**ORMEAU PARK SURGERY**

# JOB TITLE – Practice Nurse

**MAIN PURPOSE OF POST**

To be an integral part of the Primary Health Care Team and provide a high quality of nursing services to the Practice population as directed by the Partners. To provide care directly to patients without referral via a doctor. To assist in the development of Practice Protocols as appropriate.

**SPECIAL REQUIREMENTS FOR POST**

* To demonstrate that he/she is registered with the Nursing and Midwifery Council (NMC) by providing a current P.I.N.
* To work in accordance with the NMC code of professional conduct.
* To maintain a personal professional development profile as required by the NMC post registration, education and practice legislation and by the GMS contract.
* To make him/herself familiar with and adhere to all relevant Practice Clinical and Administrative Protocols and to assist in the development of new protocols as required.
* Possess an understanding, acceptance and adherence to the need for strict confidentiality.
* Possess an ability to use your own judgement, resourcefulness, common sense and local knowledge to respond to patient enquiries and requests.
* Possess excellent communication skills.
* Possess a high standard of punctuality and neatness.

## RESPONSIBLE TO: The Partners, Practice Manager, IT and Finance Manager

## CORE CLINICAL DUTIES & RESPONSIBILITIES OF THE POST

To assist the Practice in the co-ordination and administering of the following patient care services as described below: Triage and Minor Illness, Wound Management, Screening, Health Promotion, Immunisations, Infection Control, Emergency Management, Child Health including baby immunisations/Child Protection, Women’s Health including smear taking, Diabetes and Respiratory Disease Management.

1. To help co-ordinate and participate in the on-going services provided by the Practice such as Warfarin, Skin, Minor Surgery, Cervical Smears, Baby, Asthma, COPD, Diabetes, Travel, Flu and covid vaccine clinics etc. This list is not an exhaustive list and may be extended as required by the Partners.
2. To assist in the development of and administration of programmes of care for patients with chronic diseases such as Asthma, Diabetes, Chronic Obstructive Pulmonary Disease and Coronary Heart Disease.
3. To provide assessment, screening and treatment services as required to patients and their families.
4. To facilitate health promotion programmes and other health promotion issues as required.
5. To assist in the development of and administration of programmes of care for patients with chronic diseases such as Asthma, Diabetes, Chronic Obstructive Pulmonary Disease and Coronary Heart Disease.
6. To assist in ensuring that all programmes of care are implemented, monitored and evaluated.
7. To provide nursing treatment that is based on clinically effective practice and in accordance with agreed protocols and guidelines.

Other responsibilities, which may be carried out depending on practice circumstances and requirements.

**OTHER CLINICAL DUTIES AND RESPONSIBILITIES**

1. To assist in the co-ordination of and administration of comprehensive vaccination and immunisation programmes (childhood, flu, covid, travel) ensuring all records, reports and targets are produced and achieved. If targets are not to be met, assist in achievement.
2. To participate in taking pathology samples (e.g. blood, swabs and urine)
3. To test pathology samples as required (eg.ESR, INR).
4. To carry out ECG’s, peak flow monitoring and spirometry as required.
5. To assist in the co-ordination of and participate in the cervical screening programme by smear taking in accordance with agreed protocols ensuring targets are being met as required by the GMS contract.
6. To dress all forms of wounds as required.
7. To ensure patients receive relevant patient education as required.
8. To assist in the travel immunisation service.
9. To liase with reception staff to make appointments and follow up arrangements.
10. To liase with all disciplines and other agencies (statutory and voluntary) co-ordinating as necessary to benefit patient and family.
11. To assist in the development of and agree standards of care that are based on clinically effective practice.
12. To maintain all necessary clinical and statistical records.
13. To assist in ensuring that clinical equipment meets health and safety standards and that all the necessary records are maintained in relation to health and safety.
14. To assist in patient education as required.
15. To assist in the supervision of more junior nursing staff as required.
16. To assist the General Practitioner in minor surgery and other clinical procedures as required.
17. To assess and treat minor injuries as directed by the General Practitioner and within agreed protocols.
18. To provide specialist advice as appropriate and within current level of expertise.
19. To assist in the ordering and stock control of medical consumables for the Treatment Room and the Surgeries.
20. To assist in conducting audits as required by the Practice.
21. To maintain continued professional development by attendance at courses and study days as deemed useful or necessary for personal and practice development.

**OTHER DUTIES AND RESPONSIBILITIES**

**COMPUTER**

1. Be familiar with all relevant aspects of Vision, Docman and other clinical computer programs that may be utilised within the Practice.

2. Record contacts with patients’ appointments and telephone consultations in accordance with practice protocol.

3. Back-up the computer system in accordance with practice protocol.

4. Update patient records as appropriate on a daily, weekly and monthly basis.

**EMERGENCY SITUATIONS, PROBLEMS AND DIFFICULTIES**

1. Be familiar with responding to a patient in an emergency.

2. Respond appropriately to a patient who is rude, aggressive or difficult in accordance with the practice Zero Tolerance procedure.

3. Be familiar with the Practice Complaints Procedure.

4. Adhere to the Practice Confidentiality and IT Security Policies.

This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners and the Managers. You will not be required to perform tasks for which you are not appropriately qualified.

The Practice is committed to providing the highest possible quality of service to patients. Members of staff employed by the Practice are expected, at all times to provide a caring service and to treat those with whom they come in contact in a courteous and respectful manner.

As an employee of the Practice you have a duty to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.

All staff are expected to comply with the Practice ‘No Smoking’ Policy.

**PERSONNEL SPECIFICATION FOR PRACTICE NURSE**

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| SKILLS/EXPERIENCE | ESSENTIAL CRITERIA | DISERABLE CRITERA |
| Professional Qualifications | * Possess a recognised nursing qualification to degree level

- Be on the ‘live’ register maintained by the NMC.- Membership of professional body e.g. RCN.- Cytology Diploma- Training and experience of childhood immunisations and other vaccinations | - willingness to go on any course as directed by the GPs |
| Professional Experience | - Minimum of four years post registration experience (excluding post basic education) in an acute hospital community or general practice setting.- Evidence of post/continued study.- Diploma in Cervical Cytology and experience in smear taking- Ability to monitor Warfarin patients and use relevant programmes.- Wound Management knowledge and experience in wound dressing | - Experience in managing COPD, Asthma and/or Diabetes patients.- Experience in working in a treatment room, A&E department.- Experience of chronic disease management in the community. |
| Communication Skills | - Highly developed communicational skills. Verbal, written, interpersonal. - Be able to effectively supervise students and junior nursing staff. | - Ability to use various communication media including IT.- Experience in communication with multiprofessionals and multiagency groups including service users. |
| Knowledge | - Knowledge of nursing in general practice.- Knowledge of current clinical effectiveness guidelines.- Up to date knowledge of trends within the nursing profession with particular emphasis on health promotion. | - Knowledge and experience of Clinical Audit. |
| Management/Leadership | - Be able to work effectively with colleagues, patients, carers, other disciplines and professionals.- Be highly skilled in using initiative, working independently and within a team and with the ability to motivate self and others. |  |
| Other | - Willingness to undergo skill/development training as required.- Be flexible and adaptable to changing needs within the Practice.- Be able to prioritise workload. |  |