in the practice Health and Safety policy, the practice Health and Safety manual, the practice Infection Control policy and published procedures. This will include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks

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- 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 and undertaking periodic infection control training (at least annually)
- Actively reporting health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general/patient areas generally clean and tidy, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role

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 recognises 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-judgemental and respects their circumstances, feelings, priorities and rights.

Personal and Professional Development

The post holder will participate in any training programme implemented by the practice as part of this employment, 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 including all mandatory training provided by the organisation, and demonstrating skills and activities to others who are undertaking similar work. Act as a positive role model with appropriate attitude and behaviour
- Ensure that performance meets and operates within the NMC Code of Conduct at all times, and maintain appropriate and relevant registrations.
- Undertake a DBS check on appointment and as required.

Communication

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

- Communication effectively within own team and build effective working relationships with other teams in the practice and outside partners
- Communication effectively with patients and carers

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- Recognise people's needs for alternative methods of communication and respond accordingly

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This job description is not definitive or exhaustive, and may be reviewed in light of changing circumstances at a personal or organisational level. Any changes will be made in consultation with the post holder.

Changes to the job

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. This description will be open to regular review and may be amended to take account of developments within the practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the practice.

This post may be subject to changes/review as the needs of the service change. Any changes will be made following consultation with the individual before changes are made.

Job Description Agreement

I have read, understand and agree to abide by the terms and conditions of the Job Description as set out above. I recognise that as the needs of the business change, the job description may be reviewed from time to time to ensure that it is appropriate to the needs of the business but that any changes will be discussed with me.

Name:

Signed:

Date:

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Person Specification

	Necessary	Desirable
Academic / Vocational Qualifications	<ul style="list-style-type: none"> - Level 1 Registered Nurse - Current NMC Registration - Evidence of continuous professional development - Wound Care 	Chronic Disease Diplomas
Experience	<ul style="list-style-type: none"> - Experience as a Practice Nurse in Primary Care - Relevant experience in working in the community 	Working within a multi-disciplinary team
Skills	<ul style="list-style-type: none"> - In depth knowledge and understanding of the NMC Code of Conduct, scope of professional practice and accountability and PREP - Understanding the role of Practice Nurse - Able to demonstrate current knowledge and identify own learning needs - Demonstrate knowledge of clinical governance framework - Able to comply with infection control guidance - Knowledge and skills to select and apply the correct level of compression therapy - Ability to identify risks and act accordingly - Able to communicate clearly both verbally and in writing 	<p>Evidence of research based nursing practice and linking theory to practice</p> <p>IT skills- Microsoft packages</p> <p>Knowledge of EMIS computer system</p>
Qualities	<ul style="list-style-type: none"> - An understanding, acceptance and adherence to the need for strict confidentiality - Ability to use own judgement, resourcefulness and common sense - Able to work autonomously and without supervision - Ability to work as part of an integrated multi-skilled team - Good time management / clinic management - Pleasant and articulate - Able to work under pressure - Able to work in a changing environment - Able to use own initiative - Honest, caring, pleasant, sympathetic, good humoured and displays integrity at all times - Willing to work flexible hours as necessary 	
Other	<ul style="list-style-type: none"> - Current driving licence & car driver (as travel between sites is required) 	