

# RUBY COUNTRY MEDICAL GROUP

## JOB DESCRIPTION

**JOB TITLE:** Nurse Practitioner

**REPORTS TO:** GP Partners (clinically), Managing Partner (administratively)

**HOURS:**

### Job Summary:

Responsible for attending to patients who wish to be seen by a health care professional; diagnosing and treating patients presenting with minor illness seeing and advising people in respect of their continuing medical and nursing needs. These patients will have booked appointments at ten-minute intervals. There is a requirement to see extra or emergency patients. The nurse practitioner will need to prioritise and triage the needs of patients accordingly making any necessary referrals for investigations in the appropriate manner. Patients with problems needing referral to secondary care should be discussed with the registered GP before making such referral.

### Job responsibilities:

#### Diagnosing and treating patients presenting with minor illness

- Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly, making any necessary referrals to other members of the primary health care team
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Advise patients on general health care and minor ailments with referral to other members of the primary and secondary health care team as necessary
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care
- Support and manage health needs of women presenting for family planning, cervical cytology or sexual health consultation
- Assess, identify and refer patients presenting with mental health needs in accordance with the NSF for Mental Health

#### Pathological specimens and investigatory procedures

- Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. to assist with the diagnosis of patients.

#### Administration and professional responsibilities

- Participate in the administrative and professional responsibilities of the practice team
- Ensure accurate and legible notes of all consultations and treatments are recorded in the patients notes
- Ensure the clinical computer system is kept up to date with accurate details recorded and amended
- Ensure appropriate items of service claims are made accurately, reporting any problems to the practice administrator
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice

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- Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit
- Attend and participate in practice meetings as required
- Restocking and maintenance of clinical areas and consulting rooms

### **Training and personal development**

- Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the practice. It is the individuals' responsibility to remain up to date with recent developments.
- Participate in the education and training of students of all disciplines and the introduction of all members of the practice staff where appropriate
- Develop and maintain an in house nurse-training programme reporting to the practice manager.
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development ensuring requirements are met.
- If it is necessary to expand the role to include additional responsibilities, full training will be given.
- Develop and maintain a Personal Learning Plan

### **Liaison**

- As well as the doctors and nursing team there is a need to work closely with reception, and office staff to ensure the smooth running of the practice, reporting any problems encountered to the relevant person and ensuring everyone is aware of the different roles within the nursing team.
- There is also the need to establish and maintain good liaison with other surgeries and agencies including secondary care

### **Meetings**

- It will be necessary to attend and contribute to various practice meetings as requested.

### **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, Group staff and other healthcare workers. They may also have access to information relating to the Group 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 Group may only be divulged to authorised persons in accordance with the Group policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **General Data Protection Regulation (GDPR)**

All members of staff are bound by the requirements of the General Data Protection Regulation 2018 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

### **Health & Safety**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Group Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Group 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.

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### **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 Group 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 Group 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 Group, 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 patient's 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 Group 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.