

University of Reading Medical Practice Specimen Job Description – Nurse

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| Job Title: | Nurse |
| Responsible to: | Partners / Lead Nurse/GPs / Practice Manager |
| Responsible for: | N/A |
| Job Purpose: | To provide a high quality care service based on the needs of the Practice; working within defined procedures and protocols laid down by the GP's. To provide a high quality care service based on the needs of the Practice population which includes treatment, screening, preventative care and patient education. |

| Duties and Responsibilities | |
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| Clinical | |
| 1. | To manage patients with chronic disease |
| 2. | Receive patients with undifferentiated and undiagnosed problems and make an assessment of their healthcare needs |
| 3. | Treat patients with minor injuries |
| 4. | Provide travel health advice and administer appropriate vaccinations under PGD or PSD |
| 5. | Provide treatment room duties including but not an exhaustive list-dressings, injections, ear irrigation, suture removal |
| 6. | Participate in national screening work such as cervical cytology and deliver the national immunisation and vaccination schedule |
| 7. | Undertake health promotion to help educate patients |
| 8. | Select, carry out and interpret results of specific tests |
| 9. | Act as a chaperone when required |
| 10. | Participate in delivering local and national initiatives |
| Administration | |
| 11. | To maintain accurate patient records and enter onto the computer using agreed Read Codes |
| 12. | Ensure accurate completion of all necessary documentation associated with patient health care |
| 13. | To collect data and participate in regular Practice audit and research projects |
| 14. | To contribute to the preparation of any Practice development plans |
| General | |
| 15. | To maintain own annual registration with the NMC, and adhere to Code of Professional Conduct including revalidation on a three yearly basis |
| 16. | To maintain a safe and therapeutic environment for all staff, patients, carers and co-workers from other agencies. Ensure all statutory regulations (e.g. Health & Safety, COSHH, etc) are implemented and adhered to |
| 17. | To promote a professional approach at all times by attire and attitude to patients and staff both in and out of the Practice |
| 18. | To maintain own continuous professional development and ensure PDP kept |

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| | up-to-date in line with the requirements of the Practice and the revalidation process of the NMC |
| 19. | Attend and participate in staff and Practice meetings and in-house clinical training sessions |
| 20. | Any other reasonable duties that may be required from time-to-time |

University of Reading Medical Practice

Specimen Person Specification – Nurse

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| Job Title: | Nurse |
| Recruiter: | Lead Nurse /Partners |
| Date: | 09/08/2016 |

| Qualifications | Essential | Desirable |
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| RGN Qualification | ✓ | |
| Current NMC registration | ✓ | |
| Accredited training in chronic disease management Diabetes Asthma COPD Hypertension/CHD Other | | |
| Minor Illness qualification | | |
| Immunisation | | |
| Cervical cytology qualification | | |
| Mentorship/teaching qualification | | |

| Experience | Essential | Desirable |
|--|-----------|-----------|
| 2 years post-registration | | |
| Treatment room experience | | |
| Up-to-date training in childhood/travel immunisations | | |
| Health promotion | | |
| Chronic disease management: Diabetes Asthma COPD Hypertension/CHD Other | | |
| Minor Illness | | |
| Evidence of recent updating in primary care | | |
| Working with (Clinical system) | | |

| Skills | Essential | Desirable |
|-------------------------------------|------------------|------------------|
| IT skills (MS Office, Internet etc) | ✓ | |
| Interpersonal skills | ✓ | |
| Time Management | ✓ | |

| Behaviours | Essential | Desirable |
|-----------------------------|------------------|------------------|
| Smart, polite and confident | ✓ | |
| Planning and organising | ✓ | |
| Performing under pressure | ✓ | |
| Adaptability | ✓ | |
| Using initiative | ✓ | |
| Team working | ✓ | |
| Self motivated | ✓ | |
| Flexibility | ✓ | |
| Confidentiality | ✓ | |

| Knowledge | Essential | Desirable |
|----------------------------------|------------------|------------------|
| Knowledge of clinical governance | ✓ | |
| Knowledge of clinical audits | | ✓ |