



JOB DESCRIPTION

Job Title: Practice Nurse

Department/Team/Service: Primary Care

Line Manager: Business/ Operations Manager

Hours:

Job Purpose/Main responsibilities of role:

As a Practice Nurse, the post holder is responsible for the delivery of practice nursing services. Supporting patients to be healthy, early management of long-term conditions, health prevention and screening activities. You will work collaboratively with the Local Multi-Disciplinary Team to meet the needs of patients.

The post holder will support the wider Practice Nursing team as well as the Health Care Assistants and Nursing Associates, provider advice and guidance where applicable.

The post holder will review, suggest changes/ improvements to local and group wide policies and procedures. Once agreed the Practice Nurse will support the implementation of the changes.

1. Operational/ Main Responsibilities

- Assess, plan, develop, implement and evaluate programmes that promote health and well-being, and prevent adverse effects that are detrimental to health
- Implement and evaluate individual treatment plans for patients with Long-term conditions
- Identify and manage appropriately patients at risk of developing a long-term condition
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including the initiation of effective emergency care
- Support patients to adopt health promotion strategies that encourage good health, deliver opportunistic health promotion at all times and support the principles of selfcare





- Provide information and advice on prescribed or over-the-counter medication on medication regimes, side effects and interactions
- Assess and care for patients with uncomplicated wounds
- Support and advise women requesting information on contraception and sexual health
- Support and manage health needs of women presenting for cervical cytology consultations, obtaining cytology samples in accordance with the cervical screening programme and competencies
- Recognise, assess and refer patients presenting with mental health needs in accordance with the National Framework (NSF) for Mental Health
- Implement and participate in vaccination and immunisation programmes for both adults and children
- Advise, support and if required, administer vaccinations for patients travelling abroad
- Promote and deliver evidence-based care for patients presenting for ear-syringing, where clinically appropriate
- Assist senior practitioners in providing minor-surgery sessions
- Produce accurate, contemporaneous and complete records of patient consultations, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload that maintains and promotes quality
- Deliver care according to the NSF and National Institute for Clinical Excellence (NICE) guidelines and Evidence based care
- Understand and apply the legal policy that supports the identification of vulnerable and abused adults and children being aware of local policies, guidelines and procedures
- Work within policies relating to domestic violence, substance misuse and addictive behaviour, and refer as appropriate
- Have an understanding and an active involvement in reaching QOF targets
- To be aware and work towards any current enhanced services

2. Strategic

- Assess effectiveness of care delivery through self and peer review, audit, benchmarking and formal evaluation, implementing improvements where required
- Participate in the maintenance of quality governance systems and processes across the organisation
- Demonstrate partnership working with other clinical teams to improve the quality of healthcare, responding to local and national policies and initiatives
- Support and participate in shared learning across the practice and the wider organisation





- Participate in the management, review and identify the learning outcomes from patient complaints, clinical incidents and near miss events

3. Leadership

- Recognise and work within their own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC)
- Understand own role and scope in the organization and identify professional growth and development needs
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop innovative ways of working
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence of those taking on delegated duties
- Accept delegation from other nurses, prioritise own workload and ensure time management strategies are utilized

4. Knowledge, Training and Experience

- Registered with the NMC
- Degree in Nursing
- Substantial Practice Nurse experience
- Evidence of ongoing CPD
- Minimum of 1 Long Term Condition diploma

Note

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.