

PERSON SPECIFICATION Directorate	Nursing
Job Title	Practice Nurse
Band/ Grade	6

PERSON SPECIFICATION

ESSENTIAL (E) DESIRABLE (D) EDUCATION AND QUALIFICATIONS

GCSE/A Level equivalent	E
Degree/Diploma in relevant discipline.....	E
Registration on Part 1, 2, or 12 NMC Register.....	E
Foundations in Practice Nurse Qualification Level 6 or 7.....	D

SKILLS, KNOWLEDGE AND ABILITIES

Evidence of effective team working.....	E
Ability to write and maintain accurate records.....	E
Evidence of continuous professional development.....	E
An understanding of changing NHS and Primary Care environment.....	D

EXPERIENCE

Previous experience of working within a Primary Care Setting	D
Ability to work with stakeholders to demonstrate collaborative working.....	D

PERSONAL ATTRIBUTES

Team player	E
Able to perform under pressure	E
Professionalism and advocate for high standards	E
A strong attribute to openness, honesty and integrity.....	E
Behaves in a professional manner at all times, adhering to the NMC Code of Conduct 2018.....	E

OTHER FACTORS

Flexible and positive approach to work	E
Awareness of need to maintain work life balance.....	E
Able to meet travel requirements of post and work across the Primary Care Network where necessary..	E

JOB DESCRIPTION

Job Title

Practice Nurse

Band/ Grade

Band 6

Directorate

Nursing

Responsible to

Head of Nursing:

VISION, MISSION and VALUES

Our vision is to provide excellent person-centred planned care to the people we serve, and we will always provide friendly, professional, person-centred care with dignity and respect.

JOB PURPOSE

To be part of the Primary Health Care Team providing high quality and forward-thinking nursing care to meet the holistic healthcare needs of the Practice population. To work to agreed Practice standards and protocols for the delivery of patient care.

JOB SUMMARY

PRIMARY DUTIES AND RESPONSIBILITIES

1. Works independently and under indirect supervision and reports to Head of Nursing and Board of Directors.
2. Is accountable to the Head of Nursing and the Primary Care Network for their actions, working within their level of competence.
3. Working in accordance of NMC guidelines, the post holder will provide assessment, treatment, screening, health education and advice to patients.
4. Abide by the legal requirements and statutory rules relating to practice and maintain registration with NMC and revalidation requirements.
5. The post holder will work with reference to Practice agreed protocols and procedural guidelines, providing nursing treatments to patients both independently and in participation with Nurse Colleagues and General Practitioners.
6. The post holder will have the required level of training and competence and will work within the Patient Group Directions where available.
7. Refers to more senior members of the Primary Health Care team as appropriate.
8. Provides support to other members of the primary health care team and contributes towards the co-ordination of team activities and the development of the Practice as a whole.
9. Is required to keep competencies up to date and partake in ongoing training and appraisal process for continuing professional development.
10. Promotes effective communication and relationships within the team.
11. Works collaboratively as a team member to achieve the aspirations and objectives of the Practice and Primary Care Network as a whole.
12. Strive to improve standards of care and be involved in identifying practice population needs.
13. Actively supports mentoring of both Student Nurses and Health Care Assistants.
14. Actively participates in clinical and practice meetings.

15. Considers involvement in Service Improvement to improve services to staff and patients within the Primary Care network.
16. Working with the Practice to support vulnerable patients.
17. Is aware of Safeguarding issues and escalate concerns to a senior member of the team in a timely manner.
18. Effectively manage own time, workload and resources.
19. Demonstrates awareness of consent requirements and issues relating to consent e.g. Mental Capacity Act.

CLINICAL RESPONSIBILITIES

The Practice Nurse undertakes procedures that are agreed by the Head of Nursing which are likely to include:

Treatment Room Duties-General

- Provide urgent venepuncture for Clinicians when necessary
- Provide urgent ECG's when necessary
- Provide urgent nebulisers for Clinicians when necessary
- Abide by practice infection control and other clinical policies and procedures, maintaining standards and safety.

Management of Chronic Diseases

- Provide leadership for specific chronic disease management e.g. diabetes, COPD, asthma, hypertension and epilepsy when appropriately trained and deemed competent.
- Complete regular training and update knowledge as required.
- Complete annual or regular patient review as required.
- Contribute to the maintenance of the practice diseases registers.
- Provide advice on lifestyle issues, assist and support patients in adjusting behaviours and refer where appropriate
- Support the Primary Care Network in achieving Quality Outcome Targets.
- Become actively involved in audit, research and quality improvement where necessary.
- Participate in partnership programmes with other service providers, utilising networking skills to raise awareness of detection and prevention of chronic disease.
- Demonstrate competence in the management of chronic disease.
- Maintain an expert level of chronic disease management through personal development.
- Identify abnormalities in health screening when undertaking reviews and refer and or seek advice from senior clinicians where appropriate.
- Develop individual management plans; agreeing these as appropriate with the patient, carers and other health professionals. Obtaining appropriate information using a lifestyle questioning approach and identifying appropriate health promotion issues.
- Undertake opportunistic screening where clinically appropriate.
- Advise members of the public on the concepts of health promotion, education, prevention and protection.

Wound Care and Assessment

- Complete appropriate training and be deemed competent in wound care, treating acute traumatic wounds, burns, surgical wounds, pressure sores and leg ulcers.
- Assesses, treat and monitor routine wounds including trauma.
- Provide urgent wound care in cases of acute trauma.
- Demonstrate awareness of good wound management, infection prevention, local wound formulary and risks of deterioration to the wound and the patient.
- Support good wound management in complex situations.
- Educate and support patient and carers in wound management, healing and risks and signs of infection where appropriate.
- Perform Doppler assessment if appropriate and if appropriately trained and deemed competent.

Health Screening

- Demonstrate awareness of national guidance and availability of health screening across the age continuum of Shore's practice population.
- Recognise issues and gather information to refer (e.g., women's and men's health, sexual health, older people)
- Undertake routine monitoring e.g. smears if appropriately trained and deemed competent and provide appropriate advice to patients.
- Actively encourage routine breast screening and be able to advise patients re. self-examination and signs and symptoms of breast abnormality and cancer.

Contraception/HRT

- Demonstrate awareness of various types of contraception, perform routine checks and follow UKMEC Guidance when considering contraindications.
- Demonstrate awareness of menopause, effects of emotional and physical health, types of HRT and contraindications.
- Perform annual or regular reviews for patient and refer appropriately to GP colleagues with any concerns.
- Utilise the opportunities for health promotion during routine checks e.g. weight management, sexual health and breast examination.
- Administer injectable contraception using correct technique and within FSRH Guidance.

Immunisation (Adults and Children)

- The Practice Nurse must have completed the two-day core immunisation training per HEE/RCN Guidance, and have completed competency assessment prior to giving immunisation.
- Complete regular online and face to face immunisation training, maintaining continuous professional development.
- Demonstrate a wide-ranging use of resources when considering rationale for vaccination, contraindications and risk e.g. Green Book, Vaccine Update and PHE.
- Will demonstrate an expert awareness of vaccination schedules, booster requirements and will seek advice from appropriate resources where appropriate.
- Demonstrate an awareness of differences between live and inactivated vaccines.
- Demonstrate an awareness of clinical risk groups requiring specific vaccination.
- Administer appropriate immunisation if appropriately trained and deemed competent under PGD or PSD.
- Demonstrate an awareness of local targets for vaccination and will assist in audit of practice population where appropriate.
- Is up to date with annual anaphylaxis and CPR training.
- The practice nurse will be able to discuss the benefits of vaccination to patients, families and carers.
- Ensure safe storage, rotation and disposal of vaccines and drugs and demonstrate awareness of cold chain.
- Demonstrate competence in administration of vaccines via specific routes e.g. oral, intra nasal, i.m, s/c.

Travel Health

- Complete appropriate training and be deemed competent to undertake travel clinic offering advice and vaccination where appropriate.
- Keep up to date with own educational needs as part of continuous professional development.
- Administer vaccinations and provide evidenced based -guidance if appropriately trained and deemed competent under PSD or PGD as appropriate.
- Demonstrate accurate documentation of vaccinations given, schedules required and inform patients re boosters and follow up required.
- Demonstrate awareness of malaria, dengue fever and other travel associated illness and discuss risks to patients.
- Use up to date guidance using a variety of evidence-based tools e.g. Nathnac, WHO and Foreign Office in the assessment of travel risk.
- Provide specialist and evidence-based support to clinical team where necessary.

OTHER

- Assist in minor procedures/minor surgery where appropriate
- Chaperoning other clinical staff
- Support patients who are anxious or distressed
- Delegate to others appropriately, demonstrating awareness of their level of competency.
- Assist with stocking clinical rooms when necessary.
- Assist with maintaining and cleaning equipment.
- Be responsible for the correct and safe management specimens including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements.
- Demonstrate safe management of sharps procedures including training, use, storage and disposal.

OTHER RESPONSIBILITIES

Any other duties not listed above– Ad hoc as and when required to meet the needs of patients and maintain an appropriate level of service within the Practice.

INFLUENCE AND DEVELOPMENT POLICY

The Practice Nurse will contribute to Practice policy development as required.

MANAGE RESOURCES

There are no financial/budgetary responsibility for this post, but the post-holder is expected to work responsibly to avoid waste and to identify cost-saving opportunities where appropriate.

QOF

Be aware of need to complete QOF requirements where appropriate

MANAGE AND USE INFORMATION

The Practice Nurse will make effective use of the Practice Electronic Patient Record by ensuring the consistent and accurate entering of data and use of Read Codes.

The Practice Nurse will contribute to an appropriate call and recall system of patients

The Practice Nurse will make recommendations to raise standards of practice and service delivery.

RESEARCH AND DEVELOPMENT

The Practice Nurse will contribute to Audit and Research activity as required.

They will contribute to research and development initiatives where appropriate.

They will be involved in audit and be involved in practice strategy for further development of the Primary care Network.

They will maintain an interest in national research and disseminate appropriate information as required.

The Practice Nurse will maintain an interest in national research and disseminate appropriate information as required with other clinicians.

They will ensure clinical practice is evidence-based, using up to date valid and reliable literature and guidance.

LEADERSHIP

Represent the values of Nursing and the NHS through compassion and kindness.

Provide clinical input where required alongside other health care professionals to assist in skill development and sharing best practice.

Encourage nursing practice in line with relevant evidence-based research. Act as a resource to the general public, patients, their families, carers and other healthcare professionals.

Positively represent the Primary Care Network.

Make suggestions on ways to improve and enhance the team's performance

Provide professional advice and support for other clinicians and staff across Shore.

Reflect on own and team's performance and formulate ideas to make improvements in standards.

Network and work collaboratively with individuals and other agencies to meet patient needs and improve standards.

Maintain communication and liaise with other disciplines across primary, secondary and tertiary care services as and when necessary.

RISK ASSESSMENT/GOVERNANCE

Recognise the signs of child abuse, family violence, vulnerable adults, substance abuse, addictive behaviours, suicidal tendencies and be aware of local and national referral procedures. Refer appropriately to safeguarding lead and or senior clinician as appropriate.

Alert other team members to issues of quality and risk.

Actively engage in significant event analysis where appropriate.

Monitor and maintain consistency of professional standards and take appropriate action if standards are not met.

Maintain accurate patient records

EDUCATION

Use up to date evidenced based practice in your work.

To complete all mandatory training modules as deemed appropriate.

Undertake annual mandatory training and demonstrate competency in anaphylaxis and resuscitation techniques.

Provide mentorship and support to more junior staff.

Attend clinical meetings and actively embrace the annual Appraisal process.

Take responsibility for personal development and education including in service training.

Assess own performance and take accountability for own actions, either directly or under supervision.

Facilitate and participate in the training of multidisciplinary staff.

Actively reflect on your own practice and critical incidents.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to the Lead Clinician in the first instance.

FLEXIBILITY

There is a requirement to be flexible to provide cover for holidays and sickness.

Practice Nurses may also occasionally be required to provide cover for Health care Assistant duties as instructed.

Practice Nurses may be required to work at any location where the Primary Care Network is providing clinical services.

EQUALITY AND DIVERSITY

The post-holder will support the equality, diversity and rights of patients, carers and colleagues. Acting in a way that recognizes 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.

TERMS AND CONDITIONS OF SERVICE**METHOD OF PAYMENT:** Monthly by BACS**SUPERANNUATION (PENSION):** NHS Pension Scheme is offered**TERMS AND CONDITIONS:** All terms will be agreed by the Primary Care Network and may be amended from time to time.

Successful applicants will be required to complete a Disclosure Barring Service application form.

General Information

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Primary Care Network reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder, Head of Nursing and Primary Care Network Directors. The post holder will be required to comply with all policies and procedures issued by and on behalf of Shore Primary Care Network.

Rehabilitation of Offenders Act 1974

Because of the nature of this work, this post is exempt from the provisions of section (42) of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975. Applicants for this post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which this order applies.

Safeguarding Vulnerable Adults & Children

Shore Primary Care Network is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment. All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults. The post holder should be familiar with the Primary Care Networks safeguarding policies. Attend appropriate training for safeguarding and know who to contact if they have concerns about an adult or child's welfare. It is the responsibility of every member of staff to maintain the highest standards of data quality for clinical, operational and managerial purposes.

Health and Safety

The post holder is required to conform to the Primary Care Networks Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required. All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Primary care Network to meet its own legal duties and to report any hazardous situations or defective equipment.

Confidentiality

To always maintain confidentiality. As part of the post holder's duties, you will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Infection Control

It is a requirement for all Primary Care Network staff to comply with all infection control policies and procedures. All staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All clinical staff will be expected to complete annual infection e-learning. The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, members of staff and the public. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

No Smoking Policy

In recognition of the Primary Care Networks commitment to health promotion and its health and safety responsibility, there is a no smoking policy that prevents all staff from smoking on site and whilst on duty.

Equal Opportunities

Shore is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Primary Care Network's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Primary Care Network has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

Financial

Order and receipt goods in accordance with Shore's financial framework. To comply with standing financial instructions.

Data Quality

DATA PROTECTION ACT

All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

The information that you record as part of your duties at the Primary Care Network must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, kept up-to-date and appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

Records Management

All employees of Shore are legally responsible for all records that they gather, create or use as part of their work (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Conduct

The post holder is an ambassador for Shore and his / her actions, and conduct will be judged by service users as an indication of the quality of the service provided. The post holder will also comply by the NHS Core Values.

Other

Shore is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:

Manager Signature:

Date:

Post holder Name:

Post Holder Signature:

Date: