



JOB DESCRIPTION

JOB TITLE: Practice Nurse
HOURS: Bank Basis
SALARY: Dependant on experience

ANNUAL LEAVE:

REPORTS TO: Senior Nurse

THIS POST IS SUBJECT TO AN ENHANCED CRB CHECK

Job Summary:

Working in accordance with the UKCC Code of Conduct, the post-holder will provide assessment, treatment, screening, health education services and advice to patients.

The post-holder will work with reference to Practice agreed protocols and guidelines, providing nursing treatments to patients both independently and in participation with nurse colleagues and general practitioners.

The post-holder will have the required level of training and competence and will work within patient group directions where these are available.

Clinical Responsibilities:

Management of Chronic Disease

- Identifying significant abnormalities
- Diagnosis, monitoring and development of individual management plans; agreeing these as appropriate with the patient and other health professionals

Therapeutic Monitoring

- Checking compliance with and adherence to appropriate treatments using an holistic patient-centred approach
- Recognising abnormalities
- Identifying the impact of treatment and implementing or recommending changes as appropriate.

Wound Care and Management

- Assessing routine wounds including trauma
- To support good wound management in complex situations (e.g. use of Doppler technique)

Patient Health Checks

- Identifying significant abnormalities
- Obtaining appropriate information using a lifestyle questioning approach and identifying appropriate health promotion issues
- Working with patients to develop a management plan where health problems or potential health problems are identified

Risk Assessment

- Recognising issues and gathering sufficient information to refer (e.g. drugs; domestic violence; child protection; vulnerable adults; senior patients; social problems)

Health Screening

- Recognising issues and gathering sufficient information to refer (e.g. women's and men's health, sexual health, older people)
- Undertaking monitoring tasks (e.g. smears) and providing advice as appropriate
- Providing in depth monitoring and advice as appropriate to the level of the post-holder's specialty and working with the patient in deciding on management plans.

Travel Health

- Administering injections and providing travel risk management in accordance with guidelines
- Identifying problems
- Provision of specialist and evidence based support to the team.

Immunisation (Adult and Child)

- Administering appropriate immunisation autonomously
- Working with patients with more complex immunisation issues.

First Contact

- Working independently or alongside the general practitioner and making decisions/recommendations as appropriate.

Minor operations

- Assisting the general practitioner and/or undertaking some simple procedures

Ear Care

- Providing routine ear care
- Dealing with more complex problems where appropriate.

Mental Health

- Communicating with key workers
- Administering appropriate prescribed therapies and monitoring for side effects.

This job description is not exhaustive. We anticipate the role will develop with the suitable candidate.

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 assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified.

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:

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that NMC professional development requirements for PREP are met, 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
- Recognise 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.