

Dr Michael Lacey
MB BS MRCP MRCGP DCH DRCOG Dip Pract Derm
Dr Alison Parrish
MB BS MRCGP DCH
Dr Rachel Jameson
MB BS BSc DCH DFFP DRCOG MRCGP
Dr Edward Ford
MB ChB MRCGP
Dr Anrtonia Gowan
MB BS BSc DRCOG DFFP MRCGP
Dr Arabella Sargent
MB BS BSc DCH MRCGP

Selsey Medical Practice
Selsey Medical Centre
High Street
Selsey
West Sussex PO20 0QG

Tel: 01243 608201
Fax: 01243 607447

Dear

Thank you for your interest in the Practice Nurse vacancy. Please find enclosed a job description, application form and information regarding the Practice. Further information about the Practice can be found on our website – www.selseymedicalpractice.co.uk.

You may also include a CV; however applications will not be accepted unless the CV is accompanied by the completed and signed application form.

Applications should be returned to Nicola Collins, Selsey Medical Practice, High Street, Selsey PO20 0QG.

Closing date for applications is Tuesday 22nd October 2013.

Regards

Nicola Collins
Practice Manager

Dr Michael Lacey, Dr Alison Parrish, Dr Rachel Jameson, Dr Edward Ford

**Associate Doctors
Dr Antonia Gowan, Dr Arabella Sargent**

**Selsey Medical Practice
Selsey Medical Centre
High Street,
Selsey,
West Sussex,
PO20 0QG.
01243 608201**

Information for job applicants:

Selsey is situated some nine miles south of Chichester at the tip of the Manhood peninsula. It has a population of about 11,000, which increases during the summer months due to the influx of holidaymakers. The fishing industry is renowned for its quality Selsey Crab and lobsters.

Selsey is a pleasant community in which to work with many local activities and an interesting history.

There are two local primary schools and an 11-16 Academy with older children transferring to colleges in Chichester or elsewhere.

Just two miles north of Selsey is the Pagham Harbour Nature Reserve, a well-known attraction to birdwatchers. The cathedral city of Chichester is only a short drive away where there is the renowned Chichester Festival Theatre. Further north is Goodwood, the racecourse, the racing circuit and the home of the Festival of Speed and also the South Downs. Good road links exist to Portsmouth and Southampton to the West and Brighton to the East, there is a main line rail service to London from Chichester. Those who enjoy water sports have ample opportunity locally.

The local District General Hospital is St Richard's Hospital in Chichester. There is an active postgraduate medical centre and weekly GP educational meetings.

The practice moved to the current premises in January 2001. The medical centre is shared with Seal Medical Group and the former Community Trust.

The spacious centre was built under a private finance initiative and is leased by the partners under a 25 year lease.

The centre was furnished and equipped to a very high standard by 'The Friends of Selsey Medical Centre' who are keen to support the doctors and staff at the centre by purchasing medical equipment.

We are fortunate in having a very good effective happy team led by our Practice Manager Nicola Collins.

Other attached staff include a full team of community nurses, health visitors, midwives, podiatrists, physiotherapists and counsellors.

The practice became a PMS pilot in October 2003.

The practice takes advantage of regular educational sessions arranged by the PCT when all practices in the area close for a half-day for educational activities monthly.

The practice is fully computerised with all doctors having internet and email connections via NHSnet. The practice has upgraded to SystemOne computer system and is paperlight.

The practice has a weighted list of 1.13 under the Carr-Hill formula. We have consistently scored near maximum QOF points.

In common with many West Sussex practices we have an above average elderly population; approximately 29% of the practice list is over the age 65 years. Many families have several generations living here. The practice is very compact lying within a 2.5 mile radius of the centre.

We endeavour to share workload equally, functioning as a partnership of equals.

We are accredited as a supervising practice for FY2/ST1-3 doctors and are also a training practice and take medical students from Brighton and Sussex Medical School.

Written applications to: Nicola Collins
Practice Manager
Selsey Medical Practice
High Street
Selsey
West Sussex
PO20 0QG

Or by email to CWSCCG.selsey-selsey@nhs.net.

Closing date for applications 22nd October 2013.

Brief background of the current doctors.

Dr Michael Lacey

MB BS MRCP MRCGP DCH DRCOG Dip Prac Dermatology FPCert

Qualified in 1980 at St Mary's Hospital, London and has a wide range of medical interests including children and skin diseases and is also an Honorary Medical Officer to the RNLI.

Dr Alison Parrish

MB BS MRCGP DCH

Qualified in 1988 at The Royal London Hospital and has particular interests in Obstetrics, Gynaecology, family planning and children.

Dr Rachel Jameson

MBBS BSc DCH DFFP DRCOG MRCGP

Qualified in 1998 at St George's Hospital, London and has special interests in Obstetrics, Gynaecology, Family Planning and children.

Dr Edward Ford

MB ChB MRCGP

Qualified in 2005 at Sheffield Medical School, completed GP training in 2010 in the Northern Deanery and has a wide range of medical interests.

Dr Antonia Gowan

MBBS BSc DFFP DRCOG MRCGP

Qualified in 1998 at St George's Hospital, London and has special interests in Obstetrics, Gynaecology, Family Planning and children.

Dr Arabella Sargent

MBBS BSc DCH MRCGP

Qualified in 2002 at Guy's, King's & St Thomas and has a wide range of interests in paediatrics and children's health.

Selsey Medical Practice

Job Description

JOB TITLE: *PRACTICE NURSE*

HOURS: Part time

RESPONSIBLE TO: Lead Nurse

RESPONSIBLE FOR: No line management responsibilities, required to provide support and advice to other team members.

JOB SUMMARY

The practice nurse forms one of the multi disciplinary team delivering a wide range of chronic disease management clinics and undertake treatment room duties.

MAIN RESPONSIBILITIES

Chronic disease management

- To assist with the delivery of chronic disease management clinics including CHD, COPD, Asthma, Diabetes and Hypertension.
- To be involved in the call and re-call of patients for the above clinics.
- To be involved in influencing procedures and protocols for the management of chronic disease.
- Maintain an awareness of the developments in the care and treatment of patients in order to be able to carry out duties competently

Other routine procedures

- To provide contraceptive advice and services including pill checks, cap fitting, coil checks, depo provera injections and checks.
- To provide travel advice and vaccinations, including childhood immunizations.
- To provide health promotion advice including smoking cessation and weight reduction.
- Liaise with other clinicians providing appropriate policies, education and clinical expertise in order to facilitate the management of patients with special requirements.

Treatment room

- To provide new patient checks.
- To assist with minor surgery and administer cryotherapy as and when required following the appropriate procedures.

- To undertake general nursing duties including dressings, blood tests, treatment of warts, ear syringing, routine injections and vaccinations.
- To perform wound care and dressings including leg ulcers.
- To undertake urine specimen testing.
- To organise the sterilizing of surgical instruments used.

Emergency treatment

- To provide emergency treatment if required.
- To assess acute presentations as required.
- To provide telephone advice where appropriate.

Infection Control

- To maintain a clean, safe environment, ensuring adherence to standards of cleanliness, hygiene and infection control.
- Make 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.
- Monitor the practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Selsey Medical Practice are expected to comply with the following:

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 will have access to confidential information relating to patients and their carers, all such information from any source is to be regarded as strictly confidential.

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.

Safeguarding children, young people and vulnerable adults

Selsey Medical Practice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the legal, regulatory and accountability requirements.

Health and 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:

- To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.
- To immediately report to their manager any shortcomings in health and safety procedures and practice.
- To report any accidents or dangerous incidents to their immediate manager and as early as possible and submit a completed accident/incident form.
- Safe management of sharps procedures including training, use, storage and disposal
- To use protective clothing and equipment where provided.

General Policies Procedures and Practices

To comply with all Selsey Medical Practice policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

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.

Administrative

- To attend meetings as required.
- To participate in appropriate training and CPD.
- To participate in the training of Registrars and students.
- To assist with the maintenance of clinical stocks when required.
- 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.
- To be involved with audit and quality/performance management.

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
- Demonstrate on-going personal CPD and ensure the CPD of all practice staff by facilitating in-house learning events and access to external training as agreed by the partners

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Selsey Medical Practice

Person Specification

Practice Nurse

	Essential Requirement	Desirable requirement	Assessment Method
Qualifications	RGN Registration	Family Planning Certificate Relevant Chronic disease qualifications	Application Form/ CV
Experience	A minimum of 5 years nursing experience	Practice nursing experience Chronic disease management Participation in infection control management and audit	Application Form / Interview
Knowledge and Skills	Ability to deliver general treatment room nursing duties Good IT skills including the use of Microsoft office	Experience of audit or research Using clinical computerised systems – e.g. Systmone	Application Form / Interview
Personal Qualities	Organised Good written and verbal communication skills Team player		Application Form / Interview