**JOB TITLE: TREATMENT ROOM NURSE**

**REPORTS TO: NURSE MANAGER/THE PARTNERS (Clinically)**

**THE PRACTICE MANAGER (Administratively)**

**HOURS: to be agreed**

**Job summary:**

The Treatment Room Nurse will work as part of the primary healthcare team providing Personal Medical Services to the patients of Mount Farm Surgery.

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

**Job responsibilities:**

* Administration of vaccines, following adequate training in accordance with local P.G.D’s
* Wound care/dressings/removal of sutures – assessing, dressing and reviewing wounds in accordance with local guidelines
* Perform and record ECG tests, including fitting and removal of 24 hour ECG machines for the purposes of monitoring
* Cervical smears – in accordance with guidelines and following adequate training.
* Basic family planning – carrying out pill checks, administering depo-provera injections, providing IUCS support and checks
* Venepuncture – obtaining blood samples, ensuring safe handling of all specimens in accordance with NHS Suffolk guidelines
* Health promotion and education – keeping updated with current research and guidelines to help educate patients, e.g. leg ulcer care, smoking, exercise and diet
* Treat patients with minor injuries
* Act as a chaperone when required
* Select, carry out and interpret results of specific tests, e.g. cholesterol, swabs etc.
* To carry out Doppler testing on patients and interpret results according to local guidelines

**Other tasks will include:**

* Assisting in emergencies after appropriate training re: anaphylaxis and Cardio Pulmonary Resuscitation
* Maintaining and cleaning equipment used by the nurses and GPs
* Maintaining GP and Nurses rooms, stocking and rotating items as required
* Maintain general tidiness and cleanliness of nurses and treatment rooms
* Ordering of vaccinations to maintain stock levels
* Participation in administrative systems in the Practice
* At all times there will be a need to maintain accurate records
* A duty to advise senior nurses of potential problems or errors within the range of assigned tasks
* Attend and participate in any Practice meetings when required
* Any other delegated duties appropriate to the post

**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 procedures related to 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 transportation arrangements
* Correct usage of Personal Protective Equipment (PPE)
* 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 across the full range of infection control and patient processes
* 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
* Undertaking periodic infection control training (minimum twice annually)
* Routine management of own team areas, and maintenance of work space standards
* Waste management including collection, handling, segregation, container management, storage and collection
* Awareness of spillage control procedures
* Awareness of decontamination control procedures
* Maintenance of sterile environments

**Equality & 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 policies and procedures, 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-judgemental and respects their circumstances

**Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

* Participation in annual individual performance review, 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 who are undertaking similar work
* Maintain continued education by attendance at courses and study days as deemed 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
* Assess own learning needs and undertake learning as appropriate

**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
* Staff must behave in a professional and discreet manner at all times

**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

**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

**Other duties:**

Any other duties deemed reasonable as requested by GP/Lead Nurse in accordance with level of training.

Fulfilling requirements to maintain nurse registration in accordance with N.M.C

**NB: This job description is subject to review in consultation with the post-holder.**

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| **JOB TITLE:** | **Practice Nurse** |
| **RECRUITING MANAGER:** | **Practice Manager** |

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| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** |
| Good standard of general education | √ |  |
| Registered nurse with Nursing & Midwifery Council | √ |  |
| Post-registration clinical experience | √ |  |
| Committed to continued professional development | √ |  |

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| **KNOWLEDGE & EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Experience of working as part of an integrated, multi-skilled team | √ |  |
| Works on own initiative | √ |  |
| IT experience e.g. use of computerised clinical system, Microsoft Word etc. | √ |  |
| Experience of using the SystmOne clinical system |  | √ |
| Competent in the nursing skills and duties required of this post |  | √ |
| Clinical experience of chronic disease management |  | √ |
| An understanding of QOF and current health policies impacting on the practice |  | √ |
| Experience of teaching/supervising adult learners, e.g. medical/nursing students, HCAs |  | √ |

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| **SKILLS** | **ESSENTIAL** | **DESIRABLE** |
| Excellent verbal and written communication skills | √ |  |
| Able to work to a deadline and manage own time | √ |  |
| Experience of conflict management |  | √ |
| Problem solving skills | √ |  |
| Excellent interpersonal skills | √ |  |

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| **PERSONAL QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| Can plan and organise own time effectively | √ |  |
| Adaptability | √ |  |
| Flexibility | √ |  |
| Self-motivated | √ |  |
| Team worker | √ |  |
| Professional demeanour | √ |  |
| Respects confidentiality | √ |  |