**Job title: Practice Nurse**

**Location: Pembroke Medical Group**

**Hours: 20- 25 hours a week**

**Purpose of the Job**

* To provide a range of quality health and personal care services to patients within the practice population in a professional, efficient and courteous manner to meet individual needs. Ensure the nursing activity integrates and complements the objectives of the practice relating to the GMS contract, QOF and additional services.
* Use specialist knowledge and skills, which is underpinned by evidence based practice, to facilitate access to skilled nursing care within General Practice.
* Promote healthy lifestyles and participate in national immunisation and screening programmes to clients.
* Enable patients to manage their long term illness and to achieve their full potential in terms of independent living.
* To carry out all duties in accordance with the NMC code of professional conduct and with regard to the various local and national policies guidelines and protocols.

**Main Responsibilities:**

**Clinical**

Undertake clinical duties, with relevant training, in all of these areas;

Cervical cytology

Immunisation

Childhood Immunisation Targets

Wound care

Family planning advice

Travel Health and advice

Chronic disease management

* To actively encourage and facilitate choices for patients by providing health promotion during routine screening procedures e.g. new patient health check and over 75 assessment and long term conditions management.
* Use analytical and judgmental skills to assess, plan, implement and evaluate clinical packages of care including complex physical, psychological, pharmacological and social needs.
* Develop a package of care in collaboration with patients and other health & social care professionals.
* Undertake clinical procedures, using highly developed physical skills. Take into account the potential for exposure to unpleasant conditions and infected materials or hazardous substances.
* Ensure use of Patient Group Directives to administer medications where appropriate.
* Assist the clinical team by triaging patient’s telephone requests for appointments and attention.
* Responsibility for the cold-chain process and manage via a regular, documented, audit process

2. **Management.**

* Participate in the development, implementation and continual reassessment of policies, protocols and guidelines in your own area.
* Maintain and manage clinical stocks, supplies and equipment, including vaccines reporting to nurse admin when ordering required.
* To take an active role, as part of the practice team, in meeting the Targets within the Quality and Outcome Framework.
* Assist Nurse admin in monitoring travel vaccines and stock controls

3. **Communications**

* To communicate effectively using a variety of communication skills; verbal, written and electronic, with a range of patients, client groups, individuals and organisations, within and external to the NHS.
* Communication of complex information to patients, and relatives where needed, with a variety of diverse needs using negotiation and (persuasive) skills to motivate.
* Be able to concentrate for long periods of time with frequent interruptions and unpredictable workload and occasional distressing or emotional consultations.
* Keep accurate and up to date records of all consultations in accordance with practice and NMC guidelines.
* To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity and with the authority of the partners.

**4 Education**

* Responsible for own professional development and PDP by attending relevant meetings, courses, seminars and keep professionally up to date in agreement with the practice study leave guidelines.
* Be involved in providing a learning environment and demonstrate own activities to learners and new staff in the practice. Supervise others as needed.

**5. General Terms and Responsibilities**

* To undertake any other duties that may be reasonably requesting to help the department run smoothly.
* Hold current NMC membership.
* To ensure that you and others take notice of and operate within the relevant guidelines including Health and Safety, Confidentiality, Equal opportunities, Data Protection, Child Protection, Fire, Personal safety

**6. Equality and Diversity**

* Ensure own actions promote equality and diversity in area of work.
* Ensure individuals are not discriminated or disadvantaged and supports equal access to care and services

**7. Health, Safety and Security**

* Takes responsibility for the Health, Safety and security of self and others in the working environment, follows safe working practice and complies at all times with Practice Health and Safety Policies and Procedures.
* Acts on alerts and ensures that equipment used during the course of work is, safe, maintained and stored in accordance with manufacturers’ guidelines.

This job description defines the boundaries within which the post holder will operate and sets out key tasks. It is subject to review, by the employer and the post holder.

The job description is further supported by a Person Specification which sets out the skills, abilities and competencies required for the post.

**PERSON SPECIFICATION**

Qualifications and Experience Essential and Desirable Competencies

• Registered General Nurse

• Specialist knowledge acquired through degree/diploma level training

• Evidence of continuing professional development

• Minimum of three years’ experience working as RGN

• Specialist clinical knowledge across a range of experiences underpinned by theory

• Understanding of the structure of Primary Care

• NMC Professional code of conduct/ practice

• Clinical governance and risk assessment

• Understanding of relevant legal issues e.g. Data protection and confidentiality

• Able to communicate clearly and succinctly using all forms of communication e.g. verbal, non-verbal, written, electronic

• Able to demonstrate innovative practice

• Able to work under pressure and to priorities workload

• Neat and tidy in appearance and organization

• Commitment to equal opportunities

• Ability to work autonomously

• Able to build effective working relationships at all levels

• Computer skills; time management skills

• Able to work within and develop a set of clear guidelines