



JOB DESCRIPTION

JOB TITLE:	PRACTICE NURSE
REPORTS TO:	ADVANCE NURSE PRACTITIONER - Clinically ASSISTANT MANAGER - Administratively
HOURS:	up to 30hours per week
SALARY:	£21.50-£23.50 per hour depending on qualifications and experience

Main Purpose of Post:

To work collaboratively with the General Practice Team to meet the needs of our patients, to include treatment, preventative care, screening and patient education.

Duties and Responsibilities of Post

Clinical Practice:

- Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being
- Assess, plan, implement and evaluate individual treatment plans for patients with a known long-term condition
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition as appropriate
- Work with other health care professionals to diagnose, monitor, manage and treat long-term conditions, including non-drug-based treatment methods using a management plan, and in line with national and local policies and practice needs
- Work with patients in order to support adherence to prescribed treatments
- Support patients to adopt health promotion strategies that promote patients to live healthily, and apply principles of self-care
- Support and manage health needs of women presenting for contraception/HRT and cervical cytology consultations
- Implement and participate in vaccination and immunisation programmes for both adults and children
- Advise, support and administer vaccinations where appropriate for patients travelling abroad
- Home Visits where required
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice
- Management of monitoring bloods for long term condition and NHS Health Checks. I.e HBA1C and Cholesterol

Communication:

- Demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating

Delivering a quality service:

- Recognise and work within own competence and professional code of conduct as regulated by the NMC
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to NSF, NICE guidelines and evidence-based care
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
- Participate in the maintenance of quality governance systems and processes across the practice
- Evaluate the patients response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- Participate in the management and review of patient complaints, and identify learning from clinical incidents and near-miss events using a structured framework (eg root-cause analysis)
- Assess the impact of policy implementation on care delivery
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance
- Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate

Leadership personal and people development:

- Take responsibility for own development learning and performance including participating in clinical supervision and acting as a positive role model
- Support the development of others in order to maximise potential
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
- Contribute and participate in the development of local guidelines, protocols and standards

- Ensure awareness of sources of support and guidance (eg PALS), and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate

Team working:

- Understand own role and scope, and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Delegate clearly and appropriately, adopting the principles of safe practice and assessing competence
- Ensure clear referral mechanisms are in place to meet patient need
- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery

Management of risk:

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Ensure safe storage, rotation and disposal of vaccines and drugs
- Oversee the monitoring, stock control and documentation of drug usage according to legal requirements
- Support members of the nursing team to undertake mandatory and statutory training requirements
- You will partake in the responsibility for overseeing infection control standards and cold chain compliancy
- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
- Participate in the local implementation strategies that are aligned to the values and culture of general practice

Utilising information:

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information
- Review and process data using accurate snowmed codes to ensure easy and accurate retrieval for monitoring and audit processes
- Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition

Learning and development:

- Act as mentor to students, assessing competence against set standards as requested, working closely with ANP
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments
- Assess own learning needs and undertake learning as appropriate
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

General Requirements:

- Contribute to the continuous professional development of the business, taking part in individual supervision and team meetings to ensure consistent practice.
- Ensure the surgeries policies and procedures are adhered to, paying particular attention to confidentiality and the surgery rules regarding the handling of personal identifiable information.
- Work as part of a team to ensure the delivery of quality health care services.

Health & Safety:

The post-holder will implement and lead on a full range of promotion and management of their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Responsible for the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers and storage
- Awareness of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and assist in the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal

- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness
- Undertaking periodic infection control training
- Waste management including handling, segregation, container management, storage and collection
- Spillage control procedures
- Decontamination control procedures and equipment maintenance
- Maintenance of sterile environments

Infection Prevention and Control:

All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique, be aware of and follow the Infection Control guidelines and procedures relevant to their work, participate in mandatory training and annual updates.

- Protecting patients from infection is everyone's responsibility.

Equality & Diversity:

It is the responsibility of all employees to support The Chorley Surgery's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Policy.

Confidentiality:

You must not use such information for your own benefit nor disclose it to other persons without the consent of The Chorley Surgery and the party concerned unless required to do so by law. This applies both during and after the termination of your employment.

- 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.

Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

Appraisal:

The Chorley Surgery is committed to providing a high quality service through the effective management and development of its employees.

- Participation in an annual individual performance review/appraisal, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance.

Safeguarding Children and Vulnerable Adults:

The Chorley Surgery is committed to safeguarding children, young people and vulnerable adults within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or vulnerable adult. The Surgery will support you in this process by providing training, support and advice. There is a safeguarding lead can be contacted for guidance. The Surgery works in partnership with key agencies to protect children, young people and vulnerable adults.

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

Rehabilitation of Offenders Act 1974:

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

Data Protection:

As your employer, The Chorley Surgery needs to keep information about you for purposes connected with your employment. The sort of information we will hold includes information for



payroll purposes, references, contact names and addresses and records relating to your career with the surgery. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 2018. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

The information which we hold will be for our management and administrative use only but we may need to disclose some information we hold about you to relevant third parties (e.g. Inland Revenue).

Information Security:

Under the provisions of the Data Protection Act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is kept secure at all times.

- Computer passwords must not be shared either between systems or users.
- The Chorley Surgery may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of whether these relate to the surgery or personal use.
- Access and usage of The Chorley Surgery computers must be in accordance with the surgery Policies.

Smoke-free Policy:

The Chorley Surgery operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds. In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

The duties of the post will be reviewed regularly in conjunction with the post holder.