

## Practice Nurse Job Description

**Reports to:** GPs for clinical matters  
Practice Manager for non-clinical matters

**CLINICAL COMPETENCE:** To provide a clinically effective service whilst also ensuring a welcoming and friendly working environment.

**SELF DEVELOPMENT:** Demonstrate continuous development of clinical skills and knowledge.

**TEAM WORKING:** Work as part of the primary healthcare team providing Personal Medical Services to the patients of New Road Practice

**THOROUGHNESS:** Maintain clinical records to a high standard of accuracy

### Major Duties

#### General

- Provide routine nursing care to patients as required in accordance with clinical-based evidence, NICE and the NSF
- Assist in and perform routine tasks related to patient care as directed by GPs
- Assist GPs with coils or implants
- Follow agreed clinical protocols with referral to GPs as appropriate
- Cytology
- Wound care/ulcer/doppler etc
- Removal of sutures
- Patient healthchecks
- Urinalysis
- Travel Clinic
- ECGs
- Venepuncture
- Blood Pressure
- Ear syringing
- Routine immunisations/Childhood immunisations
- Chaperoning and assisting patients where appropriate who are being examined by another clinician
- Assisting GPs with minor surgery and coil fittings
- Requesting pathology tests, for example urine culture, swabs
- Develop, implement and embed health promotion and well-being programmes
- Deliver opportunistic health promotion where appropriate
- Following agreed clinical protocols with referral to GPs as appropriate
- Support patients in the use of their prescribed medicines or over-the-counter medicines (within own scope of practice)
- Delegate clinical responsibilities appropriately (ensuring safe practice and that the task is within the scope of practice of the individual)
- Support the clinical team with all safeguarding matters, in accordance with local and national policies

## **Disease Management**

- Identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects on patients' health
- Administration of nominated chronic disease management areas including organising and running clinics
- Implement and evaluate individual treatment plans for chronic disease patients
- Refer patients to secondary/specialist care as required
- Use read codes to maintain and update disease registers

## **In addition to the primary responsibilities, the practice nurse may be requested to:**

- Act as the audit lead, effectively utilising the audit cycle
- Monitor and ensure the safe storage, rotation and disposal of medicaments
- Support junior members of the nursing team and other team members including registrars and medical students providing guidance when necessary
- Participate in local initiatives to enhance service delivery and patient care
- Support and participate in shared learning within the practice
- Continually review clinical practices, responding to national policies and initiatives where appropriate
- Participate in the review of significant and near-miss events applying a structured approach
- Contribute to and support the nursing team and practice in Infection Prevention Control (IPC)

## **Other tasks will include**

- Clean and sterilise equipment
- Maintaining and cleaning equipment used by the nurses and GP Maintaining GP and Nurses rooms, stocking and rotating items as required
- Chaperoning and assisting patients who are being examined by another clinician.
- Maintain general tidiness and cleanliness of nurses and treatment rooms
- Ordering of stock from the District Hospital and Health Promotion Literature
- Ordering of vaccinations to maintain stock levels
- Participation in administrative systems in the practice
- At all times there will be a need to maintain accurate records
- A duty to advise GP' potential problems or errors within the range of assigned tasks
- Attend and participate in any practice meetings when required.
- On occasion there may be a requirement to undertake home visits
- Any other delegated duties appropriate to the post.

## **Requirements of the Post**

- An understanding, acceptance and adherence to the need for strict confidentiality.
- Ability to use own judgment, resourcefulness and common sense.
- A commitment to maintain a high professional standard of nursing care and keep up to date with all aspects of nursing care relevant to the post.
- A commitment to ensure all Health and Safety requirements and Infection Control measures are met and reported to appropriate doctor.
- A commitment to the effective use of practice and NHS resources.
- An awareness of own limitations and experience.
- To work only in accordance with the UKCC Code of Conduct and within the Scope of Professional Practice
- To have a written professional development plan and to maintain an up to date portfolio which meets the requirements of registration with the UKCC
- Cooperate with annual appraisal meetings
- Membership of the NMC

## Person Specification

		Essential	Desirable
Academic/ Vocational Qualifications	Registered General Nurse or Equivalent	x	
	Member of NMC	x	
Experience	Experience in practice or community nursing		x
	Experience of chronic disease management		x
	Continuous development of clinical skills and knowledge.	x	
Clinical knowledge and skills	Wound care/removal of sutures and staples		x
	ECGs		x
	Venepuncture		x
	Patient healthchecks		x
	Chaperone procedure		x
	Requesting pathology tests		x
	Travel medicine		x
	Diabetes		x
	Blood Pressure		x
	Asthma		x
	Spirometry		x
	CHD		x
	Immunisations (routine, childhood and travel)		x
	Women's health (Cervical cytology, contraception etc.)		x
	Understands the importance of evidence-based practice		x
	Broad knowledge of clinical governance		x
	Ability to record accurate clinical notes	x	
	Ability to work within own scope of practice	x	
	Understands the requirement for PGDs and associated policy		x
Skills	Excellent communication skills (written and oral)	x	
	Competent IT skills	x	
	Effective time management (planning and organising)		x
	Ability to work as a team member and autonomously	x	
	Good interpersonal skills	x	
	Ability to follow clinical policy and procedure	x	
Qualities	An understanding, acceptance and adherence to the need for strict confidentiality	x	
	An ability to use own judgement, resourcefulness, to respond to patients enquiries and requests while adhering to practice limitations	x	
	An understanding and acceptance of ones capabilities and awareness of own limitations	x	
	Ability to work without direct supervision	x	
	Good team worker	x	
	Polite and confident	x	
	Flexible and cooperative	x	
	High levels of integrity and loyalty	x	
	Sensitive and empathetic	x	
	Ability to work under pressure/in stressful situations	x	

	Able to communicate effectively and understand the needs of the patient	x	
	Commitment to ongoing professional development	x	
	Effectively utilises resources	x	
	Punctual and committed to supporting the team effort	x	
Other requirements	Flexibility to work outside core office hours	x	
	Disclosure Barring Service (DBS) check	x	
	Occupational Health clearance	x	
	NMC registration	x	