



Job Description

Role:	Practice Nurse
Salary:	Band 6 (or 7 dependent on experience & qualifications)
Hours of Employment:	30 – 37.5 negotiable
Contract:	Permanent
Responsible to:	GP Partners & Nurse Team Leader

Job Summary

The post holder is an experienced practice nurse, who acting within their professional boundaries, will provide high quality, holistic care for their patients in a safe, multi-disciplinary environment. The role includes delivering nursing care including specialist clinics, health education and carrying out smears and immunisations. NMC requirements will be met and the individual will work within the NMC Code of Conduct to agreed practice standards and protocols.

Scope & Purpose of the Role

- To deliver a high standard of patient care using specialist practice skills.
- To manage a clinical case load, dealing with presenting patient's needs in a primary care setting.
- To ensure the highest standards of care are provided for patients.
- To help develop the nursing services offered by the practice.
- To help provide clinical leadership within the nursing team.

Primary Duties & Areas of Responsibility

Clinical Role

- Make professionally autonomous decisions for which he/she is accountable and provide safe, evidence based, cost effective, individualised patient care.
- Where necessary evaluate patient test results in conjunction with the patient and their GP and ensure the appropriate course of treatment is initiated.
- Make appropriate referrals to other members of the primary, community and secondary care teams.
- Help the practice develop and deliver specialist primary nurse led service, including chronic disease management (including for all areas of QOF). Initiates the role of diagnosis for patients suspected to have a chronic disease e.g. diabetes, COPD, asthma and CHD, referring to other clinicians as appropriate. 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.
- Undertake regular medication reviews for patients for groups of patients deemed suitable by the clinical team.
- Provide comprehensive travel health advice for patients prior to travel including malaria prophylaxis, safe sex, sun protection, food hygiene, first aid and emergency medication, health insurance and vaccinations.
- 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
- Undertake procedures including: venepuncture, glucose tolerance tests, BP management, urinalysis, peak flow, spirometry, new patient health checks, pregnancy testing, stitch/clip removal, ear syringing, cytology, wound management and cryosurgery.
- Provide support and chaperoning to the doctors for minor surgery and other procedures.
- Promote health and well being, giving general education advice on diet, contraception, smoking chronic disease management, exercise etc...
- Initiate and carry out programmes of health screening as agreed with the practice clinical team.
- Enables, supports and encourage individuals, families and groups to address issues which affect their health and social well being.
- Contribute to the practice achieving its GMS contract obligations including quality, organisational and access targets.
- Where the post holder is an independent prescriber: to ensure safe, effective and appropriate medication as defined by current legislative framework.
- 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.

Teaching & Mentoring Role

- Promote a learning environment for patients, nurses and other health professionals.
- Assist with the planning and implementation and teaching for practice staff including medical students, nurse students, nurses and health care assistants.

Professional Role

- 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.

Managerial Role

- Participate in protocol development.
- Identify opportunities to delegate tasks to junior members of the nursing team.
- Help the practice develop in a cost effective manner, monitoring and using resources appropriately e.g. stock control of dressings, vaccinations.
- Participate in management meetings, taking on responsibilities and reporting back as required.
- Participate in audits and inspections as required.
- As part of the nursing team ensure all appropriate practice policies are fully implemented.
- Promotes effective communication, relationships and team working within the practice.
- Provides clinical educational advice to support develop of the team and range of services provided.
- Partakes in clinical supervision for own development purposes.
- Facilitates and promotes the use of up to date technology to develop practice.

Working Conditions

- Exposure to body fluids, blood, wounds etc...
- Occasional exposure to aggressive behaviours.
- Requirement to travel between sites and run clinics in branch surgeries (mileage reimbursed from base).

Terms & Conditions

Superannuation: This post is superannuable

Health Assessment: This post is subject to a satisfactory pre-employment health assessment.

Criminal Records: The successful applicant will be required to complete a Criminal Records bureau (Disclosure) form. Because of the nature of the work, this post is exempt from the provisions of the Rehabilitation of offenders Act 1974. Applicants are not entitled to withhold information about convictions which for other purposes are 'spent' and failure to do so could result in disciplinary action or dismissal.

NMC: The post is subject to the successful candidate holding a current, full NMC registration.

Data Protection: All members of staff are bound by the requirements of the Data Protection Act 198 and any breaches of the Act of the confidential nature of the work of this post could lead to dismissal.

General: The post holder must comply at all times with the Practice health and Safety Policies and report any incidents to the Practice Manager.

Personnel Specification

Desirable	Essential
<i>Qualification, Training & Registration Criteria</i>	
Holding or working towards qualifications in family planning, asthma, diabetes, CHD and cytology.	Adult nursing qualification Qualified to degree level
Specialist practitioner degree in practice nursing	Be subject to an enhanced CRB check, the outcome of which must be satisfactory to the practice.
	Professional portfolio
Extended and supplementary prescribing qualification	NMC adult nursing registration
<i>Behavioural Competencies</i>	
	Be well motivated
	Can work well as a member of team
	Feels comfortable working in a multi-disciplinary environment
	Take a consultative approach to their work, appropriately involving relevant people
	Ability to take a leadership role in managing chronic diseases and QOF
	Ability to work under pressure

	A willingness to learn new skills and be open to suggestions
<i>Skills & Experience</i>	
Experience and interest in education within a primary care setting	Minimum 18 months primary care nursing experience.
Experience of teaching or mentoring	Understanding of role of the practice nurse.
	Ability to contribute effectively to team meetings
	Ability to demonstrate application of evidence based practice.
	Good time management skills, punctual, able to manage and prioritise work load
	Excellent communication and interpersonal skills
	Ability to work unsupervised
	Evidence of IT literacy and keyboard skills (typing)
<i>Other</i>	
	Hold a current and full driving licence and have access to a car
	High level of self-awareness.
	Fit with culture of practice team.
	Motivated and able to motivate others.
	Reliability
	Flexibility
Physical Skills	Fitness to carry out duties manual handling and dexterity requirements
	Able to travel between sites using own transport.
Mental & Emotional	Ability to deal with exposure to distressing circumstances or highly emotional events.
	Ability to cope with occasional aggressive behaviour.