**JOB TITLE: PRACTICE NURSE**

**REPORTS TO: THE PARTNERS & NURSING TEAM LEAD (Clinically)**

**THE MANAGEMENT TEAM (Administratively)**

**HOURS: 28.5 hour per week**

**SALARY: Depending on Experience**

We are looking for a professional, conscientious and highly effective Practice Nurse to join our friendly team in Botesdale. We are a rural GMS 9900 patient surgery with 4 Partners, 4 Salaried GPs and a fantastic clinical and practice team with an on-site Dispensary. We are located in a modern, recently extended surgery with community nurses located on site as well as an X-ray suite and glorious surrounding countryside.

To assist medical personnel in the care of practice patients, to include treatment, preventative care, screening and patient education.

**Duties and Responsibilities of Post**

* Provide assessment, screening treatment, services and health education advice.
* Assist with the organisation and co-ordination of the provision of nursing services for the practice.
* Provide nursing treatment to patients in participation with general practitioners, using agreed protocols, including the taking of cervical smears and care of leg ulcers.
* Provide general and specific health screening to the practice patients (within the agreed protocols) with referral to general practitioners as necessary.
* Be competent in administration of childhood immunisation and travel vaccination.
* Be competent and confident in managing people with long-term health conditions.
* Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis.
* Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate).
* Diagnose and manage both acute and chronic conditions, integrating both drug-and nondrug-based treatment methods into a management plan.
* Work with patients in order to support compliance with, and adherence to, prescribed treatments.
* Provide information and advice on prescribed or over-the-counter medication, medication regimes, side-effects and interactions.
* Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care.
* Implement and participate in vaccination and immunisation programmes for both adults and children.
* Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
* Recognise and work within own competence and professional code of conduct as regulated by the NMC.
* Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
* Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
* Deliver care according to NSF, NICE guidelines and evidence-based care.
* Maintain and control injectable and oral drug stocks in the treatment room and doctors surgeries.
* Advise manager regarding health and safety aspects. Pathological specimens and investigatory procedures
* Undertake the collection of pathological specimens, including intravenous blood samples, swabs, smears, etc.
* Oversee the duties undertaken by the HCA and assist with training and mentoring as and when required.
* Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team.
* Ensure accurate notes of all consultations and treatments are recorded adequately on the computer.
* Assist in the formulation of practice philosophy, strategy and policy.

**Professional Development**

* Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
* Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences)
* Assess own learning needs and undertake learning as appropriate

**General**

* Staff must behave in a professional and discreet manner at all times.
* Patient and professional confidentiality is of prime importance. Any breach of confidentiality can result in immediate suspension/dismissal
* Staff must demonstrate due regard for safeguarding and promoting the welfare of children.

**Desirable**

* Registered Prescriber

CVs to be sent to [donna.szukalski@nhs.net](mailto:donna.szukalski@nhs.net)

Closing Date: Friday 2nd August 2024