

Practice Nurse
Oxford Street Surgery, Workington

We are seeking an experienced and committed practice nurse to join our clinical team. The successful candidate will provide a practice nurse service including cytology, wound care, anticoagulation and immunisation as required. The post holder will work collaboratively with the whole general practice team to meet the needs of patients and support the delivery of practice policy and procedures.

The successful candidate will be a fully qualified registered first level Nurse with experience in primary care with management of chronic diseases advantageous.

Hours 12-16 hours per week (Mon/Tues), salary commensurate with qualifications and experience.

To apply please submit covering letter and CV to Sharon Wilson, Practice Manager, 20 Oxford Street, Workington, Cumbria CA14 2AJ or email sharon.wilson@gp-a82050.nhs.uk. For more information please contact Sharon on (01900) 603302.

Closing date 28 February 2019

JOB DESCRIPTION PRACTICE NURSE

Reports to: Lead Nurse (for clinical practice), Practice Manager (managerially)

Hours: 12-16 hours per week

Main Purpose of Post

The practice nurse will work as part of the primary healthcare team providing Personal Medical Services to the patients of practice.

Duties and Responsibilities of Post

- Assist in and perform routine tasks related to patient care
 - Provide guidance and support to surgery Health care assistants
 - Cytology
 - HVS
 - Wound care
 - Removal of Sutures
 - New Patient Medicals/Urinalysis
 - Travel Clinic
 - Chronic disease management
 - Ensuring practice guidelines are up to date in line with the latest guidance and sharing any change to practice during nurse meetings.
 - Re-authorise medication within boundaries of competence
 - ECGs
 - Peak Flow Readings
 - Venepuncture
 - Ear syringing
 - Immunisations adult and Child
 - Administering injections with suitable training including zoladex, prostap, hydroxocobalamin, nebido etc.
 - Anti-coagulation clinic with suitable training using INRStar
 - Chaperoning and assisting patients where appropriate who are being examined by another clinician
 - Assisting GPs with minor surgery and coil fittings
 - Requesting and processing pathology tests, for example blood tests, urine culture, swabs
 - Administration of depo-provera and interest in contraception
 - Following agreed clinical protocols with referral to GPs as appropriate
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Other tasks will include:

- Carry out or oversee cleaning and sterilisation of equipment
- Maintaining an accurate fridge temperature log and take appropriate action if it is out of range for more than 20 minutes without a valid reason.
- Maintaining and cleaning equipment used by the nurses and GPs
- Maintaining GP and Nurses rooms, stocking and rotating items as required
- Maintain general tidiness and cleanliness of nurses and treatment rooms
- Ordering of stock
- End of month expiry date checks of all relevant equipment
- Ordering of vaccinations to maintain stock levels
- Participation in administrative systems in the Practice
- At all times there will be a need to maintain accurate records
- A duty to advise nurse manager of potential problems or errors within a range of assigned tasks
- Attend and participate in Practice meetings as required
- Attend update training relevant to role and responsibilities
- On occasion there may be a requirement to undertake home visits
- Any other delegated duties appropriate to the post

Development

- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences)

General

- Staff must behave in a professional and discreet manner at all times.
- Patient and professional confidentiality is of prime importance. Any breach of confidentiality can result in immediate suspension/dismissal
- Staff must demonstrate due regard for safeguarding and promoting the welfare of children.

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 confidential
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- Information relating to patients, carers, colleagues, healthcare workers or the business of the practice may only be divulged to authorised persons, in accordance with practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & safety

The post-holder will be responsible for the management of 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
 - Ensuring correct personal Protective Equipment (PPE) is used where appropriate
 - Ensuring hand hygiene guidelines are followed
 - Implementing infection control and clinically based patient care protocols, and assist with implementation of those protocols across the practice
 - Responsible for ensuring own practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and any weaknesses / training needs identified are escalating as appropriate
 - Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
 - Making effective use of training to update own knowledge and skills across the full range of infection control and patient processes
 - 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.
 - Ensuring safe management of sharps procedures practice wide including use, storage and disposal
 - 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.
 - Undertaking periodic infection control training
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- Ensuring maintenance of own work space standards
- Waste management including collection, handling, segregation, container management, storage and collection
- Ensuring spillage control procedures are followed
- Ensuring decontamination control procedures are followed
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

Equality and diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues by:

- Acting in a way that recognises 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 recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise 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

Agreement:

Member of staff name:

I agree that this represents an accurate description of my duties

Signed byJob holder

Date.....

Signed byLine Manager

Date.....

Personal Specification Practice Nurse: Oxford Street Surgery

Person Specification – Practice Nurse		
Qualifications	Essential	Desirable
Registered Nurse	X	
Postgraduate diploma or degree (Primary Care)		X
Experience	Essential	Desirable
Experience of working in a primary care environment	X	
Experience of working as a practice nurse or community nurse		X
Experience of chronic disease management		X
Clinical knowledge and skills	Essential	Desirable
Wound care/removal of sutures and staples	X	
ECGs	X	
Venepuncture	X	
New patient medicals	X	
Chaperone procedure	X	
Requesting pathology tests and processing the results, advising patients accordingly	X	
Travel medicine		X
Diabetes		X
Hypertension		X
Asthma		X
COPD		X
Spirometry		X
CHD		X
Immunisations (routine and childhood)	X	
Women's health (Cervical cytology, contraception etc.)	X	
Anti-coagulation clinic with suitable training using INRStar		X
Understands the importance of evidence-based practice	X	
Broad knowledge of clinical governance	X	
Ability to record accurate clinical notes	X	
Ability to work within own scope of practice and to understand when to refer to GPs	X	
Knowledge of public health issues in the local area		X
Awareness of issues within the wider health arena		X
Knowledge of health promotion strategies	X	
Understands the requirement for PGDs and associated policy	X	
Skills	Essential	Desirable
Excellent communication skills (written and oral)	X	
Strong IT skills	X	
Clear, polite telephone manner	X	
Competent in the use of Office and Outlook	X	

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EMIS clinical system user skills		X
Effective time management (planning and organising)	X	
Ability to work as a team member and autonomously	X	
Good interpersonal skills	X	
Problem-solving and analytical skills	X	
Ability to follow clinical policy and procedure	X	
Experience with audit and able to lead audit programmes		X
Experience with clinical risk management		X
Personal qualities	Essential	Desirable
Polite and confident	X	
Flexible and cooperative	X	
Motivated, forward thinker	X	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	X	
High levels of integrity and loyalty	X	
Sensitive and empathetic in distressing situations	X	
Ability to work under pressure/in stressful situations	X	
Able to communicate effectively and understand the needs of the patient	X	
Commitment to ongoing professional development	X	
Effectively utilises resources	X	
Punctual and committed to supporting the team effort	X	
Other requirements	Essential	Desirable
Flexibility to work outside core office hours	X	
Disclosure Barring Service (DBS) check	X	
NMC registration	X	

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing, duties to enable the efficient running of the practice.