

COOKHAM MEDICAL CENTRE
JOB DESCRIPTION

JOB TITLE: PRACTICE NURSE

REPORTS TO: The Partners, Lead Nurse
Practice Manager (Administratively)

HOURS: as stated in contract

Job summary:

Working in accordance with the NMC Code of Conduct, the post-holder will provide assessment, treatment, screening, health education services and advice to patients.

The post-holder as an experienced Nurse will work with reference to practice agreed policies and procedures, providing nursing treatments to patients both independently and in participation with other clinical staff.

The post-holder will have the required level of training and competence and will work within Patient Group Directions where stipulated.

The post-holder will act within their professional boundaries and competency

The post-holder will work collaboratively with the multi-disciplinary general practice team to meet the needs of patients and supporting the delivery of the service.

Job responsibilities:

- To deliver a high standard of patient care with General Practice, using autonomous clinical skills and broad and in-depth theoretical knowledge within safe and appropriate boundaries liaising with GPs as required.
- At all times to work within own competency and refer to other health professional(s) within the practice where another opinion is required or the condition of the patient is not within the post-holder's competency range
- Perform general nursing duties for example :
 - Cervical Sample taking
 - Wound care / ulcer care/Doppler
 - Removal of Sutures
 - New Patient Medicals/Urinalysis
 - Travel Clinic - Advice and Vaccinations

- ECGs
 - Asthma Management/Peak Flow Readings/Spirometry
 - Venepuncture
 - Hypertension Management
 - Ear syringing
 - Routine Immunisations/Childhood Immunisations
 - Contraceptive services
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- Record accurate consultation data in patients' records in accordance with latest NMC guidance, practice protocols and other relevant standards
 - Request pathology tests, for example urine culture, swabs
 - Refer patients directly to other services/agencies as applicable
 - Chaperone and assist patients who are being examined by another clinician as requested
 - Assist GPs with minor surgery and coil fittings
 - Take a major role in the management of Long Terms Conditions such as Diabetes and Asthma.
 - Follow agreed clinical protocols with referral to senior nurses or GPs as appropriate
 - Contribute to the practice achieving its quality targets to sustain the high standard of patient care and to fulfil the requirements for QOF and Locally Commissioned Services
 - Follow current PGDs regarding vaccinations
 - Undertake specific administrative duties as required to ensure compliance with protocols and guidelines such as stock checks, fridge checks etc.
 - Promote health and wellbeing through the use of health promotion, health education, screening and therapeutic communication skills.
 - Order Health Promotion Literature as applicable
 - Clean and decontaminate any reusable equipment using appropriate methods
 - Maintain and clean equipment used by the nurses and GPs
 - Maintain stock and correct stock rotation for own room and Nurses station
 - Maintain general tidiness and cleanliness of nurses and treatment rooms
 - Order stock from the Pathology department and other suppliers as required
 - Order vaccinations to maintain stock levels
 - Regular audit checks of vaccines for expiry date and take appropriate action
 - Regular audit checks of sterile supplies for expiry date
 - Participate in administrative systems in the Practice
 - Attend and participate in any Practice meetings, in house and offsite training when required.
 - Undertake home visits on an occasional basis
 - Participate in the flu vaccination clinics both in the practice and as home visits
(Note if driving to such visits – must hold valid driving licence and business insurance and provide proof of this)

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the Practice.

Confidentiality:

This role involves handling confidential and sensitive information and a strict confidentiality policy applies. Compliance with this is essential

Equality and diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues and comply with Practice Policy

Policies and Procedures

The post-holder must comply with the practice policies and procedures – for example Health and Safety, Infection Control, Fire Safety at a level appropriate to their role. These will be explained during training. The above list is not exclusive

Health & Safety and Infection Control responsibilities

The post-holder will demonstrate, and support the promotion of, high standards of health and safety and infection control practice as defined in the practice Health & Safety policy, the practice Infection Control policy and associated 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
- Ensure correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Use and maintain Personal Protective Equipment (PPE) as applicable
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- 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
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business
- Routine management of own team / team areas, and maintenance of work space standards
- Correct waste management including collection, handling, segregation, container management, storage and collection
- Comply with Spillage control procedures

- Undertake all relevant decontamination and equipment maintenance procedures
- Maintenance of sterile environments

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 statutory and mandatory training for example Fire Training, Confidentiality and Data Protection, Infection Control and others as required by the practice to ensure the safety of staff and patients and compliance with legislation.
- 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
- Maintaining NMC registration and engaging with the Nurse Revalidation process

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,
- 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
- Participate in audit and inspections where required

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 provision and development of services:

The post-holder will:

- Contribute to clinical team meetings where changes or developments of services are discussed
- Take an active role in supporting Local Commissioned Services and QOF achievement