

WICKHAMBROOK SURGERY – PRACTICE NURSE OUTLINE JOB DESCRIPTION

POST:	Practice Nurse
QUALIFICATIONS:	Registered General Nurse (membership of a professional body essential)
SUMMARY OF JOB:	To provide nursing services to patients of the practice, including treatment, screening and advice within the professional competencies of the post-holder. The post holder will work in accordance with the NMC Code of Conduct. There is a requirement to see extra or emergency patients.
MAIN DUTIES OF ROLE:	Clinical responsibility for own workload Provide patients with direct access Undertake reviews of chronic disease Undertake immunisation Order and stock control of medical consumables Provide appointments for treatment room procedures
DUTIES:	<ol style="list-style-type: none"><u>Disease Management</u> To monitor and advise patients on the practice's chronic disease registers, with particular reference to patients suffering from diabetes.<u>Health Promotion</u> To advise patients on factors affecting their health and offer preventative measures as appropriate, including:<ul style="list-style-type: none">• Immunisations and vaccinations• Flu clinics – held throughout October on Saturdays• COVID vaccination clinics• Dietary advice• Smoking cessation advice• Alcohol intake• New patient medicals• NHS health checks• Travel health advice<u>General Surgeries</u> To provide nursing treatments to patients independently or in participation with GPs, including:<ul style="list-style-type: none">• Assisting doctors with minor surgery, suturing and insertion of IUCDs and Implants.• Cervical smears• Pill and HRT checks• Assessment and treatment of minor injuries

- ECGs
- Application of dressings
- Suture removal
- Childhood & PHE Immunisation

4. Equipment

- To maintain supplies of equipment
- To ensure appropriate cleaning and sterilisation of re-usable devices
- To ensure regular servicing and calibration of clinical equipment.

OTHER RESPONSIBILITIES:

1. To maintain a personal development plan, including continued education by attendance at courses and study days as deemed useful or necessary.
2. To assist in the formulation of practice policy and clinical protocols.
3. To work to agreed protocols, PGDs and service specifications.
4. To attend practice, staff and educational meetings as required.
5. To assist in the education and training of GP Registrars and students.
6. To maintain effective liaison with other agencies and staff concerned with patient care.
7. Clinical supervision of the Health Care Assistant.
8. To maintain an awareness of the GP contract.
9. To maintain accurate patient records
10. There is a requirement to provide a fair share of holiday and sickness cover within the nursing team.

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:

- Be aware of and abide by the practice's Health and Safety Policies
- Use personal security systems within the workplace according to practice guidelines
- Be aware of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Identify the risks involved in work activities and undertake such activities in a way that manages those risks across clinical and patient process
- Make effective use of training to update knowledge and skills across the full range of infection control and patient processes
- Monitor practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including use, storage and disposal
- Use appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiate remedial / corrective action where needed or escalation to responsible management
- Actively identify, report, and correct health and safety hazards and infection hazards immediately when recognised
- Keep own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business.

RESPONSIBLE TO: The Practice Nurse Manager (clinical matters)
 The Practice Manager (administrative matters)