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| **Job title** | Practice Nurse |
| **Line manager** | Nurse Lead, Vicky Chaman |
| **Accountable to** | Practice Manager, kay Smith - administratively  Nurse Lead, Vicky Chapman – clinically |
| **Hours per week** | 3 Days Part time – up to 22 Hours per week |

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| **Job summary** |
| To be responsible for the implementation of processes for the effective management of patients with long-term conditions using evidence-based practice including care for elderly and housebound patients.  Working as a member of the practice multidisciplinary team, the post holder will ensure nursing services are delivered effectively to the entitled patient population.  The Practice Nurse will be responsible for a number of clinical areas such as infection prevention and control, health promotion, chronic disease management, health promotion, well women and well man clinics, as well as actively supporting the practice management team in the reviewing and delivery of clinical policy and procedure.  This organisation must ensure that the post holder has access to appropriate clinical supervision and an appropriate named individual in the organisation to provide general advice and support on a day-to-day basis.  Further information on clinical supervision can be sought within the Riversdale Surgery Clinical Supervision Policv |

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| **Primary key responsibilities** |
| The following are the core responsibilities of the Practice Nurse. There may be, on occasion, a requirement to carry out other tasks. This will be dependent upon factors such as workload and staffing levels:   1. To be instrumental in the support of the Infection Prevention Control (IPC) lead and to work to the IPC requirements by providing audits, training, support and evidence of compliance to the practice manager 2. To support in the publication of the IPC annual statement in conjunction with the IPC Lead 3. To assess the needs of patients ensuring the provision of healthcare is appropriate, incorporating evidence-based practice      1. To develop, implement and embed health promotion and wellbeing programmes      1. To implement and evaluate individual treatment plans for chronic disease patients that promote health and wellbeing 2. To identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects to patients’ health 3. As required, to provide routine nursing care to patients in accordance with clinical based evidence, NICE and the NSF 4. As required, to diagnose and manage acute and chronic conditions 5. Provide wound care to patients 6. To review patient medications to enhance compliance 7. To provide guidance to patients in the use of prescribed and over-the-counter medications regarding side effects and dosages 8. To co-ordinate the provision of travel medicine services 9. To request pathology services and process pathology results as required 10. To oversee the provision of chronic disease clinics, delivering patient care as necessary, referring patients to secondary/specialist care as required 11. To maintain accurate clinical records in conjunction with extant legislation 12. To ensure SNOMED CT codes are used effectively by all members of the nursing team 13. To ensure the appropriate maintenance and use of chronic disease registers 14. To ensure compliance with the practice chaperone policy 15. To assist GPs with minor surgery when required 16. To prioritise health issues and intervene appropriately 17. To support the team in dealing with clinical emergencies 18. To recognise, assess and refer patients presenting with mental health needs 19. To implement vaccination programmes for adults and children 20. To support patients in the use of their prescribed medicines or over-the-counter medicines (within own scope of practice) 21. To liaise with external services/agencies to ensure the patient is supported appropriately (vulnerable patients etc.) 22. To delegate clinical responsibilities appropriately (ensuring safe practice and the task is within the scope of practice of the individual) 23. To support the clinical team with all safeguarding matters, in accordance with local and national policies 24. To understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately 25. To deliver opportunistic health promotion where appropriate |

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| **Secondary key responsibilities** |
| In addition to the primary key responsibilities, the Practice Nurse may be requested to:   1. Develop and review audit protocols and process for the practice, effectively utilising the audit cycle 2. Support in the development, review and implementation of nursing protocols in conjunction with the partners and management. 3. Support all members of the nursing team, providing guidance when necessary, conducting appraisals and training needs analyses as required 4. Participate in local initiatives to enhance service delivery and patient care 5. Support and participate in shared learning within the practice in order to improve patient care 6. Continually review clinical practices, responding to national policies and initiatives where appropriate 7. Participate in the review of significant and near-miss events applying a structured approach. 8. Support the practice team with the reviewing and implementation of practice policies and protocols, ensuring conformance to extant legislation |

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| **Person specification – Practice Nurse** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Registered Nurse [(Nursing and Midwifery Council)](https://www.nmc.org.uk/registration/search-the-register/) | ✓ |  |
| Mentor or teaching qualification |  | ✓ |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment | ✓ |  |
| Experience of working autonomously | ✓ |  |
| Experience of infection prevention and control measures | ✓ |  |
| **Clinical knowledge and skills** | **Essential** | **Desirable** |
| Clinical knowledge in the following:   * Wound care/removal of sutures and staples * New patient medicals | ✓ |  |
| * Immunisations (routine, childhood and travel) * Women’s health (cervical cytology, contraception, etc.) * Requesting pathology tests and processing the results, advising patients accordingly   Chronic disease management awareness for:   * Diabetes * Hypertension * CHD * Asthma * Spirometry |  | ✓ |
| Understanding the importance of evidence-based practice | ✓ |  |
| Understand the requirement for PGDs and associated policy | ✓ |  |
| Ability to record accurate clinical notes | ✓ |  |
| Ability to work within own scope of practice and understanding when to refer to GPs | ✓ |  |
| Chaperone procedure | ✓ |  |
| Broad knowledge of clinical governance |  | ✓ |
| Knowledge of public health issues in the local area |  | ✓ |
| Awareness of issues within the wider health arena |  | ✓ |
| Knowledge of health promotion strategies | ✓ |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ✓ |  |
| Effective time management (planning and organising) | ✓ |  |
| Ability to work as a team member and autonomously | ✓ |  |
| Good interpersonal skills | ✓ |  |
| Ability to follow clinical policy and procedure | ✓ |  |
| Strong IT skills, including clinical IT system user skills | ✓ |  |
| Clear, polite telephone manner | ✓ |  |
| Experience with audit and able to lead audit programmes |  | ✓ |
| **Personal qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Flexible and co-operative | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |
| Effectively able to communicate and understand the needs of the patient | ✓ |  |
| Commitment to ongoing professional development | ✓ |  |
| Punctual and committed to supporting the team effort | ✓ |  |
| Motivated, forward thinker | ✓ |  |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required | ✓ |  |
| Ability to work under pressure/in stressful situations | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Occupational Health clearance | ✓ |  |
| Meet the requirements and produce evidence for nurse revalidation | ✓ |  |
| Evidence of continuing professional development (CPD) commensurate with the role of a Practice Nurse | ✓ |  |

Notes:  
  
The job description and person specification may be amended following consultation with the post holder to facilitate the development of the role, the organisation and the individual.

All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the organisation

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