**Hoveton and Wroxham Medical Centre**

**Job Description**

**Job Title: Practice Nurse**

**Accountable to: Nurse Lead Manager**

**Clinically Accountable to: GP’s and GP Nurse Lead**

**Hours: 20 hrs per week**

**Purpose of this role**

Undertake a range of nursing assessments and provide appropriate care / treatment in conjunction with the wider clinical team according to practice policy, protocols etc. Strive to improve standards of care and be involved in identifying practice population needs. Mentoring of our Health Care Assistants. Knowledge of the GMS contract, e.g. The Quality and Outcomes Framework, IIF/LES/DES is a vital element of the post.

**Professional Responsibilities**

1. Support your nursing colleagues.
2. Assist GPs to help deliver effective implementation of management of patients.
3. To deliver excellent patient care.
4. Support the implementation of evidence-based guidelines in conjunction with the clinical team.
5. Encourage the development of integrated services within Primary Care to include integrated practice-based teams and multidisciplinary working.
6. Promote your own continuing professional development .
7. Recognise the opportunities for working in partnership with the Primary Health care team.
8. Participate in an annual appraisal and quarterly “check-ins”
9. Always work within NMC code of conduct
10. Undertake mandatory training in a timely manner and keep up to with changes in your area of practice.

**Clinical Responsibilities**

1. Support the practice in achieving quality indicators and targets of the GMS contract and any relevant National Service Frameworks.
2. Undertake opportunistic screening when clinically required.
3. Undertake wound care/management/dressing technique.
4. Perform venepuncture and electrocardiography.
5. Leg ulcer management, referral for dopplers and compression bandaging.
6. Perform cervical screening.
7. Administer adult and paediatric injections under PSD (Patient Specific Directive) or PGD (Patient Group Directive), ensuring safe storage, rotation and disposal of vaccines and drugs.
8. Provide advice on lifestyle issues, assist and support patients in changing their unhealthy behaviours and refer appropriately.
9. Participate in the smoking cessation service
10. Deliver travel health care, including vaccinations and advice for patients - following appropriate training if required.
11. Recognise the signs of child abuse, family violence, vulnerable adults, substance abuse, addictive behaviours, suicidal tendencies and be aware of local, referral procedures.
12. Ensure that current evidence-based approaches to patient are standard practice
13. Apply IPAC measures when collecting and handling of laboratory specimens, disposing of waste materials, dealing with blood and body fluids spillages and report and treat sharps injuries.
14. Undertake first aid and management of emergencies, e.g. burns, haemorrhage, hypo/hyperglycaemic emergencies/asthma attacks.
15. Undertake annual training and demonstrates competency in anaphylaxis and resuscitation techniques.

**General Responsibility**

1. To embrace continuous improvement and change, to tackle well-defined projects, and to remain adaptable to variance in responsibilities to meet the evolving priorities of the Practice.
2. Enhance your practice as the job requires e.g., asthma/COPD/diabetes care.

**Confidentiality:**

1. 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.
2. The post-holder will have access to confidential information relating to patients and their carers, practice staff and other healthcare workers, likewise financial information relating to the practice as a business organisation.  All such information from any source is to be regarded as strictly confidential.
3. 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.
4. The post holder will ensure that they provide information when required that is relevant to their practice e.g. proof of vaccination including Hepatitis B immunity, MMR.

**Health & Safety**:

1. The post-holder will assist in promoting and maintaining their own and others’ health, safety, including mental wellbeing and security as defined in the practice Health & Safety Policy.
	1. Using personal security systems within the workplace according to practice guidelines.
	2. Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
	3. Making effective use of training to update knowledge and skills.
	4. Using appropriate IPAC procedures, maintaining work areas in a tidy and safe way and free from hazards.
	5. Reporting potential risks identified.

**Equality and Diversity**:

1. The post-holder will support the equality, diversity and rights of patients, carers and colleagues and act in a manner that recognizes the importance of people’s rights, whilst interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
2. Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
3. Behaving in a manner which is welcoming to the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/Professional Development**:

1. There is an expectation that the post-holder will participate in any training programme implemented by the practice, plus attendance at the annual individual performance review.
2. All staff are to take responsibility for maintaining a record of own personal and/or professional development.
3. Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Quality**:

1. The post-holder will strive to maintain quality within the practice and alert other team members to issues of quality and risk. They are to assess own performance and take accountability for own actions, either directly or under supervision.
2. 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.
3. Work effectively with individuals in other agencies to meet patients’ needs
4. Effectively manage own time, workload and resources
5. Apply practice policies, standards and guidance. Discuss with other members of the team how the policies, standards and guidelines will affect own work. Be part of reviewing and updating policies e.g. INR.
6. Participate in audit where appropriate.

**Communication**:

1. The post-holder is to recognise the importance of effective communication within the team, patients and carers.
2. Recognize people’s needs for alternative methods of communication and respond accordingly as per current policies.

Your job description does not form part of your contract of employment and may be amended from time to time.

You may be required to undertake other duties that the practice may reasonably require.

This Job Description ordinarily is to be reviewed during the annual appraisal.