**HART MEDICAL PRACTICE**

**JOB DESCRIPTION**

**JOB TITLE**: **Practice Nurse**

**REPORTS TO: Nurse Manager and GP Partners**

**JOB SUMMARY**

The post holder is responsible for the delivery of a high level of skilled and planned nursing

care to patients and their families independently or with a General Practitioner. Supported

by senior nurses and nurse manager within the Practice, they will deliver care within the boundaries of their role supporting patients to be healthy, monitoring of long term conditions, health prevention and screening activities. They will work collaboratively with the general practice team to meet the needs of the patients, delivery of policies and procedures and providing nurse leadership as required.

**Clinical Role**

* Undertake clinical reviews of patients presenting with Long Term Conditions, Diabetes, Asthma, COPD, and Coronary Heart Disease in line with practice protocols
* Provide full range of nursing services, including venepuncture, blood pressure measurement, injections, cervical smears, swabs and family planning advice.
* Offer holistic approach to travel health including comprehensive advice to patients prior to travel
* Implement National and Local immunisation programmes for both adults and children

under an individualised prescription or Patient Group Directive.

* Provide nurse cover for treatment room, as required. This will include care for patients presenting with uncomplicated dressings including leg ulcers, suture and clip removal etc.
* Advise patients about safe ear care
* Undertake HRT, Contraception and Family Planning reviews
* Identify vulnerable patients and set action plans for lifestyle changes
* Access and Support preparation, management and after care of patients having minor surgery on the premises
* Undertake opportunistic health screening of patients in line with practice policy and offer appropriate advice
* Support patients to adopt health promotion strategies that promote patients to live a

healthy lifestyle and encourage self-care

* Provide an opportunity for patients to share emotional and psychological issues within a consultation
* Provide appropriate anaphylactic and emergency care according to practice guideline
* Participate fully in any local or national initiatives, procedures and

targets for example, Quality Outcomes Framework (QOF) and enhanced services etc.

* Recognise the signs of child abuse, family violence, vulnerable adults, substance abuse, addictive behaviours, suicidal tendencies and be aware of local, referral procedures
* Undertake annual training and demonstrate competency in anaphylaxis and resuscitation techniques
* Carry out home visits for patients who are not able to attend the practice for routine nursing procedures where a visit from a member of the community nursing team is not appropriate

**Administrative and professional responsibilities**

* Participate in the administrative and professional responsibilities of the Practice
* Ensure accurate notes of all consultations and treatments are recorded in the patients’ notes on the clinical computer system as appropriate in accordance with NMC and local policies
* 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

* Ensure that efficient and appropriate stock control is in place

**Professional Development**

* Participate in continuing professional development opportunities to ensure that up-to date evidence based knowledge and competence in all aspects of the role is maintained
* Maintain professional registration and work within the latest NMC code of Professional Practice
* Continually seek improved patient outcomes through on-going education
* Advise and support other members of the team
* Delegate clearly and appropriately, adopting the principal of safe practice
* Use current evidence based approach to patient care in line with local and National

guideline

**Team Working**

* Understand own role and scope in the practice and identify how this may develop over time
* Work as an effective team member, supporting others and exploring the mechanisms to develop new ways of working
* Ensure clear referral mechanisms are in place to meet patient need
* Prioritise own and other’s workload and ensure effective time-management strategies
* Work effectively with others to clearly define values
* Participate and support local projects as agreed with the Practice management team

**Health & Safety:**

* 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
* Report potential risks identified

**Infection Control**

* Apply infection control measures within the practice according to local and National

guidelines

* Active observation and monitoring of current working practices, facilities and equipment across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
* Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
* Responsible for the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
* Management and maintenance of Personal Protective Equipment (PPE) for the practice, including provision, ordering, availability and ongoing correct usage by staff
* Responsible for hand hygiene across the practice
* Safe management of sharps procedures, including training, use, storage and disposal
* Keeping own work areas and general/patient areas generally clean, sterile, identifying and managing issues and hazards/risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness
* Waste management, including collection, handling, segregation, container management, storage and collection
* Spillage control procedures, management and training
* Decontamination control procedures, management and training, and equipment maintenance

**Equality and Diversity**

* Act 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
* Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues
* Behave in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**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

**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

You may be required to perform other duties from time to time to meet the needs of patients and the practice.

Post holder signature ……………………………………………………………….

Management signature ……………………………………………………………….

Date ……………………………………………………………….