

JOB DESCRIPTION

JOB TITLE:	GENERAL PRACTICE NURSE
HOURS:	Will consider full or part time. Minimum of 2 days per week.
RESPONSIBLE TO:	Clinical Lead Practice Nurse.
RATE OF PAY:	Dependent on experience and qualifications

Job Summary:

We are a large practice, (c.24,000 patients) split across two sites with a well-established and friendly medical team. We are looking to recruit another nurse to join our team. Our ethos and values at new horizons medical partnership are to provide excellent holistic care to our patients, whilst supporting and encouraging the development and wellbeing of our staff.

We work closely within the multi-disciplinary team and there is always a senior doctor for support. We offer a range of treatment room services in our nursing team to patients as well as encouraging development through our nurse led chronic disease pathways. Every session has a timetabled coffee break that is well attended, and outside of this we have a range of educational and social activities for practice staff.

The purpose of the role is to:

- Deliver practice nursing services and care to the practice population
- Support patients to live healthily, monitoring of chronic conditions, health promotion and screening activities
- Work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership as required
- Undertake a variety of administrative duties to assist in the smooth running of the Practice including the provision of clerical support to clinical staff and other members of the Practice team
- Facilitate effective communication between patients, members of the primary health care team, secondary care and other associated healthcare agencies

In addition, the post holder will be encouraged and supported to undertake any training required to ensure appropriate role development.

Person Specification:

- Must be registered with the NMC and maintains revalidation in line with NMC requirements.

Duties and Responsibilities:

The duties and responsibilities to be undertaken by members of the nursing team are varied and will differ from time to time under the direction of the Nurse Practitioner / Partners / Practice Manager/HR Manager, dependent on current and evolving Practice workload and staffing levels:

- Assess and care for patients with complex, post-operative wounds (Desirable)
- Administer vaccinations for baby immunisations and assist with baby clinics (Desirable)
- Participate with cervical cytology and contraceptive management (Desirable)
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations
- Computer data entry/data allocation and collation; scanning, processing and recording information in accordance with Practice procedures
- Initiating contact with and responding to requests from patients, other team members and associated healthcare agencies and providers where appropriate
- Support and advise patients requesting information relating to family planning needs
- To cover PAN PCN working as and when required

Confidentiality:

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

Health & Safety:

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

- Using personal security systems within the workplace according to Practice 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

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 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 audits where appropriate