

**New Court Surgery
Practice Nurse
Job Description**

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| Job title: | Practice Nurse |
| Responsible to: | Senior Practice Nurse (Clinically) Practice Manager (Administratively) |
| Location: | At New Court Surgery and in patient's homes |

Job Summary

The post holder is responsible for ensuring the delivery of safe and effective nursing care to the whole practice population. The focus of the role is the delivery of evidence-based practice for patients with long-term conditions and management and preventative nursing interventions to all patients. The post holder will work collaboratively with the whole general practice and attached teams to meet the needs of patients.

Key duties and responsibilities

Clinical practice

- Work with other health care professionals to diagnose, monitor, manage and treat long-term conditions
- Review medication for therapeutic effectiveness
- Work with patients in order to support adherence to prescribed treatments
- Implement and evaluate programmes that promote health and well-being (e.g. smoking cessation and weight management)
- Implement and participate in vaccination and immunisation programmes for both adults and children
- Advise, support and where appropriate, administer vaccinations for patients travelling abroad
- Promote and deliver evidence-based wound care and for patients presenting with aural conditions
- Preparing and maintaining environments and equipment before, during and after patient care interventions, including assisting GP's during minor operations

Delivering a quality service

- Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC)
- Produce accurate, contemporaneous and complete records of patient consultations, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality

- Deliver care according to the NSF and National Institute for Clinical Excellence (NICE) Guidelines and evidence-based care
- In partnership with other clinical teams, collaborate on improving the quality of health care, responding to local and national policy initiatives as appropriate
- 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, review and identify learning from patient complaints and significant events
- Work within policies relating to domestic abuse and vulnerable people and refer as appropriate

Confidentiality

- Maintaining confidentiality relating to patients, staff, visitors and practice business
- Upholding the Caldicott Report principles with respect to the confidentiality of patient identifiable information.
- Complying fully with the provision of the Data Protection Act 1988

Health and safety

- Being aware of your responsibilities placed on employees under the Health and Safety at Work Act (1974)
- Take care of your own health and safety and that of people who may be affected by what you do
- Undertake mandatory and statutory training when provided
- Co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Reporting all clinical and non-clinical accidents or incidents promptly and when requested co-operate with any investigation undertaken.
- Apply infection control measures within the practice according to local and national guidelines

Professional and Personal Development

- Take responsibility for own development, learning and performance including participating in annual appraisals and clinical supervision
- 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
- Participate in planning and implementing changes within your area of care and responsibility
- Contribute and participate in the development of local guidelines, protocols and standards
- Critically evaluate and review innovations and developments that are relevant to own practice

- Keep up-to-date with new developments locally and nationally identifying those that will enhance the team's work
- Provide an educational role to patients, carers, families and colleagues

Team working

- Work as an effective and responsible team member, supporting others and exploiting the mechanisms to develop new ways of working
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence of those taking on delegated duties
- Accept delegation from other nurses, prioritise own workload and ensure effective time-management strategies are embedded in own practice
- Participate in team activities that create opportunities to improve patient care

General requirements of the post

- To work effectively with clinical and administrative colleagues at the practice
- Follow agreed practice policy and protocols including information management
- Contributing to the development and improvement of services to patients
- Attend regular meetings with clinical and administrative team
- Participate in clinical audit
- To maintain good working relationships with patients, relatives, carers, Primary Health Care Teams, Adult and Community Services and voluntary organisations.
- Respecting the privacy, dignity, needs and beliefs of patients and carers
- Acting in a way which is welcoming to and of the individual, is non-judgemental and respects their circumstances, feelings and rights

This Job description is not intended to be exhaustive. It may be subject to a periodic review and amendment in consultation with the post holder.

Signed

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Post holder
Date:

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New Court Surgery
Date: