



## FROME VALLEY MEDICAL CENTRE JOB DESCRIPTION

**JOB TITLE: PRACTICE NURSE**

**REPORTS TO: NURSE MANAGER AND THE PRACTICE MANAGER**

**ACCOUNTABLE TO: GENERAL PRACTITIONER**

### **Job summary**

The post holder is an experienced nurse, who is responsible for ensuring the delivery of safe and effective patient care to the practice population using autonomous clinical skills and a broad in depth theoretical knowledge base. The post holder will manage a diverse clinical case load, dealing with the presenting patient's needs within a primary care setting. They will contribute to developing the nursing services offered by the practice. The practice nurse works independently and contributes to audit, research and supporting, implementing and evaluating local standards, policies, guidelines and care pathways. NMC requirements will be met, and the individual will work within the NMC Code of Conduct to agreed practice standards and protocols.

### **Job responsibilities**

The post holder is accountable for his/her own practice and will work independently managing their own clinical workload responding effectively to patient needs and ensuring patient choice and ease of access to services.

To provide input and advice on evidence-based practice and care interventions within their sphere of knowledge.

### **Clinical Role**

- Undertake procedures including but not limited to venepuncture, BP management, urinalysis, new patient health checks, ECG's, stitch/clip removal, and wound management.
- Administer child and adult immunisations and vaccinations in accordance with national and local programmes. Competent in anaphylaxis and resuscitation techniques. Ensuring safe storage, rotation and disposals of vaccines and drugs and that adequate stock levels are maintained
- Provide support and chaperoning to the doctors for minor surgery and other procedures
- Make professionally autonomous decisions for which he/she is accountable and provide safe, evidence based, cost effective, individualised patient care
- Assess, plan, develop, implement and evaluate treatment programmes for patients that promote health and well-being
- Make professionally autonomous decisions for which he/she is accountable and provide safe, evidence based, cost effective, individualised patient care.
- Help the practice develop and deliver specialist primary nurse led services, including chronic disease management (including for all areas of QOF). Manages programmes of care for patients with chronic diseases by planning, providing and evaluating care under agreed guidelines and patient group directions. Maintains disease registers in liaison with administrative staff. Undertakes annual reviews of patients understanding and ability to self manage.
- Make appropriate referrals to other members of the primary, community and secondary care teams.



- Promote health and well being, giving general education advice on diet, contraception, smoking chronic disease management, exercise etc...
- Contribute to the practice achieving its GMS contract obligations including quality, organisational and access targets.
- Maintain accurate records according to NMC rules.
- Ensure all data protection requirements are met when gathering, recording and storing patient data.
- Liaise and maintain good working relationships with all members of the practice team. Work within the multi-disciplinary team within the practice and across the wider health system.

## Professional

- Attend and contribute to relevant internal and external meetings as required including practice clinical meetings, nurse team meetings and gold standard framework meetings.
- Maintain a personal progress and training plan to keep up to date with current thinking and developments as well as identifying own training deficiencies and attending suitable courses and appropriate.
- Promote evidence based practice through use of the latest research based guidelines.
- Monitor the effectiveness of their own clinical practice through quality assurance strategies such as the use of peer audit and review.
- Maintain professional registration.
- Work within the latest NMC Code of Professional Conduct.
- Record accurate consultation data in patients records in accordance with NMC guidance and other standards.
- Keep up to date with pertinent health policy and work with the practice team to consider the impact and strategies for implementation.
- Work collaboratively with colleagues both internally and externally.
- Demonstrate leadership.
- Pro-actively promote the role of specialist nursing expertise within the practice and with the public
- Offer advice about childhood and adult vaccinations and ensure vaccines are administered under patient group directions
- Able to document Consultations according to NMC guidelines using EMIS clinical system
- 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 cervical cytology smear tests.
- 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 always preserved
- Manage and organise individual patient consultations
- Aware of identification and reporting procedures related to professional standards
- Assist GPs to help deliver effective management of patients with chronic disease



## **Educational**

- Identify personal development and training needs in conjunction with the Nurse manager
- Participate in clinical supervision and annual appraisals
- 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
- Takes an active involvement in staff meetings

## **Confidentiality**

- While 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 workspace 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
- Support the practice in achieving quality indicators and targets

### **Standard Requirements**

- RGN with current PIN number
- To work in accordance with NMC code of conduct
- Membership of professional body e.g. RCN/MDU
- Appropriate training/experience in chronic disease management and evidence of updates required.