

## SHOTFIELD MEDICAL PRACTICE

### JOB DESCRIPTION

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<b>Post:</b>	Practice Nurse
<b>Grade/Salary:</b>	Dependent on experience
<b>Basic hours of work:</b>	Minimum 25hrs to full-time
<b>Location:</b>	Shotfield Medical Practice, Jubilee Health Centre, Shotfield, Wallington SM6 0HY
<b>Qualifications:</b>	Registered Nurse – Level 1
<b>Experience:</b>	Experienced General Practice Nurse with LTC qualifications
<b>Accountable to:</b>	All partners of the practice
<b>Responsible to:</b>	Practice Manager & Senior Nurse

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#### Dimensions of the Practice

Shotfield Medical Practice is composed of four GP partners, five Salaried GPs, a Nursing team including HCA support and a comprehensive admin support team providing primary care services to a registered population of approximately 13000 patients across the Wallington, Carshalton and Beddington areas.

#### Purpose of the Post

- To provide a range of quality health and personal care services, which are effective and responsive to individual needs.
- To cater for the patients in a professional, efficient, and courteous manner.

The following list of duties is to illustrate the scope of responsibility and is not intended to be exhaustive.

#### Main Clinical Duties

- According to qualifications and experience, to work as an autonomous practitioner within the multi-disciplinary team to provide a full range of Practice Nursing services, including:
  1. Cervical Cytology
  2. Chronic Disease Management including Asthma, Diabetes, COPD
  3. Patient Education and Health Promotion
  4. Wound management
  5. Ear irrigation
  6. Contraception advice
  7. Vaccinations and immunisations
  8. Travel health vaccination and advice
  9. Other general treatment room services as required.

- According to qualifications and experience to provide assessment, implementation, and evaluation of clinical packages of care
- Provide health education and work with the patient and other healthcare professionals to effectively deliver appropriate packages of care
- According to qualifications and experience, advise patients and other clinical staff on the management of chronic diseases and appropriate therapies and pharmacological intervention.
- Refer patients independently to other clinical disciplines internally and externally as appropriate for further care.
- Undertake clinical audit activities to review care provided, make recommendations for improvement in care and implement agreed changes
- Assist with QOF and other target work to ensure maximum performance for the practice

### **Administrative duties**

- Ensure that accurate and contemporaneous notes of consultations are kept on the computer system (currently EMIS Web).
- Assist in the maintenance and monitoring of medical supplies and the ordering and recording of medical supplies from appropriate suppliers and in accordance with normal practice procedures. Ensure appropriate storage on receipt of supplies and equipment
- Ensure regular routine servicing and maintenance of medical equipment and maintain record of these accordingly including details of items for repair.
- Ensure that clinical rooms are well stocked and maintained.
- Assist with any recall or follow-up systems required to encourage patient attendance.

### **Communication**

- Establish and maintain effective working relationships with all members of the clinical and non-clinical team including regular attendance at nursing team meetings and other appropriate meetings within the practice, the locality and ICB.
- Communicate effectively with patients and their relatives through verbal and non-verbal means.
- Assess the patient's ability to give informed consent, and request assistance from another clinician if unsure.
- Read and reply to internal and external emails on a regular basis to communicate with other staff members.

### **Confidentiality and Data Protection**

- The post holder will have access to sensitive information about patients' health and other matters. It is imperative that staff respect patients' privacy, confidentiality and act appropriately.
- Information must be disclosed to an appropriate clinician if it is felt that the patient were at risk of harm to themselves or others in accordance with the Practices policies.

### **Equality and Diversity**

- Act in ways that recognise patients, carers and colleagues' rights.
- Respect the privacy, dignity, needs and beliefs of patients, carers, and colleagues.
- Behave in a manner, which is welcoming, courteous, and non-judgemental.

## **Leadership**

- Assist in managing any junior nursing staff, which may include Health Care Assistants, Nursing Associates, and students. Participate in the induction of new staff, providing mentoring and supervision where appropriate.
- Participate in the development and implementation of the practice development plan, the planning of clinical services and delivery of practice objectives. Identifying new opportunities for service developments, indentifying needs and how these can be met.
- Organise clinical and non-clinical time of self and other members of staff where appropriate.
- Training and mentoring of medical and nursing students when required
- Actively participate in clinical/practice meetings

## **Personal & Professional Development**

- Take responsibility for one's own professional development, learning, performance, registration, and revalidation. This includes having regular supervision with senior colleagues and requesting support when necessary.
- Undertake any necessary training and development that is beneficial to self and the Practice.
- Maintain a record of personal and professional development using appropriate tools to do so
- Ensure mandatory training is up to date and understanding that this training may need to be undertaken on days or times not normally worked.
- Understand the limitations of the role and ones own sphere of competence.
- Be aware of the legal issues applicable to the job role.

## Person Specification

CRITERIA	ESSENTIAL/DESIRABLE
<p><u>Education, formal training and qualifications</u></p> <ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Practice Nursing Experience/Qualification</li> <li>• Chronic Disease Experience/Qualifications</li> <li>• Registration with the NMC</li> <li>• Teaching/mentoring Experience/Qualification</li> </ul>	<p>E E E E D</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> <li>• Min 1 year working experience</li> <li>• Cytology</li> <li>• Chronic Disease Management</li> <li>• Population health, wellbeing and self-care</li> <li>• Wound management</li> <li>• Ear Irrigation</li> <li>• Contraception Advice</li> <li>• Children’s Immunisations</li> <li>• Adult immunisations</li> <li>• Travel advice and immunisations</li> <li>• Well woman issues</li> <li>• Hypertension</li> <li>• Safeguarding adults and child protection</li> <li>• Learning disabilities</li> <li>• Mental illness health checks</li> </ul>	<p>E E E D E E D E E E D E E D D</p>
<p><u>Other skills/knowledge</u></p> <ul style="list-style-type: none"> <li>• Ability to use own initiative</li> <li>• Working independently and as part of a multi-disciplinary team</li> <li>• Experience of using EMIS web</li> <li>• Working knowledge of GMS/PMS contracts and QoF</li> <li>• Up to date knowledge of NICE guidance and other national guidance</li> <li>• Excellent time management</li> <li>• Good communication skills</li> <li>• Ability to work under pressure and prioritise workload</li> <li>• Adaptability to a fast pace and rapidly changing environment</li> <li>• Good auditing skills</li> </ul>	<p>E E D D E E E E E D D</p>
<p><u>Personal qualities and abilities</u></p> <ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Organised</li> <li>• Commitment to equal opportunities and how it applies in the workplace</li> <li>• Good team player</li> <li>• Car driver</li> </ul>	<p>E E E E D</p>