



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Practice Nurse</b>
<b>Job Location:</b>	<b>As per contract</b>
<b>Responsible to:</b>	<b>Practice Manager / Local Clinical Lead (Clinical Matters)</b>
<b>Hours of work:</b>	<b>As per contract</b>
<b>Salary:</b>	<b>As per contract</b>

## PURPOSE

To assist medical personnel in the care of Practice patients to include treatment, preventative care, screening and patient education.

## RESPONSIBILITIES

- Providing assessment, screening and treatment services and health education advice
- Organise and co-ordinate the provision of nursing services for the Practice to include the delegation of duties to other Practice nursing staff as appropriate.
- Provide nursing treatments to patients in participation with general practitioners or independently to agreed protocols.
- Provide general and specific health screenings to the Practice patients (within agreed protocols) with referral to general practitioners as necessary.
- Advise patients on general health care and minor ailments with referral to GPs as necessary.

### **Supplies and equipment – Treatment room and other areas**

- In participation with the Practice Manager, ensure the maintenance of equipment and stock levels relating to patient care.

### **Pathological specimens and investigatory procedures**

- Following appropriate training, undertake the collection, storage and despatch of pathological specimens including intravenous blood samples, swabs, smears etc and ensure the cleanliness of any equipment so used. Perform any investigatory procedures requested by the GPs.

### **Administrative and professional responsibilities**

- Participate in the administrative and professional responsibilities of the Practice team.
- Ensure accurate notes of all consultations and treatments are recorded in the patients' notes on the clinical computer system as appropriate.
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the Practice.
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports.
- Attend and participate in Practice meetings as required.
- Assist in the formulation of Practice philosophy, strategy and policy and develop appropriate protocols.



- Maintain a notice board in the waiting area designated for patient health care education.

### **Research projects**

- Co-operate and participate as required in any research projects within the Practice.
- Student/staff education and training
- Participate in the education and training of students of all disciplines and the induction of all members of Practice staff with special responsibility for nursing staff.

### **Liaison**

- Maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines within the Practice, with appropriate regard to confidentiality.

## **WORKING CONDITIONS**

### **Physical Demands**

The post holder may have to work odd or long hours at times to complete special requests or projects. The post holder may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The working environment is busy and demanding. The post holder will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff. The post holder may find the environment to be busy, noisy and will need excellent organisational, time and stress management skills to complete the required tasks.

### **Mental Demands**

The post holder will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.

### **Confidentiality**

In the course of employment the post holder will have access to confidential information relating to the employers business. The post holder is required to exercise due consideration in the way they use such information and should not act in any way that might be prejudicial to the employers interests. Information which may be included in the category which requires extra consideration covers information relating to the general business of the employer and information regarding individuals. If the post holder is in any doubt regarding the use of information in the pursuit of their duties they should seek advice from their Line Manager before communicating such information to any third party.

In the course of seeking treatment, patients entrust the company 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. This information is to be treated 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 employer's policies and procedures relating to confidentiality and the protection of personal and sensitive data.



### **Data Protection**

The employer is registered under the Data Protection Act 1998. The post holder must not at any time use the personal data held by the employer or disclose such data to a third party for a purpose not described in the Register entry. If the post holder is in any doubt regarding what they should or should not do in connection with the Data Protection Act 1998 then they must contact their Line Manager.

### **Health and Safety**

The post holder must be aware of the responsibility placed on them under the Health and Safety at Work Act 1974 to maintain a healthy and safe working environment for both staff and visitors. The post holder also has a duty to observe obligations under the employers Health and Safety policies and to maintain awareness of safe practices and assessment of risk in accordance with the Risk Management Strategy.

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.

### **Financial Regulations**

The post holder is responsible for the security of the property of the employer, avoiding loss of or damage to property and being economical and efficient in the use of resources.

### **Place of work**

The post holder may be required to work at any of the employer's locations sites in line with service needs.

### **Equality and diversity**

The post holder must cooperate with all policies and procedures designed to ensure equality of employment. Fellow workers, patients and visitors must be treated equally, irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

The post holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises 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.

### **SAFEGUARDING**

- The post holder has responsibility to ensure you have read and understood local safeguarding procedures for the areas that you work in.
- The post holder has responsibility to ensure you identify potential safeguarding concerns, and follow local safeguarding procedures to ensure they are reported and managed, and to follow professional guidelines in relation to safeguarding concerns.
- The post holder has responsibility to ensure that you keep up to date in safeguarding by completing your mandatory safeguarding training

***This job description describes responsibilities, as they are currently required. This is an outline job description and should not be regarded as an inflexible specification. Priorities may change in line with service needs and new duties introduced after consultation with the post holder. It is anticipated duties will change over time and the job description may need to be reviewed in the future.***



## PERSON SPECIFICATION

### Practice Nurse

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education, Qualifications and Special Training</b>	<p>Current NMC Registered Nurse</p> <p>Evidence of professional updating</p> <p>Evidence of post-registration training</p> <p>Commitment to developing professional practice and skills</p>	<p>Practice nursing experience</p>
<b>Knowledge, Skills and Experience</b>	<p>Primary care experience</p> <p>Experience of health promotion</p> <p>Experience of undertaking clinical audit and implementing change</p> <p>Experience of working within a primary health care team</p> <p>Experience of working across clinical and organisational boundaries</p> <p>Experience of leading and developing health care services at a local level</p> <p>High level of personal integrity</p> <p>Self-belief, self-awareness and ability to self-manage</p> <p>Ability to lead, organise and develop teams effectively</p> <p>Willingness to change practice in the light of experience</p> <p>Motivation and enthusiasm</p> <p>Accountability and responsibility as determined by the NMC Professional Code of Conduct</p>	<p>Experience of managing and developing nursing teams</p> <p>Participation in clinical supervision</p> <p>Ability to interpret research</p> <p>Experience of writing protocols</p> <p>Understanding of the developing roles of primary care</p> <p>Understanding of child protection principles</p>



	<p>Ability to think coherently</p> <p>Ability to identify and manage risk</p> <p>Ability to demonstrate critical understanding and application of ethical theories and principles when considering options and reaching decisions</p> <p>Ability to justify decisions and actions in an inter-professional/inter-agency arena and to demonstrate reasoning to senior managers if required</p> <p>Ability to implement and, if appropriate, lead organisational and operational change</p> <p>Ability to inspire, motivate and empower teams around common goals</p> <p>Knowledge of developments in the nursing profession</p> <p>Knowledge of current health and social care policy</p> <p>Ability to demonstrate an understanding of and commitment to equal opportunities</p> <p>Understanding of clinical governance and ability to implement at a local level</p> <p>Ability to persuade and influence a wide range of stakeholders</p> <p>Ability to communicate effectively at all levels within and across the organisation</p> <p>Information technology skills</p> <p>Highly developed interpersonal and communication skills</p> <p>Ability to organise and prioritise both individual and team workload</p> <p>Ability to work on own initiative in a self-reliant manner as well as working</p>	
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	<p>as part of a multidisciplinary primary health care team</p> <p>Commitment to collaborative and partnership working</p> <p>Commitment to promoting active public and user involvement and to working in partnership with patients</p> <p>Intellectual flexibility and clarity Flexibility in accordance with the needs of Concordia Health</p> <p>Flexibility in covering the absences of team members</p> <p>Willingness to work extended hours (including early opening, late closing and Saturday morning opening) as required</p>	
<p><b>Aptitudes</b></p>	<p>Honest</p> <p>Good numeracy skills.</p> <p>Excellent communication skills including ability to listen, to discuss and to inform clearly; ability to record in writing both clearly and accurately; ability to produce reports.</p> <p>Intelligent, clear thinking and analytical.</p> <p>Able to take an overview, prioritise effectively and plan strategically</p> <p>Ability to make decisions, use own initiative and be innovative Self-motivated, reliable and dedicated</p> <p>Ability to work under pressure and be even tempered</p> <p>Well organised and meticulous with good time management, leadership and delegation skills</p> <p>Able to work as part of a team, to promote a good team spirit and to be sensitive and assertive as appropriate.</p>	<p>Ability to keep internal key internal partners informed by distilling information and providing regular reporting structure</p> <p>Able to develop local networks</p> <p>Able to provide support and cross cover at most levels</p>



	Able to manage conflict	
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