

TWEEDDALE MEDICAL PRACTICE

JOB DESCRIPTION

JOB TITLE: PRACTICE NURSE

REPORTS TO: THE PARTNERS (Clinically)
THE PRACTICE MANAGER (Administratively)

Job Summary:

To provide and maintain a high standard of nursing care for patients as well as providing nursing assistance to the doctors and other members of the primary healthcare team. The duties will include all tasks normally undertaken by an RGN and in addition any roles agreed between the nurse and the doctors as appropriate, having regard to current training.

Job Responsibilities:

Professional:

Training will be given where necessary in all relevant fields of patient care

- Able to recognise and manage anaphylaxis according to current UK guidelines.
- Able to perform Cardio-pulmonary resuscitation according to current UK guidelines
- Assist in and perform routine tasks related to patient care as directed by GPs
- Provide a holistic approach to wound management and implement wound care in line with current evidence based guidelines.
- Removal of Sutures
- New Patient Medicals
- Urinalysis
- ECGs
- Peak Flow Readings/spirometry
- Perform venepuncture according to local guidelines
- Requesting pathology tests, for example urine culture, swabs
- Blood pressure measurements
- Performing audiograms
- Chaperoning and assisting patients where appropriate who are being examined by another clinician
- Assisting GPs with minor surgery and coil fittings
- Ability to obtain and document informed consent (either verbal or written).
- Offer a holistic approach to travel health by providing comprehensive advice to patients prior to travel including; vaccinations and medicines, safe sex, food hygiene, sun protection.
- Offer advice about childhood and adult vaccinations and ensure vaccines are administered under patient group directions.
- Ordering of vaccinations to maintain stock levels

- Running well person clinics and health promotion programmes by providing a holistic assessment and lifestyle advice on diet, smoking, alcohol intake and exercise. Facilitate change.
- Assessing problems presented opportunistically by patients.
- Able to document Consultations according to NMC guidelines
- Awareness of child protection issues and guidelines
- Perform a holistic assessment of patients attending for ear irrigation.
- Perform a holistic assessment of patients attending for cervical cytology smear tests..
- Ensure infection control guidelines are maintained. Maintaining and cleaning equipment used by the nurses and GPs. Ensure cleanliness of treatment rooms, cupboards etc.
- Maintaining GP and Nurses rooms, stocking and rotating items as required.
- Maintain stock of waiting room leaflets as instructed by partners and practice manager
- Ordering of Health Promotion Literature
- Ability to monitor and manage maintenance of stock and equipment to include refrigeration and emergency equipment.
- Confidentiality of information gained at work must be preserved at all times.
- Participation in administrative systems in the practice
- On occasion there may be a requirement to undertake home visits
- Undertake audits and case studies where appropriate

Managerial:

- Contribute to the assessment of service needs.
- Assist patients to identify their health needs.
- Contribute a nursing perspective to the practice development plan.
- Manage and organise individual patient consultations.
- Aware of identification and reporting procedures related to professional standards.
- To attend staff meetings.
- Ensure effective relationships and communications with the PHCT and other agencies.
- Support the practice clinical governance agenda.
- Identify changes to clinical practice that are required to implement evidence-based guidelines.

Educational:

- Identify personal development and training needs in conjunction with the manager.
- Participate in clinical supervision.
- Support others with their training and development needs.
- To participate in continuing education and maintain a contemporary level of professional knowledge and skills.

Personnel:

- Maintain good industrial relations.
- Take reasonable care of his/her own safety and that of other persons who may be affected by his/her act or omission.
- Co-operation with the practice to ensure all members of the team adheres to statutory regulations/policies and codes of practice and departments safety rules.
- Offer innovative ways of working and opportunities to facilitate learning.
- Facilitates a learning environment within the team.
- Maintains a caring environment through the support of colleagues.

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.

Health & 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:

- 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
- Reporting potential risks identified.

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.

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.

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
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources.

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly.

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.