

Job Description

JOB TITLE: FULL TIME PRACTICE NURSE

**REPORTS TO: NURSE MANAGER/THE PARTNERS (Clinically)
THE PRACTICE MANAGER (Administratively)**

Job summary

To provide and maintain a high standard of nursing care for patients, as well as providing nursing assistance to the doctors and other members of the primary healthcare team. The duties will include all tasks normally undertaken by an experienced RGN and any additional roles agreed between the nurse and the doctors as appropriate, having regard to current training.

To improve the health, wellbeing and satisfaction of patients (and their families) with chronic and complex diseases; and provide ongoing assessment, monitoring and re-evaluation of health related needs.

Job responsibilities

Professional

- Offer advice about childhood and adult vaccinations and ensure vaccines are administered under patient group directions
- Running well person clinics and health promotion programmes, facilitating change by providing holistic assessment and lifestyle advice on diet, smoking, alcohol intake and exercise
- Assessing problems presented opportunistically by patients, dealing with minor illness.
- Able to document Consultations according to NMC guidelines
- Ensures awareness of statutory and local clinical protection procedures, including systems of referral. Ability to recognise signs and symptoms of child abuse.
- Perform a holistic assessment of patients attending for ear irrigation.
- Perform a holistic assessment of patients attending for cervical cytology smear tests.
- Perform venepuncture according to local guidelines
- Provide a holistic approach to wound management and implement wound care in line with current evidence based guidelines
- Suture removal
- Take ECGs
- Able to recognize and manage anaphylaxis according to current UK guidelines
- Able to perform Cardio-pulmonary resuscitation according to current UK guidelines
- Assist in the provision of minor surgery

- Ability to obtain and document informed consent (either verbal or written)
- Ensure infection control guidelines are maintained
- Ability to monitor and manage maintenance of stock and equipment to include refrigeration, sterilizer and emergency equipment
- Confidentiality of information gained at work must be preserved at all times

Managerial

- Contribute to the assessment of service needs
- Assist patients to identify their health needs
- Contribute a nursing perspective to the practice development plan
- Manage and organise individual patient consultations
- Aware of identification and reporting procedures related to professional standards
- To attend staff meetings
- Ensure effective relationships and communications with the PHCT and other agencies
- Support the Practice clinical governance agenda
- Identify changes to clinical practice that are required to implement evidence-based guidelines

Educational

- Identify personal development and training needs in conjunction with the manager
- Participate in clinical supervision
- Support others with their training and development needs
- To participate in continuing education and maintain a contemporary level of professional knowledge and skills

Personnel

- Maintain good industrial relations
- Take reasonable care of his/her own safety and that of other persons who may be affected by his/her act or omission
- Co-operation with the practice to ensure all members of the team adheres to statutory regulations/policies and codes of practice and departments safety rules
- Offer innovative ways of working and opportunities to facilitate learning
- Facilitates a learning environment within the team
- Maintains a caring environment through the support of colleagues

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 & Safety

The post-holder will implement and lead on a full range of promotions. They will manage their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, the practice Infection Control policy and other published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Responsible for the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and ongoing correct usage by staff
- Responsible for hand hygiene across the practice
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum twice annually)
- Routine management of own team / team areas, and maintenance of work space standards
- Waste management including collection, handling, segregation, container management, storage and collection
- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

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 recognizes 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-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training 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 and demonstrating skills and activities to others who are undertaking similar work

Quality:

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- 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 making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

Communication:

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

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

Contribution to the implementation of services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

Values and ethos:

The successful applicant must be driven by the following key values;

- Mutual trust and honesty
- Interpersonal effectiveness and teamwork
- Working flexibility
- A high level of professional expertise
- Respect and courtesy for patients, Partners, and colleagues
- Discretion, sensitivity, confidentiality, and compassion