The Ridge Medical Practice

JOB DESCRIPTION

1. POST TITLE: Practice Nurse
2. DEPARTMENT: Nursing
3. LOCATION: Great Horton/Wibsey/Manningham and Buttershaw
4. BAND: 6 Equivalent
5. HOURS: Full/Part time but post holders will have the option for working their hours in a flexible way to balance their needs and the needs of the practice.
6. ACCOUNTABLE TO: Clinical Services Development Nurse Manager
7. RESPONSIBLE TO: Clinical Services Development Nurse Manager and Business Manager.

8. JOB PURPOSE
To lead and develop high quality patient care to meet the holistic health care needs of a practice population.

To work within NMC Code of Conduct and to agreed practice standards and protocols.

9. PRIMARY DUTIES AND AREAS OF RESPONSIBILITIES

KEY ROLE – CLINICAL NURSING PRACTICE
The Practice Nurse works independently using own initiative and is accountable for their own professional actions. Provides support and leadership for other members of the Primary Health Care Team and leads towards the co-ordination of team activities.

- Administers adult and child immunisations and vaccinations in accordance with national and local programmes. Is competent in anaphylaxis and resuscitation techniques. Ensures safe storage, rotation and disposal of vaccines and drugs and adequate stock levels are maintained.

- Offers comprehensive travel health advice for patients prior to travel including malaria prophylaxis, safe sex, food hygiene, sun protection, first aid and emergency medication, health insurance and vaccinations.

- Undertakes procedures to include, venepuncture, glucose tolerance tests, BP management, urinalysis, peak flow, spirometry, new patient health checks, pregnancy testing, stitch/clip removal, ear syringing and cytology, wound management, cryosurgery.

- Provides a comprehensive family planning service.
Recognises and understands the importance of observing, documenting and communicating the signs and symptoms of child and adult abuse.

Works within all relevant practice and PCT policies and procedural guidelines eg infection control, chaperoning and patient group directions.

**KEY ROLE – CARE AND PROGRAMME MANAGEMENT**

- Takes a lead in areas such as asthma and COPD management, undertakes the establishment and running of disease management clinics and provides specialist nursing care for the patients or communities that the practice serves.

- Initiates the process of diagnosis with patients suspected to have a chronic disease eg diabetes, COPD, asthma, CHD referring to other clinicians as appropriate.

- Manages programmes of care for patients with chronic diseases by planning, providing and evaluating care under agreed local/national guidelines, protocols and patient group directions.

- Takes lead and manages programmes of care for all areas of women’s health including providing and evaluating care under agreed local/national guidelines, protocols and patient group directions.

- Maintains disease registers.

- Audits outcomes of care against standards and initiates changes as necessary.

- Undertakes annual review of patients understanding and ability to self manage.

- Refers to other members of the extended primary health care team eg chiropodist, dietician, specialist nurses.

**KEY ROLE – HEALTH PROMOTION**

- Initiates and carries out programmes of health screening.

- Contributes to profiling of the practice population.

- Enables, encourages and supports individuals, families and groups to address issues which affect their health and social well-being.

- Represents individuals and families interests when they are not able to do so themselves.

- Provides healthy lifestyle and smoking cessation advice to individuals and groups.

- Develops and maintains the health promotion material within the practice.

- Makes referrals to statutory and voluntary agencies as appropriate.
KEY ROLE – MANAGE/LEAD SELF/OTHERS
The Practice Nurse has a role in promoting good leadership for all grades of staff.

- Contributes to and initiates the development, monitoring and evaluation of care delivery by the Nursing Team.
- Promotes effective communication and relationships within the team.
- Works collaboratively as a team member to achieve the objectives of the PMS contract and aspirations of the team.
- Provides expert clinical advice on educational opportunities that will facilitate the development and support of their specialist knowledge and skills to ensure the development of clinical practice.
- Partakes in clinical supervision for own development.
- Contributes to the appraisal of Practice Nurses and Health Care Assistants in the team. Able to undertake annual PDP’s if required.
- Recognises the development needs of others and provides clinical supervision.
- Actively participates in clinical and practice meetings.
- Develops own knowledge and practice to meet objectives/changes in service.

KEY ROLE – INFLUENCE AND DEVELOP POLICY

- Create and capitalise upon opportunities to influence the setting of policies which will affect health and social well being.
- Develops clinical protocols for the surgery and the team.

KEY ROLE – MANAGE RESOURCES

- Monitors and uses resources appropriately within the team eg dressings, vaccines, stationary.
- No financial/budgetary responsibility for this post.

KEY ROLE – MANAGE AND USE INFORMATION

- Makes effective use of the clinical system by ensuring the consistent and accurate entering of data and use of Read Codes.
- Facilitates the use of up to date information technology in order to collate accurate and timely information as and when required by the practice and PCT.
- Makes recommendations and initiates raising of practice standards and service delivery.
• Contributes to a satisfactory call and recall system of patients

**KEY ROLE – RESEARCH AND DEVELOPMENT**

• Contributes to PCT/Service/Team audit/Research activity as required.

• Identifies, applies and disseminates research findings relating to specialist practice.

10. **WORKING CONDITIONS**

• Frequent exposure to body fluids, blood, wounds, fleas and lice.

• Occasional exposure to aggressive behaviour.

• Frequent requirement to travel between sites.

11. **TERMS AND CONDITIONS OF SERVICE**

**SUPPERRANNUATION:** This post is optionally superannuable.

**HEALTH ASSESSMENT:** This post is subject to a satisfactory pre-employment health assessment.

**TERMS AND CONDITIONS:** All terms will be agreed by the Practice and may be amended from time to time.

Successful applicants will be required to complete a Criminal Records Bureau (Disclosure) application form.

12. **REHABILITATION OF OFFENDERS ACT 1974**

Because of the nature of this work, this post is exempt from the provisions of section (42) of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975. Applicants for this post are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which this order applies.

13. **DATA PROTECTION ACT**

All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

14. **GENERAL**

**Health and Safety/Risk Management**

The post holder must comply at all times with the Practice Health and Safety Policies, in particular by following agreed safe working procedures and reporting incidents using the Practice Risk Incident Reporting System.
Equality and Diversity
The post holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

Training and Personal Development
The post holder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that continuous professional development remains a priority. The post holder will undertake all mandatory training required for the role.

Respect for Patient Confidentiality
The post holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.
# Person Specification

**Job title:** Practice Nurse

**Main purpose of post:** To lead and develop high quality patient care to meet the holistic health care needs of a practice population.

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<th>ATTRIBUTES</th>
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<th>HOW IDENTIFIED</th>
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<tr>
<td>QUALIFICATIONS</td>
<td>Specialist Practitioner degree in Practice Nursing to working towards (or other degree relevant to role) Having or working towards post registration qualifications relevant to role eg Family Planning qualification COPD/Asthma qualification, Diabetic qualification, Coronary Heart Disease Diploma, Cytology qualification.</td>
<td>LEO course Teaching and assessing in clinical practice. Extended and supplementary prescribing qualification</td>
<td>NMC registration check Professional portfolio</td>
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<td>SPECIAL KNOWLEDGE / EXPERIENCE / COMPETENCES</td>
<td>Minimum of 18 months nursing experience. Demonstrate an understanding of the role of the Practice Nurse. Demonstrate the application of evidenced based practice. High level of clinical skills and competency relevant to the role. Understanding and/or experience of interagency working and adult/child protection. Experience of teaching/mentoring Evidence of continued professional development.</td>
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<td>Application form Interview References</td>
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<td><strong>PRACTICAL AND INTELLECTUAL SKILLS</strong></td>
<td>Able to communicate highly complex and sensitive information. Demonstrate an understanding of leadership and management skills. Demonstrate high level of self awareness eg strengths and weaknesses, personal qualities and skills.</td>
<td>Application form Interview</td>
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<tr>
<td><strong>ANALYTICAL AND JUDGEMENTAL SKILLS</strong></td>
<td>Able to understand complex situations/information eg working with patients with acute and chronic illnesses. Responsible for assessing, planning and evaluating programmes of care.</td>
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<td><strong>PLANNING AND ORGANISATIONAL SKILLS</strong></td>
<td>Able to plan and organise own time and workload and cope with last minute changes.</td>
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<td><strong>TRAINING AND EDUCATION</strong></td>
<td>Willingness to undergo education/training for both practice and service need. Willingness to work towards professional and performance objectives.</td>
<td>Experience of delivering training to groups</td>
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<td><strong>DEPOSITION / PERSONAL</strong></td>
<td>Demonstrates motivation, reliability and commitment to team working and development of others. Flexibility, commitment and adaptability. Can demonstrate an ability to value others opinions.</td>
<td>Application form Interview References</td>
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<td>PHYSICAL SKILLS/EFFORT</td>
<td>Fitness to do the job. Able to work within Manual Handling Policy. Able to undertake immunisations and handle medical equipment, undertake dressings (dexterity / manipulation) Must be able to travel between sites and undertake occasional visits.</td>
<td>Health screening</td>
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<td>MENTAL AND EMOTIONAL EFFORT</td>
<td>Frequent short periods of concentration required daily both in planning work and service delivery eg implementing care programmes, taking smears. Able to deal with occasional exposure to distressing circumstances, or highly emotional events. Able to cope with occasional exposure to aggressive behaviour.</td>
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