



**UnityHealth**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>PRACTICE NURSE</b>
<b>REPORTS TO:</b>	<b>LEAD NURSE &amp; GP PARTNERS</b>
<b>HOURS:</b>	<b>As per contract</b>
<b>LOCATION:</b>	<b>As per contract</b>

### **JOB SUMMARY:**

The post holder will be either an experienced practice nurse, or a nurse wanting to work towards becoming a competent practice nurse following an extensive training programme. Will act within their professional boundaries to provide high quality, holistic care for their patients in a safe, multi-disciplinary environment. The role includes delivering nursing care including smears, childhood/adult/travel immunisations, wound care, venepuncture, ECGs, health education and specialist clinics around management of long term conditions. NMC requirements will be met and the individual will work within the NMC code and to agreed practice standards and protocols. The post holder will work as part of a multi-disciplinary team and provide support, training and development for HCAs. Will understand the GMS contract, QoF, national and local enhanced services and their impact on patient care.

### **Main responsibilities & clinical skills**

- To deliver a high standard of patient care using specialist practice nursing skills.
- Implement and evaluate individual treatment plans for patients with a known long-term condition such as diabetes, CHD, asthma, COPD and hypertension under agreed protocols.
- Undertake annual review and provide support to patients in understanding their long-term condition and ability to self manage using a care and support planning approach.
- Identify and manage as appropriate, treatment plans for patients at risk of developing a long-term condition.
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective health care.
- Able to provide telephone advice as required.
- Implement and participate in vaccination and immunisation programmes for both adult and children.
- Advise, support and where appropriate, administer vaccinations for travelling abroad.
- Competent and up to date in anaphylaxis, CPR and AED.
- Support and manage health needs of women presenting for cervical cytology screening

- Assess and care for patients presenting with wounds.
- Undertake procedures such as phlebotomy, ECG's, urinalysis, stitch/staple removal .
- Deliver opportunistic health promotion during consultations.
- Contribute to maintaining disease registers and managing patient cohorts

## **Communication**

- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communication.
- Liaise and maintain good working relationships with all members of the practice team.
- Maintain communication and liaise with other disciplines across primary, secondary and tertiary care services as necessary.
- Contribute to and work effectively within both the multi-disciplinary team within the practice and across the wider health system.

## **Delivering a quality service**

- Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC)
- Produce accurate, contemporaneous and complete records for patient consultations, consistent with legislation, policies and procedures.
- Prioritise, organise and manage own case/workload in a manner that maintains and promotes quality.
- Assess effectiveness of care through self and peer review.
- Support and participate in shared learning across the practice.
- Participate in the management, review and learning opportunities from patient complaints, clinical incidents and near-miss events in accordance with practice policy.
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults. Be aware of statutory child/vulnerable adult health procedures and local guidance.
- Work within policies relating to domestic violence, vulnerable adults, substance abuse and addictive behaviour and refer as appropriate.

## **Team working**

- Understand own role and scope within the practice and identify how to develop over time.
- Work as an effective and responsible team member, supporting others across the practice.
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of those undertaking delegated duties.
- Accept delegation from other nurses, prioritise own workload and ensure effective time-management strategies are embedded in own practice.
- Work effectively with others to clearly define values, direction and policies impacting on delivery of care. Participate in team activities that create opportunities to improve patient care.

## **Management of risk**

- Monitor work areas and practice to ensure they are safe and free from hazards and conform to health, safety and security legislation, practice policies, procedures and guidelines.
- Ensure safe storage, rotation and disposal of vaccines and drugs is undertaken.
- Undertake mandatory and statutory training as required by the practice.
- Apply infection control measures within the practice according to Infection Control Policy and national guidelines.
- Work in accordance with the practice's confidentiality policy and Staff Handbook.

## **Utilising information**

- Use technology as an aid to management and planning, implementation and monitoring, presenting and communication of information.
- Review and process data using accurate national codes and templates in order to ensure easy and accurate retrieval of data for patient care as well as monitoring and audit purposes.

## **Learning and development**

- Assess own learning needs and undertake additional learning as required.
- Support the learning and development of the healthcare assistants working within the practice as required and other junior members of the clinical team.
- Make effective use of learning opportunities within and outside the practice, evaluating their effectiveness and feeding back relevant information.
- Support and disseminate learning and information gained to other team members in order to share good practice.
- Provide education to patients, carers and their families and to colleagues in an environment that facilitates learning.

## **Equality and diversity**

- Act as a good role model in good practice relating to equality and diversity.
- Identify patterns of discrimination, take action to overcome this and promote diversity and quality of opportunity.
- Enable others to promote equality and diversity in a non-discriminatory culture.
- Monitor and evaluate adherence to local chaperoning policies.
- Accept the rights of individuals to choose their care providers, participate in care and provide care.

**This document is not intended to cover all duties required within the role and is to be used as a guideline for the general duties required for the professional and efficient operation of the Practice. As the Practice moves forward certain duties could change and/or be replaced.**

## Person specification

Criteria	Essential	Desirable
Physical Characteristics	<ul style="list-style-type: none"> <li>• Good standard of appearance as befits a role dealing with members of the public, patients and colleagues.</li> </ul>	
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Good level of general education</li> <li>• Recognised nursing qualification</li> <li>• NMC Adult Nurse Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Additional post registration qualifications</li> <li>• Holding, working towards, or willing to undertake additional qualification in asthma, diabetes, COPD, family planning</li> <li>• Previous experience as a practice nurse</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Good communication skills both written and verbal</li> <li>• Evidence of IT literacy and keyboard skills</li> <li>• Knowledge of needs of patients with long term conditions including Asthma, COPD, Diabetes, Hypertension, Cardiovascular Disease</li> <li>• Evidence of team working skills and ability to build working relationships with colleagues and patients</li> <li>• Aware of accountability of own role and others role in a nurse led service</li> <li>• Ability to respect patient and practice confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a busy clinical environment covering a range of nursing duties</li> <li>• Awareness of local and national health policy</li> <li>• Awareness of GMS contract and national/local enhanced services</li> <li>• Knowledge of health promotion strategies</li> <li>• Awareness of clinical governance issues in primary care</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to tight deadlines</li> <li>• Able to cope with unexpected situations, clinical emergencies and provide solutions to problems</li> <li>• Ability to put people at ease in stressful situations</li> <li>• Willingness to look for new ideas, improvement and embrace change</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and interest in education within a primary care setting</li> <li>• Experience of teaching or mentoring</li> </ul>
Personal characteristics	<ul style="list-style-type: none"> <li>• Flexible, reliable and enthusiastic</li> <li>• Able to travel between sites using own car</li> <li>• Able to work extra hours when required</li> </ul>	