

Job Description

TITLE:	Practice Nurse
LOCATION:	Ambrose Avenue Group practice (working across both sites)
REPORTS TO:	Practice Manager / Partners

Job Summary:

The post holder will play an important part of the clinical and admin team in the development and promotion of health and wellbeing for patients as the GMC contract dictates, carrying out all areas of Practice Nursing where required.

The post holder will need to be confident in treating patients with respiratory conditions and be able to organise and lead on Chronic Respiratory illnesses, involving external services to ensure the patients are supported appropriately.

Undertake a range of nursing assessments and provide appropriate care/treatment in conjunction with GPs according to practice policies and protocols.

The post holder will be able to work autonomously using professional decision-making processes and also as a team player within the Clinical Team.

Key Responsibilities

Clinical Practice

- Proactively identify, diagnose and manage treatment plans for patients at risk of developing long term conditions. In particular, to use every available opportunity for health promotion and primary disease prevention of cardiovascular disease, chronic respiratory disease.
- To work in accordance with evidence-based practice and national and Practice protocols at all times.
- Deliver patient centred care by assessing patients, initiate investigations, and give advice and guidance.
- Knowledge of the public health issues in the local area.
- Work with patients in order to support compliance with an adherence to prescribed treatment and over the counter medication regarding side effects and dosage within competence
- Support patients to adapt health promotion strategies to help promote healthy lifestyles and apply principle of self-care.
- Deliver opportunistic health promotion screening using opportunities such as new patient medicals.
- Meet the needs of patients presenting for opportunistic minor injuries and wound care.

- Support and manage the health needs of patients presenting for family planning, cervical cytology or sexual health consultation according to practice protocols and guidelines and in close conjunction with GP colleagues.
- Organise chronic disease reviews as appropriate to individual expertise in order to meet the QOF/LES/DES targets and reduce hospital admissions.
- Undertake opportunistic screening when clinically required
- Administer adult and paediatric injections under an individualised prescription or Patient Group Direction, ensuring safe storage, rotation and disposal of vaccines and drugs

Delivering a quality service

- 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 following code of conduct and good practice guidelines.
- Prioritise, organise and manage own workload in manner that maintains and promotes quality.
- Deliver care according to NSF, NICE guidelines and evidence-based care.
- Assess effectiveness of care delivery through self and peer reviews, benchmarking and formal evaluation.
- Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities.
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
- In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate.
- Evaluate patients' response to health care provision and the effectiveness of care.
- Support and participate in shared learning across the practice and wider organisation.
- Use a structured framework (e.g. root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events.
- Assess the impact of policy implementation on care delivery.
- Monitor and develop the performance of the team, providing feedback as appropriate.
- Understand and apply legal issues that support the identification of vulnerable and abused children and adults and be aware of statutory child/vulnerable patient's health procedures and local guidance.
- Ensure the whole team have skills and knowledge regarding domestic violence, vulnerable adults, substance abuse and addictive behaviour. Provide guidance and support to ensure appropriate referral if required.
- Signposting patients to the appropriate medical teams to ensure a quality patient journey.
- Blood pressure, pulse rate and rhythm, temperature, height and weight, body mass index, venepuncture, ECG, glucose tolerance test, peak flow readings, inhaler technique, spirometry, cytology, travel and childhood vaccinations, interpretation of blood results via the pathology links.
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiating effective emergency care.
- Assess and care for patients attending with uncomplicated wounds.
- Support and guide women attending for family planning advice.
- Support and manage the needs of women attending for cervical cytology.

- Recognise, assess and refer patients presenting with mental health needs in accordance with the National Service Framework (NSF) for mental health.
- Implement and participate in immunisation programmes for both adults and children
Advise and support where appropriate vaccinate patients travelling abroad.

PERSONAL RESPONSIBILITIES

HEALTH & SAFETY

It is the responsibility of the post holder to take reasonable care not to endanger themselves or anybody else by any act or omission as stated by the Health and Safety at Work Act 1974.

FIRE PROCEDURE, SMOKING PREVENTION, ALCOHOL, AND ILLEGAL SUBSTANCE USE

The post holder must adhere to the policies of their host GP practice.

CONFIDENTIALITY

The post holder must always maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or, information relating to diagnosis and treatment of patients and individual staff records must, under no circumstances be divulged or passed onto any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with "Caldicott principles". Any breach of this can lead to disciplinary action.

DATA PROTECTION

The Data Protection Act 1998 and the General Data Protection Regulations (GDPR 2018) regulate the use of personal data. You are required to ensure that any personal information obtained, processed or held (on a computer or otherwise), is done so in a fair and lawful way and that the data held and processed is only for the specified registered purposes, in particular personal data relating to patients, users of the PALS service, or other persons, shall be disclosed to any person without the consent of the individual who is subject of the data or otherwise by lawful authority or justification. It should be noted that the breach of confidentiality is a disciplinary offence and may result in disciplinary proceedings being taken.

BUSINESS CONDUCT AND DECLARATIONS OF INTERESTS

In the interest of probity, openness, and good business conduct, you are required to comply with any policy in force in respect of standards of business conduct. This will include requirements to: -

- Declare certain financial interests which may conflict with, or impact upon, your employment with AAGP.
- All applicants are required to declare any involvement either directly or indirectly, with any firm, company, or organisation, which has a contract with the Practice.
- Comply with any provisions restricting, controlling, or requiring the declaration of hospitality or gifts.
- Comply with all statutory legal legislation and the Practice Standing Financial Instructions, Standing Orders and Schemes of Delegation.
- Failure to withhold such information may lead to disciplinary action or dismissal.

STANDARDS

The GP practices aim to maintain the goodwill and confidence of its own staff and of the public. To assist in achieving this objective it is essential that, always, employees carry out their duties in a courteous, sympathetic manner.

EQUAL OPPORTUNITIES

AAGP has an Equal Opportunities Policy. The aim is to ensure that no individual receives less favourable treatment on the grounds of disability, age, sex, sexual orientation, marital status, race, colour, creed, ethic/national origin. Whilst we recognises specific responsibilities fall upon Management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.

GOVERNANCE

AAGP has a clinical and corporate framework, which all employees are expected to comply with. This includes participating in research and audit in line with documented procedures, being aware of governance arrangements and ensuring that the reporting requirements, systems, and duties of action put into place by the AAGP are complied with.

WORKING TIME REGULATIONS

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week, i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management sanction and/or elect to opt out of the Working Time Regulations by providing written confirmation to the Company.

POLICIES & PROCEEDURES

All employees are expected to comply with all the policies and procedures drawn up by the Trust.

TRAINING & DEVELOPMENT

The successful post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

This job description is not a definite or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review process