**College Way Surgery**

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| **Person Specification – Practice Nurse** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Registered Nurse | ✓ |  |
| Post graduate diploma or degree (Primary Care) |  | ✓ |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment |  | ✓ |
| Experience of working as a practice nurse or community nurse |  | ✓ |
| Experience of chronic disease management |  | ✓ |
| **Clinical Knowledge & Skills** | **Essential** | **Desirable** |
| Wound Care / Removal of sutures & staples | ✓ |  |
| ECG’s | ✓ |  |
| Venepuncture | ✓ |  |
| New patient medicals | ✓ |  |
| Chaperone procedure | ✓ |  |
| Requesting pathology tests and processing the results, advising patients accordingly | ✓ |  |
| Travel medicine |  | ✓ |
| Diabetes |  | ✓ |
| Hypertension |  | ✓ |
| Asthma / COPD |  | ✓ |
| Spirometry |  | ✓ |
| CHD |  | ✓ |
| Immunisations (routine, childhood and travel) |  | ✓ |
| Women’s health (Cervical cytology, contraception, etc.) |  | ✓ |
| Understands the importance of evidence based practice | ✓ |  |
| Broad knowledge of clinical governance | ✓ |  |
| Ability to record accurate clinical notes | ✓ |  |
| Ability to work within own scope of practice and understanding when to refer to GPs | ✓ |  |
| Knowledge of public health issues in the local area |  | ✓ |
| Awareness of issues within the wider health arena |  | ✓ |
| Knowledge of health promotion strategies | ✓ |  |
| Understands the requirement for PGDs and associated policy | ✓ |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ✓ |  |
| Strong IT skills | ✓ |  |
| Clear, polite telephone manner | ✓ |  |
| Competent in the use of Office and Outlook | ✓ |  |
| EMIS / Systmone / Vision user skills |  | ✓ |
| Effective time management (Planning & Organising) | ✓ |  |
| Ability to work as a team member and autonomously | ✓ |  |
| Good interpersonal skills | ✓ |  |
| Problem solving & analytical skills | ✓ |  |
| Ability to follow clinical policy and procedure | ✓ |  |
| Experience with audit and able to lead audit programmes |  | ✓ |
| Experience with clinical risk management |  | ✓ |
| **Personal Qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Flexible and cooperative | ✓ |  |
| Motivated, forward thinker | ✓ |  |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |
| Ability to work under pressure / in stressful situations | ✓ |  |
| Effectively able to communicate and understand the needs of the patient | ✓ |  |
| Commitment to ongoing professional development | ✓ |  |
| Effectively utilises resources | ✓ |  |
| Punctual and committed to supporting the team effort | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Occupational Health Clearance | ✓ |  |
| NMC registration | ✓ |  |

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.