

## *JOB DESCRIPTION*

### **JOB TITLE: PRACTICE NURSE**

<b>Hours:</b>	24 - 37.5 hours
<b>Salary</b>	Negotiable dependent on experience & qualifications
<b>Responsible to:</b>	Lead Nurse
<b>Accountable to:</b>	GP Partners

### **Job summary**

The post holder is responsible for the delivery of general practice nursing to the whole practice population. The focus of the role is both the delivery of evidence-based practice for patients presenting with long-term conditions, and the provision of preventative healthcare to the practice population. As an autonomous practitioner, the nurse is responsible for the care delivered; demonstrating critical thinking and skills in clinical decision-making in the management of patients. They will work collaboratively within the general practice team to meet the needs of patients, supporting the delivery of policy and procedures.

### **Key responsibilities:**

#### Clinical practice

- Assess, plan, develop, implement and evaluate programmes to promote health and well-being.
- Assess, plan, Implement and evaluate individual treatment plans for patients with a known long-term conditions.
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition.
- Work with other healthcare professionals to diagnose, monitor, manage and treat long-term conditions, including non-drug-based treatment methods using a management plan, and in line with national and local policies and practice needs
- Review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols.
- Work with patients to support adherence to prescribed treatment.
- Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions.
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
- Support patients to adopt health promotion strategies that promote patients to live healthily, and apply principles of self-care
- Support and manage health needs of women presenting for family planning and cervical cytology consultations
- Recognise, assess and refer patients presenting with mental health needs in accordance with the National Service Framework (NSF) for Mental Health
- Implement and participate in vaccination and immunisation programmes for both adults and children
- Advise, support and, administer vaccinations for patients travelling abroad
- Promote and deliver evidence-based care for patients presenting with aural conditions
- Meet the needs of patients presenting for opportunistic wound care.
- Provide practice services to patients in their homes where required

## Communication

- Demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
- Communicate with and support patients receiving 'bad news'
- 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 communicating
- Anticipate barriers to communication and take action to improve communication
- Estimate and maintain effective communication with individuals and groups within the practice environment and with external stakeholders.
- Act as an advocate when representing patients and colleagues.

## 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 of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to the NSF and the National Institute for Clinical Excellence (NICE) guidelines and evidence-based care
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
- Participate in the maintenance of quality governance systems and processes across the practice.
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
- Collaborate on improving the quality of health care in partnership with other clinical teams, responding to local and national policies and initiatives as appropriate
- Evaluate the patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- Participate in the management, review and identify learning from patient complaints, clinical incidents and near-miss events utilising a structured framework (eg root-cause analysis).
- Assess the impact of policy implementation on care delivery.
- Participate in the performance monitoring review of the team, providing feedback as appropriate.
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance.
- Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behavior, and refer as appropriate.

## Personal development

- Take responsibility for own development, learning and performance including participating in clinical supervision and acting as a positive role model
- Support the development of others in order to maximise potential
- Use the workplace as a learning environment, encouraging everyone to learn from each other
- Participate in planning and implementing changes within the area of care and responsibility

- Ensure awareness of sources of support and guidance (eg local voluntary sector organisations) and provide information in an acceptable format to all patients.

### Team working

- Understand own role and scope in the organisation and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and positively contributing your ideas to develop new ways of working
- Prioritise own workload and ensure effective time management strategies are embedded within the culture of the team.
- Participate in team activities that create opportunities to improve patient care
- Participate in and support local projects as agreed with the practice management team

### Management of risk

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Ensure safe storage, rotation and disposal of vaccines and drugs is undertaken.
- Participate in the monitoring, stock control and documentation of medical supplies.
- Apply infection control measures within the practice according to local and national guidelines

### Utilising information

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information
- Review and process data using accurate snomed codes in order to ensure easy and accurate retrieval for monitoring and audit processes
- Use coded data to identify and monitor patient health and requirements.
- Understand own and other's responsibility to the individual organisation regarding data protection.

### Learning and development

- Act as mentor to students, assessing competence against set standards as requested and if appropriately qualified
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments
- Assess own learning needs and undertake learning as appropriate
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

### 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.

### 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
- Support people who need assistance in exercising their rights
- Act as a role model in good practice relating to equality and diversity
- Accept the rights of individuals to choose their care providers, participate in care and refuse care.
- Assist patients from marginalised groups to access quality care

### Health & Safety

The post-holder will implement and lead on a full range of promotion and management their own and others' health and safety and infection control as defined in the practice Health & Safety Policy, the practice Health & Safety Manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to Practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory/ contractual / professional requirements, and good practice guidelines
- 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
- Aware of, and adhere to, infection control and clinically based patient care protocols
- Active observation of current working practices 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
- Monitoring 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.
- Safe management of sharps procedures including training, use, storage and disposal

### **Review of job description**

This job description is intended as an outline of the general areas of activity in which the post holder will be expected to participate. It may be reviewed and amended according to the Practice. Changes will be undertaken in discussion with the post holder.