

## Job Description

<b>Title of Post:</b>	Practice Nurse
<b>Location:</b>	Fairlands Surgery & Glaziers Lane Surgery
<b>Reports to:</b>	Practice Manager (Administratively) The Partners (Clinically)
<b>Hours:</b>	Up to 37.5 hours week (to be negotiated) Job share considered
<b>Salary:</b>	£25,350.00 - £30,049.50 per annum (salary based on 37.5 hours per week, pro-rata for part-time)

### **Job Summary:**

- To provide a hands-on clinical and health promotional role in the nursing suite to meet the demands of the service and provide continuation of this service in the absence of nursing colleagues
- To promote integrated nursing practice within the primary health care team underpinned by the development of evidence based practice guidelines, for shared delivery of care to the whole practice population
- To work as a team member with the GPs and other Practice Nurses to provide an optimum level of care to patients
- To ensure clinical effectiveness by monitoring of key quality markers relating to guidelines
- To work with the Lead Nurse to identify opportunities for redesign and service improvement

### **Main Duties and Responsibilities:**

#### ***Clinical Practice***

- Practice independently in accordance with UKCC Code of Conduct and with reference to Practice Guidelines, appropriately referring to GPs
- To be responsible for own clinical caseload
- Maintain accurate documentation of care and utilisation of IT
- Ensure continuation of own personal and professional development, facilitated by utilisation of clinical supervision networks where appropriate
- Share responsibility for effective inter-practice communication using a range of mediums
- Contribute towards efficient and appropriate stock control
- Participate in audit where appropriate

***Clinical skills may include (training will be available):***

- Chronic disease management and maintenance of practice registers (e.g. Asthma, Diabetes, hypertension)
- Childhood and other immunisations/vaccinations including co-participation in the annual influenza vaccination programme
- Ear care including syringing
- Tissue viability, wound care management including leg ulcer care, suture and clip removal
- Travel clinic management
- Women's Health including family planning, sexual health, cervical cytology, menopause, emergency contraceptive advice and breast awareness
- Screening including blood pressure monitoring, venepuncture, ECG recording and blood glucose monitoring
- Opportunistic health promotion in relation to diet, smoking cessation, alcohol, exercise and preventative advice
- Men's health including raising awareness and giving advice on testicular examination, erectile dysfunction and prostatic symptoms
- Assisting the general practitioner in simple minor surgery procedures
- Minor injury care

***Wider Primary Health Care Team (PHCT) role***

- Advance clinical nursing practice in the wider nursing team through the review and development of shared, evidence based practice guidelines
- Actively participate in educational programmes for the whole PHCT including GP registrars and medical students, in relation to areas of clinical and practice nursing expertise
- Participate in clinical meetings within the Practice Nursing suite
- Participate in practice research activity and develop a knowledge base of clinical research that will create potential for collaboration with others in the investigation and analysis of practice problems together with suggesting opportunities for change

***Confidentiality***

- Treat patient information in confidence whilst respecting privacy and acting on information appropriately
- In addition to having access to confidential information pertaining to patients, carers, practice staff and other healthcare workers, the post holder 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 and only divulged with prior approval of the partners or Practice Manager

***Health & Safety***

- The post holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy and manage risk effectively
- To ensure that the maintenance and calibration of practice equipment is kept up to date
- The Practice is a 'no smoking organisation' therefore staff are not permitted to smoke whilst on the premises

### ***Equality and Diversity***

- The post holder will support the equality, diversity and rights of patients, carers and colleagues to include respecting the privacy, needs and beliefs of them whilst acting in a welcoming and non-judgemental manner regardless of their circumstances

### ***Personal and Professional Development***

- The post holder will participate and mentor in any training programme implemented by the practice as part of this employment e.g. annual appraisal, maintenance of a professional development record
- Effectively manage own time, workload and resources

# The Fairlands Medical Practice

## PERSON SPECIFICATION

### Practice Nurse

Criteria	Essential	Desirable	Evidence
<b>Education &amp; Qualifications</b> <ul style="list-style-type: none"> <li>▪ GCSE C Level English Language or equivalent</li> </ul>		✓	Application form/CV
<b>Skills &amp; Abilities</b> <ul style="list-style-type: none"> <li>▪ Effective team player</li> <li>▪ Ability to work to tight deadlines</li> <li>▪ Ability to prioritise workload</li> <li>▪ Ability to remain calm under pressure</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Ability to relate to people at all levels, and deal with senior colleagues with confidence</li> <li>▪ Understand and respect patient confidentiality</li> <li>▪ Basic PC skills</li> <li>▪ Knowledge of EMIS</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	Application form/CV Interview/references Interview/assessment  Interview Interview  CV  CV  Application form Application form
<b>Clinical skills</b> <ul style="list-style-type: none"> <li>▪ Vaccinations</li> <li>▪ Chronic disease management</li> <li>▪ Women's health, including cervical cytology and family planning</li> <li>▪ Minor surgery</li> <li>▪ Tissue viability</li> <li>▪ Ear care</li> </ul>		✓ ✓ ✓ ✓ ✓ ✓	Application form/CV
<b>Experience</b> <ul style="list-style-type: none"> <li>▪ Minimum of 3 year's NHS environment</li> <li>▪ Previous Practice Nurse role in general practice</li> </ul>		✓ ✓	Application form/CV  Application form/CV
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>▪ NHS and related organisations, e.g. Social Services and PCT</li> </ul>		✓	Interview
<b>Other</b> <ul style="list-style-type: none"> <li>▪ Car driver/clean licence</li> <li>▪ Flexibility of working hours</li> </ul>		✓ ✓	Application form Interview