

Woodchurch Surgery – General Practice Nurse

Reporting to: Nursing Team Lead and Practice Manager

Job Overview:

Primarily undertaking treatment room procedures and working as part of a multi-disciplinary team to provide a safe and effective service to the patients that you care for.

The General Practice Nurse will:

- Work within their competencies and specialist areas as stipulated by their ongoing training and registration with the Nursing and Midwifery Council (NMC).
- Demonstrate up to date competencies and Continuous Professional Development (CPD).
- Be able to recognise their gaps in knowledge and limitations and seek appropriate further training where appropriate and agreed by the GP Partner.
- Advise patients on general health care and minor ailments with referral to other members of the primary and secondary health care team as necessary.
- Ensure specimens are labelled and bagged ready for collection with the necessary paperwork completed
- Maintenance and cleaning of equipment and clinical rooms in line with infection prevention and control policies

Dependent on satisfactory completion of CPD, the General Practice Nurse will manage the conditions listed below that fall within their training and competencies:

- Chronic Disease Management – diabetes, asthma, COPD, CKD, CHD, HF, hypertension, hypercholesterolemia, PVD and non-diabetic hyperglycaemia.
- Routine treatment room injections – B12; hormone injections etc.
- Immunisations and vaccinations
- Contraception and menopause
- Assisting & preparation for minor surgery
- Compression bandaging and Doppler studies
- Wound assessment and management
- Removal of sutures/clips

As part of the nursing team, the General Practice Nurse will assist with the following services where an HCA is unavailable:

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| • Venepuncture | • ECGs |
| • BP monitoring | • Urinalysis |
| • Lifestyle advice to patients, making any necessary referrals | • Weight monitoring |
| • Chaperone | • Restocking/maintenance of equipment |

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 maintain Practice Assessor/Supervisor competency.
- Maintain CPD by attendance at courses and study days as deemed useful or necessary.
- If it is necessary to expand the role to include additional responsibilities, full training will be given.
- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and professional development.

Liaison:

- As well as the nursing team, there is a need to work closely with Admin, dispensary staff and the wider MDT to ensure the smooth running of the practice. Reporting any problems encountered to the relevant person and ensuring that 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
- It will be necessary to attend and contribute to various Practice meetings as requested as well as quarterly Clinical Supervision within the PCN.

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, 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
- Being responsible for appropriate infection control procedures, maintaining work areas in a tidy, clean and safe way, 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 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.

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 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, making reasonable adjustments where necessary.

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.