

FRAMLINGHAM MEDICAL PRACTICE JOB DESCRIPTION

JOB TITLE: Practice Nurse
REPORTS TO: Nurse Team Lead
HOURS: *As per contract plus cover for holiday & sickness as required*

Practice Nurse Job summary

The Practice Nurse is an essential part of the Primary Care Team, providing prompt, accessible and professional care to patients registered at Framlingham Medical Practice.

To work proactively within the Nursing Team at the Framlingham & Earl Soham surgery sites as required

PRINCIPAL DUTIES AND RESPONSIBILITIES

For newly qualified nurses there is an expectation that Nurses will work towards the full range of duties and responsibilities listed below with training and support.

- Identify, assess and diagnose patients with complex health needs across the practice population
- Meet patients' nursing care needs as identified or where care has been transferred by a clinical colleague
- Initiate and maintain health screening and promotion clinics for identified areas of the practice population, recognising where modification of systems or referral is required.
- Manage the nursing care of patients with chronic disease, employing recall systems including the practice computer systems for input of information. Accurate and efficient input of data for contract purposes is also required
- Work with colleagues to improve health and well-being and reduce inequalities
- Ensure quality assurance, personal development and best practice clinical governance.

Management of chronic disease:

- Diagnosis, monitoring and development of individual management plans; agreeing these as appropriate with the patient and other health professionals
- Identifying significant abnormalities

Therapeutic monitoring:

- Check compliance with and adherence to appropriate treatments using an holistic patient-centred approach
- Recognising abnormalities
- Identify the impact of treatment and implement or recommend changes as appropriate.

Wound care and management:

- Assess routine wounds including trauma
- Assess to support good wound management in complex situations (e.g. use of Doppler technique)

Patient health checks:

- Work with patients to develop a management plan where health problems or potential health problems are identified

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- Identify health trends and public health issues and work with the team and others to combat these. Identifying significant abnormalities
- Obtain appropriate information using a lifestyle questioning approach and identifying appropriate health promotion issues

Risk assessment:

- Recognise issues and gathering sufficient information to refer onwards (eg drugs; domestic violence; child protection; vulnerable adults; frail patients; social problems)

Health screening:

- Consider issues in the light of the practice population.
- Recognise issues and gather sufficient information to refer (e.g. women's and men's health, sexual health, older people)
- Undertake monitoring tasks (e.g. smears) and providing advice as appropriate
- Provide monitoring and advice as appropriate to the level of the post-holder's specialty and work with the patient to agree management plans.

Travel health:

- Provide an evidence-based vaccination service.
- Administer NHS vaccinations and provide guidance in accordance with guidelines

Immunisation (adult and child):

- Work with public health initiatives ensuring best practice.
- Work with the clinical team to achieve the immunisation guidelines and targets

First contact:

- Work independently or alongside the general practitioner and making decisions/recommendations as appropriate.

Mental health:

- Ensure that appropriate systems are in place for effective patient monitoring.
- Communicate with key workers

PERSONAL/PROFESSIONAL RESPONSIBILITIES

- Participate in an annual individual performance review/re-validation, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning, and performance and demonstrating skills and activities to others.
- Provide support for the Health Care Assistants.
- undertake appropriate training including mandatory Practice training to support your role.
- To work in accordance with the NMC Code: "Standards of conduct, performance and ethics for nurses and midwives".
- Maintain a high professional standard of nursing care, keep up to date to remain competent and provide evidenced based nursing care relevant to the post.
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Other Tasks

- Attend regular Nursing Team Meetings and other clinical meetings as required.
- Any other tasks or duties allocated by Team Leads, GP's or Practice Manager

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IT/Computer

- Ensure that all Tasks, Notifications and scanned documents on S1 are processed promptly
- Ensure that emails on NHS.net are regularly read and processed as required

*NOTES

This is not intended to be an exhaustive list of responsibilities, and it is expected that you will participate in a wide range of activities as and when required by your Team Lead, Practice Manager & Partners.

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 implement a full range of promotion and management their own and others' health and safety and infection control as defined in the practice Health & Safety policy 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, storage and transport arrangements
- Management and maintenance of Personal Protective Equipment (PPE) for the practice, including provision, ordering, availability and on-going correct usage by staff
- Responsible for hand hygiene
- To closely follow 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 manage 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

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- 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 across the practice
- Undertaking periodic infection control training (minimum annually)
- Routine management of own team / team areas, and maintenance of work space standards
- Waste management including collection, handling, segregation, container management, storage and collection
- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

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 recognises 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.

Signed by Employee: _____

Name: _____

Date: _____