**Practice Nurse - job description & person specification**

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| **Job Title** | Junior Practice Nurse |
| **Line Manager** | Nurse manager |
| **Accountable to** | The Partners |
| **Hours per week** | 28.00 |

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| **Job Summary** |
| As a Junior Practice Nurse, you will assist in delivering high-quality patient care in a clinical setting by supporting senior nursing staff. Your responsibilities include administering medications and vaccinations in child, adult and travel, providing education on contraception, and performing cervical cytology. You will also focus on developing skills in long-term chronic disease management while maintaining accurate medical records and ensuring a safe environment. This role offers a pathway to advancing into a Senior Practice Nurse position, allowing you to grow and enhance your clinical expertise within a collaborative healthcare team. |

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| **Generic Responsibilities** |
| All staff at Ranworth, Caradoc and Clacton Community Practices have a duty to conform to the following:  **Equality, Diversity & Inclusion**  A good attitude and positive action towards ED&I creates and environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.  Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.  Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.  **Safety, Health, Environment and Fire (SHEF)**  This practice is committed to supporting and promoting opportunities to for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.  **Confidentiality**  This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.  **Quality & Continuous Improvement (CI)**  To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.  This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.  **Induction Training**  On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the Practice Manager.  **Learning and Development**  The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.  **Collaborative Working**  All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.  **Service Delivery**  Staff must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.  **Security**  The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.  **Professional Conduct**  Staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.  **Leave**  All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take a minimum of 28 pro rata days leave each year, and should be encouraged to take all of their leave entitlement. |

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| **Primary Responsibilities** |
| The following are the core responsibilities of the Junior Practice Nurse. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:  The following are the core responsibilities of the Junior Practice Nurse. There may be, on occasion, a requirement to carry out other tasks. This will be dependent upon factors such as workload and staffing levels:   1. To assess the needs of patients ensuring the provision of healthcare is appropriate, incorporating evidence-based practice. 2. To implement and evaluate individual treatment plans for chronic disease patients that promote health and wellbeing. 3. To identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects to patients’ health 4. As required, to provide routine nursing care to patients in accordance with clinical based evidence, NICE and the NSF 5. As required, to diagnose and manage acute and chronic conditions 6. To review patient medications to enhance compliance 7. To provide guidance to patients in the use of prescribed and over-the-counter medications regarding side effects and dosages 8. To co-ordinate the provision of travel medicine services 9. To request pathology services and process pathology results as required 10. To oversee the provision of chronic disease clinics, delivering patient care as necessary, referring patients to secondary/specialist care as required 11. To maintain accurate clinical records in conjunction with extant legislation 12. To ensure read codes are used effectively by all members of the nursing team 13. To ensure the appropriate maintenance and use of chronic disease registers 14. To develop, implement, embed and participate in well woman clinics if needed 15. To develop, implement, embed and participate in well man clinics if needed 16. To ensure compliance with the practice chaperone policy 17. To assist GPs with minor surgery when required. 18. To prioritise health issues and intervene appropriately. 19. To support the team in dealing with clinical emergencies. 20. To recognise, assess and refer patients presenting with mental health needs 21. To implement vaccination programmes for adults and children 22. Work within PGD’S and PSD’s. 23. To support patients in the use of their prescribed medicines or over-the-counter medicines (within own scope of practice) 24. To liaise with external services/agencies to ensure the patient is supported appropriately (vulnerable patients etc.) 25. To delegate clinical responsibilities appropriately (ensuring safe practice and the task is within the scope of practice of the individual) 26. To support the clinical team with all safeguarding matters, in accordance with local and national policies 27. To understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately 28. To deliver opportunistic health promotion where appropriate |

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| **Secondary responsibilities** |
| In addition to the primary responsibilities, the Junior Practice Nurse may be requested to:   1. Develop and review audit protocols and process for the practice, effectively utilising the audit cycle 2. Develop, review and implement nursing protocols in conjunction with the partners 3. Support all members of the nursing team, providing guidance when necessary, conducting appraisals and training needs analyses as required 4. Participate in local initiatives to enhance service delivery and patient care 5. Support and participate in shared learning within the practice in order to improve patient care 6. Continually review clinical practices, responding to national policies and initiatives where appropriate 7. Participate in the review of significant and near-miss events applying a structured approach, i.e., root cause analysis (RCA) 8. Lead the planning and implementation of changes within the nursing team, enhancing the provision of services to patients 9. Support the practice team with the reviewing and implementation of practice policies and protocols, ensuring conformance to extant legislation |

The person specification for this role is detailed overleaf.

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| **Person specification – Practice Nurse** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Registered Nurse [(Nursing and Midwifery Council)](https://www.nmc.org.uk/registration/search-the-register/) | ✓ |  |
| Mentor or teaching qualification |  | ✓ |
| Post graduate diploma or degree (Chronic Disease Management) |  | ✓ |
| **Experience** | **Essential** | **Desirable** |
| Experience of working autonomously | ✓ |  |
| Experience of infection prevention and control measures | ✓ |  |
| Experience of managing elderly patients |  | ✓ |
| **Clinical knowledge and skills** | **Essential** | **Desirable** |
| Wound care/removal of sutures and staples |  | ✓ |
| ECGs |  | ✓ |
| Venepuncture |  | ✓ |
| Requesting pathology tests and processing the results, advising patients accordingly |  | ✓ |
| Understanding the importance of evidence-based practice | ✓ |  |
| Understand the requirement for PGDs and associated policy |  | ✓ |
| Ability to record accurate clinical notes | ✓ |  |
| Ability to work within own scope of practice and understanding when to refer to GPs | ✓ |  |
| Chaperone procedure | ✓ |  |
| Women’s health (cervical cytology, contraception, etc.) |  | ✓ |
| Immunisations (routine, childhood and travel) |  | ✓ |
| Chronic disease management in Diabetes, Respiratory |  | ✓ |
| Travel medicine |  | ✓ |
| Broad knowledge of clinical governance |  | ✓ |
| Knowledge of public health issues in the local area |  | ✓ |
| Awareness of issues within the wider health arena |  | ✓ |
| Knowledge of health promotion strategies |  | ✓ |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ✓ |  |
| Effective time management (planning and organising) | ✓ |  |
| Ability to work as a team member and autonomously | ✓ |  |
| Good interpersonal skills | ✓ |  |
| Problem solving and analytical skills | ✓ |  |
| Ability to follow clinical policy and procedure | ✓ |  |
| Strong IT skills |  | ✓ |
| Clear, polite telephone manner |  | ✓ |
| **Personal qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Flexible and co-operative | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |
| Effectively able to communicate and understand the needs of the patient | ✓ |  |
| Commitment to ongoing professional development | ✓ |  |
| Punctual and committed to supporting the team effort | ✓ |  |
| Motivated, forward thinker |  | ✓ |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required |  | ✓ |
| Ability to work under pressure/in stressful situations |  | ✓ |
| Effectively utilise resources |  | ✓ |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Occupational Health clearance | ✓ |  |
| Meet the requirements and produce evidence for nurse revalidation | ✓ |  |
| Evidence of continuing professional development (CPD) commensurate with the role of a Practice Nurse |  | ✓ |

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.