

ARDEN MEDICAL CENTRE

JOB TITLE: PRACTICE NURSE

REPORTS TO: THE PARTNERS (Clinically)
THE PRACTICE MANAGER (Administratively)

HOURS: 10-15hrs per week – to be agreed

Main purpose

To provide an efficient nursing service for the benefit of the patients and doctors.

Job summary:

Working in accordance with the UKCC Code of Conduct, the post-holder will provide assessment, treatment, screening, health education services and advice to patients.

The post-holder will work with reference to practice agreed protocols and guidelines, providing nursing treatments to patients both independently and in participation with nurse colleagues and general practitioners.

The post-holder will have the required level of training and competence and will work within patient group directions where these are available.

Main duties of the position

Wound Management

- Perform wound care using aseptic technique
- Undertake complicated and uncomplicated dressings
- Undertake suture and clip removal
- Provide the diagnosis, management plan and treatment of leg ulcers using Doppler assessment

Screening

- Undertake opportunistic screening – BP checks, height, weight, BMI, urinalysis, smoking status
- Undertake opportunistic venepuncture
- Undertake cervical smears

Health promotion

- Initiate and carry out programmes of health screening, health surveillance and therapeutic interventions within a broader health promotion/public health strategy.
- Recognise patients' readiness to change in supporting their attempts to change unhealthy behaviour.
- Provide healthy eating advice to individuals or to groups, including the underweight
- Provide smoking cessation advice individually in opportunistic consultations
- Provide individual advice to patients about increasing activity or exercise
- Offer advice on recommended safe limits for alcohol consumption
- Develop and maintain the Health Promotion material within the practice.

Vaccinations and Immunisations

- Administer injections under an individualised prescription or Patient Group Direction
- Ensure safe storage, rotation and disposal of vaccines
- Ordering of vaccinations
- Provide an adult and childhood immunisation service

Travel Health Advice

- Offer a holistic approach to travel health including comprehensive advice for patients prior to travel including
 - Vaccinations and medications
 - Malaria prophylaxis and insect bite avoidance
 - Safe sex
 - Food hygiene
 - Sun protection
 - Emergency medication
 - Health insurance

Minor Surgery

- Assisting the GP with minor surgery

Ear care

- Undertake ear irrigation
- Advise patients about safe ear care

Infection Control (also see Health & Safety)

- Support patients and colleagues in adopting sound infection control procedures
- Apply infection control measures within the practice according to local and national guidelines. This includes-
 - Universal hygiene precautions
 - The collection and handling of laboratory specimens
 - Segregation and disposal of waste materials
 - Decontamination of instruments and clinical equipment
 - Reporting on and treatment of sharps injuries
 - Dealing with blood and body fluid spillages

Emergency Management

- Is competent in anaphylaxis and resuscitation techniques

Child Health/Child Protection

- Recognise the signs, symptoms and categories of child abuse
- Understand the importance of recognition, observation, documentation and communication channels
- Be aware of statutory child health procedures and statutory local guidance
- Be aware of other practitioners' and agency's roles
- Understand basic legal issues around child abuse

Mental Health

- Recognise and be aware of need and appropriate referral mechanisms for family violence, vulnerable adults, substance abuse and addictive behaviours.

- Recognise psychological needs of patients presenting with depression or suicidal tendency

Family Planning

- Advise patients on available methods of contraception and refer patients as appropriate
- Support patients attending for emergency contraceptive and refer patients as appropriate
- Perform interval health check for patients using hormonal contraception
- Teach patients on correct condom use
- Advise patients on reducing risk of sexually transmitted disease

Women's Health

- Advise patients on the national and local cervical cytology and mammography screening programmes
- Audit a minimum of 20 consecutive smears each year to demonstrate adequate sampling rates
- Advise on breast awareness, demonstrate breast self examination and provide supporting literature
- Advise patients about reducing the risk of sexually transmitted diseases and make appropriate referrals
- Take swabs for microscopy as directed
- Assisting GP with contraceptive implants, IUS / IUD insertion/removal
- Give patients basic knowledge on peri-menopausal and menopausal symptoms and make appropriate referral
- Advise on the increased peri and post menopausal risk of osteoporosis and heart disease
- Offer health promotion/lifestyles advice to patients
- Advise on basic incontinence management and make appropriate referral
- Manage programme of care by evaluating care given

Men's Health

- Raise awareness and give basic advice on issues covering
 - Testicular self examination
 - Incontinence and prostatic disease
 - Family planning
 - Sexual health
- Initiate opportunistic consultations with patients to cover issues of men's health
- Support and enable individuals, carers, groups and communities to take action to meet their priorities for health
- Manage service provided by evaluating care given

Diabetes

- Provide emergency treatment for Hypo/hyperglycaemic emergencies
- Support patients in the management of non insulin dependent diabetes and make appropriate referrals
- Undertake opportunistic tests for the diagnosis of diabetes
- Support and provide education for diabetic patients
- Audit outcomes of care against standards and initiate changes as necessary
- Undertake annual review of patients' understanding and ability to self manage

- Manage patients newly diagnosed with diabetes under protocols
- Provide the management of patients converting to or commencing insulin within protocols
- Refer to dietician, chiropodist and diabetes and specialist nurses
- Audit outcomes of care against standards and initiate changes

Respiratory Disease Management

- Manage emergency treatment of asthma attacks
- Have a basic understanding of asthma care; its diagnosis, asthma treatments and the principles of self management
- Teach and advise patients how to use inhalers and peak flow meters
- Support patients and the practice team in the diagnosis of COPD using Spirometry testing
- Know about the factors which contribute to the development on COPD
- Initiate opportunistic discussion and advise patients on their asthma control including the use of self management plans
- Make appropriate referrals for asthma review
- Contribute to the maintenance of the practice respiratory register
- Audit outcomes of care against standards and initiate changes
- Spirometry

Cardiovascular Disease

- Advise patients on lifestyle management and drug compliance for reducing the risks of
 - Hypertension
 - Angina
 - Myocardial infarction
 - Cerebrovascular accident
- Work with patients to set action plans for changes of lifestyle

Clinical Practice Leadership

- Work effectively in the team
- Assist in clinical audit and the setting and monitoring of standards of care
- Monitor the consistency of professional standards set and takes appropriate action if standards are not being met.
- Teach and direct others in clinical setting, including unqualified staff
- Identify and support practice development plans
- As a clinical expert be able to advise on educational opportunities that will facilitate the development and support of specialist knowledge and skill to ensure the development of clinical practice
- Recognise the development needs of others and provide appraisal and clinical supervision

Clinical Personal/professional Development

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that NMC professional development requirements & revalidation are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Participation in evidence based approaches to patient care
- Identify apply and disseminate research findings relating to specialist practice
- Developing and leading on evidence based practice and the management of holistic care for users and carers in general practice
- Initiating and leading practice developments to enhance the nursing contribution and quality of care
- Implementing strategies for quality assurance and quality audit

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.

Contribution to the implementation of services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.

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.

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly.

Health & safety:

The post-holder will implement and lead on 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, 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, 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
- Ownership 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 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
- 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 business.
- Undertaking periodic infection control training
- 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 recognizes 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.