**STROMNESS SURGERY**

JOB DESCRIPTION

Role: Practice Nurse

Salary: A4C Grade 5-7 equivalent, dependent on experience and qualifications

Hours per week: 28 (negotiable)

Contract: Permanent

**Job Summary**

To be responsible for the delivery of high level nursing services, within professional boundaries, as part of the practice multidisciplinary team. When trained the Practice Nurse will be responsible for a number of clinical areas including specialist chronic disease management clinics, triage and managing acute presentations, cervical smears, immunisations and health promotion.

**Scope & Purpose of the Role**

* To deliver a high standard of patient care using specialist nursing skills.
* To manage a clinical caseload, dealing with presenting patients’ needs in a primary care setting.
* To ensure the highest standards of care are provided for patients.
* To help develop the nursing services offered by the practice.

**Primary Duties & Areas of Responsibility**

**Clinical Role**

* Make professionally autonomous decisions for which he/she is accountable and provide safe, evidence based, cost effective, individualised patient care.
* Where necessary evaluate patient test results, in conjunction with the patient, and ensure the appropriate course of treatment is initiated.
* Make appropriate referrals to other members of the primary, community and secondary care teams.
* Help the practice deliver specialist primary care nurse led service, including chronic disease management. Initiate diagnosis of patients suspected to have a chronic disease e.g. diabetes, COPD, asthma and CHD, referring to other clinicians as appropriate. Manage programmes of care for patients with chronic diseases by planning, providing and evaluating care under agreed guidelines. Maintain disease registers in liaison with administrative staff. Undertake regular reviews of patients’ understanding and ability to self manage.
* Undertake regular medication reviews for patients for groups of patients deemed suitable by the clinical team.
* Provide comprehensive travel health advice for patients prior to travel.
* Administer child and adult immunisations and vaccinations in accordance with national and local programmes. Competent in anaphylaxis and resuscitation techniques. Ensuring safe storage, rotation and disposals of vaccines and drugs and that adequate stock levels are maintained.
* Undertake routine and emergency patient consultations and physical examinations within the surgery.
* Treat or triage patients as appropriate.
* Undertake procedures including: venepuncture, BP management, urinalysis, peak flow, spirometry, ECGs, new patient health checks, pregnancy testing, stitch/clip removal, ear syringing, cervical smears, wound management and cryotherapy.
* Provide support and chaperoning to the doctors for minor surgery and other procedures.
* Promote health and wellbeing, giving general education advice on diet, contraception, smoking chronic disease management and exercise.
* Initiate and carry out programmes of health screening as agreed with the practice clinical team.
* Enable, support and encourage individuals, families and groups to address issues which affect their health and social wellbeing.
* Contribute to the practice achieving its clinical contract obligations.
* Where the post holder is an independent prescriber: to ensure safe, effective and appropriate medication as defined by current legislative framework.
* Maintain accurate records according to NMC rules.
* Ensure all data protection requirements are met when gathering, recording and storing patient data.
* Liaise and maintain good working relationships with all members of the practice team. Work within the multi-disciplinary team within the practice and across the wider health system.

**Teaching & Mentoring Role**

* Promote a learning environment for patients, nurses and other health professionals.
* Assist with the planning and implementation and teaching for practice staff including medical students, nurse students, nurses and health care assistants.

**Professional Role**

* Attend and contribute to relevant internal and external meetings, as required.
* Maintain a personal progress and training plan to keep up to date with current thinking and developments as well as identifying personal training needs and attending appropriate courses.
* Promote evidence based practice through use of the latest research based guidelines.
* Monitor the effectiveness of their own clinical practice through quality assurance strategies such as the use of peer audit and review.
* Maintain professional registration.
* Work within the latest NMC Code of Professional Conduct.
* Record accurate consultation data in patients records in accordance with NMC guidance and other standards.
* Keep up to date with pertinent health policy and work with the practice team to consider the impact and strategies for implementation.
* Work collaboratively with colleagues both internally and externally.

**Managerial Role**

* Participate in protocol development.
* Help the practice develop in a cost effective manner, monitoring and using resources appropriately e.g. stock control of dressings, vaccinations.
* Participate in audits and inspections as required.
* Ensure all appropriate practice policies are fully implemented.
* Promote effective communication, relationships and team working within the practice.
* Provides clinical educational advice to support development of the team and range of services provided.
* Partake in clinical supervision for own development purposes.
* Facilitate and promote the use of up to date technology to develop practice.

**Working Conditions**

* Exposure to body fluids, blood, wounds etc.
* Occasional exposure to challenging behaviours.

**Terms & Conditions**

Superannuation: This post is superannuable

NMC: The post is subject to the successful candidate holding a current, full NMC registration.

Data Protection: All members of staff are bound by the requirements of the UK General Data Protection Regulation (GDPR) 2018 and any breaches of the Act could lead to dismissal.

General: The post holder must comply at all times with the Practice health and Safety Policies and report any incidents to the Practice Manager.

A uniform will be provided.

**Personnel Specification**

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| **Desirable** | **Essential** |
| ***Qualification, Training & Registration Criteria*** | |
|  | Registered Nurse |
|  | Be subject to an enhanced disclosure check, the outcome of which must be satisfactory to the practice. |
|  | Professional portfolio |
| Extended and supplementary prescribing qualification | NMC adult nursing registration |
| ***Behavioural Competencies*** | |
|  | Be well motivated |
|  | Can work well as a member of team |
|  | Feels comfortable working in a multi-disciplinary environment |
|  | Take a consultative approach to their work, appropriately involving relevant people |
|  | Ability to manage chronic diseases independently. |
|  | Ability to work under pressure |
|  | A willingness to learn new skills and be open to suggestions |
| ***Skills & Experience*** | |
| Experience and interest in education within a primary care setting | Experience in primary care nursing or role or similar. |
|  | Understanding of role of the practice nurse. |
|  | Ability to contribute effectively to team meetings |
|  | Ability to demonstrate application of evidence based practice. |
|  | Good time management skills, punctual, able to manage and prioritise workload |
|  | Excellent communication and interpersonal skills |
|  | Ability to work unsupervised |
|  | Evidence of IT literacy and keyboard skills |
| ***Other*** | |
|  | High level of self awareness. |
|  | Fit with culture of practice team. |
|  | Motivated and able to motivate others. |
|  | Reliability and flexibility |
| Physical Skills | Fitness to carry out duties manual handling and dexterity requirements |
| Mental & Emotional | Resilience and ability to deal with exposure to distressing circumstances or highly emotional events. |
|  | Ability to cope with occasional aggressive behaviour. |