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The Oak Street Medical Practice

Job title:	Practice Nurse	**Job category:**	Clinical
Location:	Oak Street Medical Practice	**Travel required:**	Normally based at the practice; occasional travel may be required for training or service delivery
Level/Salary range:	£30,000–£41,000 FTE per annum, depending on experience and agreed hours	**Position type:**	P/T
HR contact:	Practice Manager	**Date posted:**	
Will train applicant(s):	Training and development may be provided depending on the applicant's existing experience and competencies	**Posting expires on:**	

Practice Objectives

To provide accessible, prompt, safe and professional healthcare to patients attending Oak Street Medical Practice.

To provide high-quality, person-centred primary care that promotes good health, prevents illness and supports patients to manage their health and long-term conditions effectively.

To ensure that all patients are treated with dignity, kindness, compassion and respect.

Role Overview

The Practice Nurse will work as an important member of the multidisciplinary team at Oak Street Medical Practice, providing safe, effective and compassionate nursing care to the practice population.

The postholder will deliver a broad range of general practice nursing services, including long-term condition management, preventative healthcare, health promotion, cervical screening, immunisations, wound care and treatment room procedures.

The Practice Nurse will work autonomously within their professional scope of practice and level of competence. They will also work collaboratively with GPs, nurses, healthcare assistants, pharmacists, administrative colleagues and members of the wider primary care team.

The postholder will contribute to the assessment, planning, implementation and evaluation of patient care. They will support patients to make informed decisions about their health and encourage appropriate self-management.

The Practice Nurse will contribute to the delivery of Quality and Outcomes Framework requirements, enhanced services, vaccination programmes, clinical audits and quality improvement work.

The successful candidate will be expected to maintain their professional registration, keep their clinical knowledge and skills up to date and work in accordance with the Nursing and Midwifery Council Code.

Main Duties and Responsibilities

1. General Clinical Care

The postholder will:

- Assess patients' healthcare needs and provide appropriate nursing care, treatment, advice and follow-up.
- Undertake face-to-face and, where appropriate, telephone consultations with patients.
- Obtain relevant clinical histories and carry out appropriate assessments.
- Make professionally accountable decisions about patient care within their scope of practice.
- Develop and implement individual, person-centred care plans where appropriate.
- Evaluate the effectiveness of care and treatment provided.
- Recognise when a patient's needs fall outside their scope of practice and refer or escalate appropriately.
- Recognise signs of deterioration, serious illness or medical emergency and respond promptly in accordance with practice procedures.
- Provide clear information to patients, relatives and carers about care, treatment and follow-up.
- Obtain valid consent before undertaking examinations, procedures or treatments.
- Maintain accurate, complete and contemporaneous patient records.
- Record appropriate clinical observations, consultations, procedures, advice and outcomes on the practice clinical system.
- Work in accordance with evidence-based practice, relevant legislation, national guidance, local policies and practice protocols.

2. Long-Term Condition Management

Working within their training and competence, the postholder will undertake the assessment, monitoring and management of patients with long-term conditions, which may include:

- Asthma
- Chronic obstructive pulmonary disease
- Diabetes
- Hypertension
- Cardiovascular disease
- Coronary heart disease
- Other long-term conditions according to the needs of the practice

The postholder will:

- Undertake structured long-term condition reviews.
- Assess symptoms, disease control, treatment adherence and relevant risk factors.
- Complete appropriate clinical observations and investigations.
- Review and record agreed care plans.
- Provide patients with appropriate information about their condition.
- Encourage patients to participate actively in decisions about their care.
- Support patients to develop the knowledge, confidence and skills required to manage their condition.
- Provide appropriate health promotion and lifestyle advice.
- Recognise poorly controlled conditions, deterioration or clinical concerns and refer to an appropriate clinician.
- Work in accordance with current evidence-based guidelines, local pathways and practice protocols.
- Contributes to the recall and review of patients with long-term conditions.
- Support the practice in meeting relevant Quality and Outcomes Framework requirements.

3. Respiratory Care

Where appropriately trained and competent, the postholder will:

- Undertake asthma and COPD reviews.
- Assess respiratory symptoms and disease control.
- Review inhaler uses and treatment adherence.
- Check and demonstrate inhaler technique.
- Provide appropriate self-management advice.
- Support the completion and review of personalised asthma or COPD action plans.
- Undertake peak-flow monitoring.
- Undertake diagnostic or monitoring spirometry where appropriately trained and where this service is provided by the practice.
- Recognise signs of poor disease control or acute deterioration and refer appropriately.
- Support smoking cessation and other relevant health improvement interventions.
- Maintain relevant respiratory competencies and complete clinical updates as required.

4. Diabetes Care

Where appropriately trained and competent, the postholder will:

- Undertake structured diabetes reviews.
- Record relevant clinical observations and test results.
- Monitor agreed with indicators of diabetes control.
- Provide lifestyle, dietary and self-management advice within their competence.

- Support patients to understand their condition and treatment.
- Assess relevant risk factors and complications.
- Undertake diabetic foot assessments where appropriately trained.
- Recognise abnormal results, deterioration or complications and refer appropriately.
- Work collaboratively with GPs, pharmacists and other clinicians involved in diabetes care.

5. Cardiovascular Disease and Hypertension

Where appropriately trained and competent, the postholder will:

- Undertake blood pressure monitoring and hypertension reviews.
- Assess cardiovascular risk factors.
- Provide lifestyle and risk-reduction advice.
- Support patients to understand and manage their cardiovascular risk.
- Monitor patients in accordance with agreed care plans and practice protocols.
- Recognise abnormal findings or clinical concerns and escalate appropriately.
- Support the recall and review of patients with hypertension, cardiovascular disease and coronary heart disease.

6. Cervical Screening and Women's Health

Where appropriately trained and competent, the postholder will:

- Undertake cervical screening in accordance with the requirements of the NHS Cervical Screening Programme.
- Confirm patient identity and eligibility before carrying out cervical screening.
- Explain the procedure clearly and obtain informed consent.
- Undertake cervical sample taking in a safe, sensitive and professional manner.
- Provide appropriate information about results and follow-up arrangements.
- Recognise symptoms or findings that require referral to another clinician.
- Maintain cervical screening competencies and complete required clinical updates.
- Provide contraceptive advice and support within their scope of practice.
- Undertake contraceptive pill checks where trained and authorised to do so.
- Refer patients to an appropriate clinician or sexual health service where their needs fall outside the postholder's area of competence.

7. Vaccinations and Immunisations

Where appropriately trained and competent, the postholder will:

- Administer adult and childhood vaccinations and immunisations.
- Participate in seasonal vaccination programmes, including influenza and COVID-19 vaccination programmes where required.
- Assess patients' suitability for vaccination.
- Review vaccination history and identify any contraindications or precautions.
- Provide patients, parents and carers with appropriate information about vaccinations.
- Obtain valid consent before administering a vaccination.
- Administer vaccinations under the appropriate legal authority, including Patient Group Directions or Patient Specific Directions.

- Recognise and respond appropriately to adverse reactions, including anaphylaxis.
- Maintain accurate vaccination records.
- Maintain the cold chain and follow practice procedures for vaccine receipt, storage, monitoring and disposal.
- Report cold-chain incidents promptly and follow relevant procedures.
- Maintain current immunisation knowledge and complete required updates and competency assessments.

8. Travel Health

Where travel health services are provided by the practice and the postholder is appropriately trained and competent, the postholder will:

- Undertake travel health risk assessments.
- Provide evidence-based travel health advice.
- Review patients' vaccination histories.
- Administer appropriate travel vaccinations under the relevant legal authority.
- Provide advice regarding malaria prevention, food and water safety, insect-bite prevention and other travel-related risks.
- Recognise when specialist advice is required and signpost or refer the patient to an appropriate travel health service.
- Maintain accurate records of advice, vaccinations and referrals.

9. Wound Care and Treatment Room Procedures

The postholder will undertake treatment room procedures according to their training and competence, which may include:

- Wound assessment and management
- Simple and complex dressings
- Leg ulcer assessment and management
- Suture and clip removal
- Phlebotomy
- ECG recording
- Urinalysis
- Height, weight and body mass index measurements
- Blood pressure monitoring
- Pulse and oxygen saturation monitoring
- Peak-flow monitoring
- Specimen collection
- Ear care where appropriately trained
- Other agreed treatment room procedures

The postholder will:

- Assess wounds and select appropriate dressings according to clinical need and practice formulary guidance.
- Monitor wound progression and respond to signs of infection or deterioration.
- Recognise when specialist advice or onward referral is required.

- Maintain appropriate wound care records and care plans.
- Follow infection prevention, waste disposal and sharps procedures.
- Ensure clinical equipment is used safely and appropriately.

10. NHS Health Checks and Health Promotion

Where appropriately trained, the postholder will:

- Undertake NHS Health Checks in accordance with current programme requirements.
- Assess relevant physical and lifestyle risk factors.
- Record appropriate clinical measurements and information.
- Explain results clearly and sensitively to patients.
- Provide brief interventions and lifestyle advice.
- Promote healthy eating, physical activity, weight management and smoking cessation.
- Support patients to reduce alcohol-related and cardiovascular risk.
- Signpost or refer patients to appropriate local health and wellbeing services.
- Support patients to set realistic and achievable health goals.
- Encourage participation in relevant screening and prevention programmes.

11. Minor Surgery and Clinical Procedures

The postholder will:

- Assist clinicians with minor surgical and other clinical procedures.
- Prepare the clinical room, instruments and equipment.
- Confirm that required equipment and documentation are available.
- Support patients before, during and following procedures.
- Follow aseptic and infection prevention procedures.
- Label, record and manage specimens in accordance with practice procedures.
- Maintain accurate records of procedures.
- Ensure equipment is cleaned, stored and maintained appropriately.
- Report any equipment faults, incidents or concerns promptly.

12. Medicines Management

Within their role and level of authority, the postholder will:

- Administer medicines safely and in accordance with relevant legislation and professional guidance.
- Work under valid Patient Group Directions, Patient Specific Directions or other appropriate legal authorities.
- Confirm patient identity, consent, allergy status, indication and relevant contraindications before administering medication.
- Follow practice procedures for the safe storage, handling and disposal of medicines and vaccines.
- Maintain accurate records of all medicines and vaccinations administered.
- Recognise and report medicine-related incidents, errors or adverse reactions.
- Support patients to understand their prescribed treatment.
- Discuss concerns about adherence and refer patients to an appropriate prescriber or clinical pharmacist.

- Work within the limits of their role and not prescribe or alter medicines unless appropriately qualified and authorised.

13. Infection Prevention and Control

The postholder will:

- Follow the practice's infection prevention and control policies and procedures.
- Apply standard infection prevention precautions consistently.
- Maintain high standards of hand hygiene and use personal protective equipment appropriately.
- Follow procedures for the safe handling and disposal of clinical waste and sharps.
- Follow aseptic procedures where required.
- Maintain clean, safe and appropriately stocked clinical rooms.
- Report infection prevention concerns, incidents or hazards promptly.
- Participate in infection prevention audits and improvement work.
- Support colleagues to maintain good infection prevention standards.
- Complete required infection prevention and control training.

14. Safeguarding

The postholder will:

- Maintain an appropriate level of safeguarding knowledge and training.
- Recognise potential indicators of abuse, neglect, exploitation or vulnerability.
- Listen to and respond appropriately to patients raising safeguarding concerns.
- Record safeguarding information accurately, objectively and confidentially.
- Escalate concerns promptly to the appropriate safeguarding lead or external service.
- Follow the practice's safeguarding children and safeguarding adults policies.
- Attend safeguarding meetings or contribute information when required.
- Work appropriately with other health, social care and safeguarding professionals.
- Understand that responsibility for safeguarding is shared by all members of the practice team.

15. Clinical Governance, Quality and Patient Safety

The postholder will:

- Deliver care in accordance with clinical governance requirements.
- Participate in clinical audit and quality improvement work.
- Contribute to the review and development of nursing policies, protocols and procedures.
- Support the achievement of Quality and Outcomes Framework indicators and enhanced service requirements.
- Identify, report and respond appropriately to clinical risks.
- Report incidents, significant events and near misses in accordance with practice procedures.
- Contribute constructively to reviews and learning arising from incidents, complaints and patient feedback.
- Implement agreed changes to practice following audits, reviews or updated clinical guidance.
- Participate in monitoring the quality and effectiveness of nursing services.
- Raise concerns about patient safety or standards of care promptly.

- Work openly and honestly in accordance with the professional duty of candour.

16. Patient Records and Information Management

The postholder will:

- Maintain accurate, clear, complete and contemporaneous patient records.
- Use appropriate clinical codes when recording care.
- Record assessments, observations, procedures, medicines, advice, consent and follow-up arrangements.
- Ensure information is added to the correct patient record.
- Follow practice procedures for the management of test results, tasks, recalls and clinical correspondence.
- Only access records where there is a legitimate work-related reason to do so.
- Maintain patient confidentiality at all times.
- Follow the practice's information governance and data protection procedures.
- Report data breaches, confidentiality concerns or information security incidents promptly.

17. Communication

The postholder will:

- Communicate effectively and professionally with patients, relatives, carers, colleagues and external professionals.
- Adapt communication to meet individual patient needs.
- Recognise when patients require information in an alternative format or additional communication support.
- Use interpreters or approved communication services where appropriate.
- Communicate sensitive, complex or distressing information with compassion.
- Encourage patients to ask questions and participate in decisions about their care.
- Check patients' understanding of the information and advice provided.
- Maintain professional boundaries.
- Manage difficult or challenging conversations calmly and respectfully.
- Share information appropriately with other professionals involved in the patient's care.
- Communicate clinical concerns promptly to the appropriate clinician.

18. Multidisciplinary Team Working

The postholder will:

- Work collaboratively with GPs, nurses, healthcare assistants, pharmacists, care coordinators, receptionists and administrative colleagues.
- Liaise appropriately with community nurses, secondary care teams, social care services and other external providers.
- Participate in practice, clinical and multidisciplinary team meetings.
- Share relevant information to support safe and coordinated patient care.
- Respect the responsibilities, skills and contributions of colleagues.
- Provide appropriate support and guidance to less experienced team members where requested.
- Contribute to a positive, inclusive and supportive working environment.

- Cooperate with colleagues to ensure clinical work is completed safely and efficiently.
- Contribute ideas for improving patient care and practice systems.

19. Professional Development and Accountability

The postholder will:

- Maintain current Nursing and Midwifery Council registration and an active PIN.
- Work in accordance with the Nursing and Midwifery Council Code.
- Take professional responsibility for their decisions and actions.
- Work only within their training, competence and professional scope of practice.
- Recognise personal limitations and seek advice or supervision when required.
- Maintain an up-to-date professional portfolio.
- Complete professional revalidation requirements.
- Participate in annual appraisal and performance development reviews.
- Complete all required mandatory training.
- Keep clinical knowledge and skills current through continuing professional development.
- Attend relevant courses, updates and competency assessments.
- Maintain evidence of competence for specialist clinical activities.
- Share learning and good practice with colleagues.
- Participate in clinical supervision where available or required.

20. Stock, Equipment and Clinical Environment

The postholder will:

- Help maintain appropriate levels of clinical stock and equipment.
- Monitor stock levels and report shortages promptly.
- Check expiry dates and rotate stock appropriately.
- Store medicines, vaccines, dressings and clinical equipment safely.
- Ensure clinical rooms are appropriately prepared and stocked.
- Use equipment in accordance with training and manufacturer guidance.
- Identify and report equipment faults or damage.
- Support equipment cleaning, servicing and calibration processes.
- Help reduce unnecessary waste while maintaining safe clinical standards.

CORE PRINCIPLES

Confidentiality

- Ensure the confidentiality of written, verbal and electronic information at all times, both at and away from work.
- Only disclose confidential information where this is legally and professionally appropriate.
- Follow the practice's confidentiality, Caldicott and information governance procedures.
- Comply with the Data Protection Act 2018 and UK General Data Protection Regulation requirements.

- Maintain the confidentiality of information relating to patients, carers, staff and the business of the practice.
- Report any actual or suspected confidentiality breach promptly.

Equality, Diversity, Inclusion and Dignity

- Treat patients, relatives, carers, visitors and colleagues with dignity, kindness and respect.
- Promote equality, diversity and inclusion in all aspects of work.
- Provide care without unlawful discrimination.
- Respect individual differences, values, cultures, beliefs and preferences.
- Challenge discriminatory behaviour appropriately.
- Support an accessible and inclusive service for all patients.

Health and Safety

- Take reasonable care of their own health and safety and that of patients, colleagues and visitors.
- Follow practice health and safety policies and procedures.
- Identify and report hazards, accidents, injuries and near misses.
- Use equipment safely and only where appropriately trained.
- Follow procedures relating to lone working, fire safety and emergency situations.
- Participate in required health and safety training.

Professional Conduct

- Maintain a professional appearance and manner.
- Act honestly, openly and with integrity.
- Maintain appropriate professional boundaries.
- Treat colleagues and patients respectfully.
- Raise concerns where patient safety, dignity or quality of care may be compromised.
- Avoid acting outside their professional competence.
- Promote the reputation and values of Oak Street Medical Practice.

Continuing Professional Development

- Demonstrate a commitment to continuing professional development.
- Maintain the knowledge and competence required for the role.
- Take responsibility for identifying development needs.
- Participate in training, supervision, appraisal and competency reviews.
- Apply learning to improve patient care and service delivery.

PERSON SPECIFICATION

Qualifications and Professional Registration

Essential

- Registered Nurse qualification.

- Current NMC registration with an active PIN.
- Evidence of relevant continuing professional development.
- Willingness to complete mandatory and role-specific training.

Desirable

- Recognised Practice Nurse or general practice nursing qualification.
- Relevant post-registration training in long-term condition management.
- Accredited training in cervical cytology.
- Current immunisation and vaccination training.
- Relevant respiratory, diabetes or cardiovascular training.

Experience

Essential

- Relevant post-registration nursing experience.
- Experience of assessing patients and delivering person-centred clinical care.
- Experience of working independently within professional competence.
- Experience of maintaining accurate clinical records.
- Experience of working effectively within a team.

Desirable

- Previous experience as a Practice Nurse.
- Experience within general practice, community care or primary care.
- Experience of long-term condition management.
- Experience of QOF or enhanced service delivery.
- Experience of clinical audit or quality improvement.
- Experience of using a primary care clinical system.

Clinical Competencies

The successful candidate should have experience in a number of the following areas. It is recognised that not every candidate will hold every competency, and development may be considered depending on the needs of the practice.

Essential or required for the core role

- Treatment room nursing.
- Wound assessment and wound care.
- Phlebotomy.
- ECG recording.
- Blood pressure monitoring.
- Health promotion and lifestyle advice.
- Infection prevention and control.
- Recognition and escalation of clinical deterioration.
- Safe and accurate clinical record keeping.

Desirable or capable of development

- Asthma and COPD reviews.
- Diabetes reviews.
- Hypertension and cardiovascular disease management.
- Cervical cytology.
- Childhood immunisations.
- Adult immunisations.
- Seasonal vaccination programmes.
- Spirometry.
- Leg ulcer management.
- NHS Health Checks.
- Contraceptive advice and pill checks.
- Travel health.
- Minor surgery assistance.

Knowledge

Essential

- Understanding of the NMC Code and professional accountability.
- Understanding of professional scope of practice.
- Knowledge of patient confidentiality and information governance.
- Knowledge of safeguarding children and adults.
- Knowledge of infection prevention and control.
- Understanding of consent and person-centred care.
- Awareness of clinical governance and patient safety.
- Understanding of evidence-based practice.

Desirable

- Knowledge of the Quality and Outcomes Framework.
- Knowledge of enhanced services.
- Understanding of current NHS and primary care priorities.
- Knowledge of clinical audit and quality improvement.
- Knowledge of population health and health inequalities.
- Familiarity with local referral pathways and community services.

Skills and Abilities

Essential

- Excellent verbal and written communication skills.
- Ability to communicate sensitively with patients, carers and colleagues.
- Ability to work autonomously and make professionally accountable decisions.
- Ability to recognise personal limitations and seek support appropriately.
- Ability to organise and prioritise a varied clinical workload.
- Ability to work effectively within a multidisciplinary team.
- Good clinical judgement and attention to detail.

- Ability to maintain accurate, clear and contemporaneous records.
- Ability to manage confidential and sensitive information.
- Ability to use clinical IT systems confidently.
- Ability to respond calmly and appropriately in urgent situations.
- Ability to adapt to changing service needs.

Personal Qualities

Essential

- Compassionate, kind and patient-focused.
- Professional, reliable and accountable.
- Approachable and respectful.
- Positive and supportive team member.
- Proactive and able to use initiative.
- Flexible and adaptable.
- Committed to high standards of care.
- Committed to equality, diversity and inclusion.
- Willing to learn and develop.
- Able to receive feedback and reflect on professional practice.

Other Requirements

- Ability to work the agreed 24–28 hours per week.
- Ability to provide reasonable flexibility according to service needs.
- Satisfactory employment references.
- Appropriate Disclosure and Barring Service clearance.
- Ongoing maintenance of NMC registration.
- Completion of mandatory training.
- Compliance with occupational health requirements relevant to the role.

ADDITIONAL NOTES

The duties and responsibilities contained within this Job Description are neither exclusive nor exhaustive. The postholder may be required to undertake other duties appropriate to the role, level of responsibility, professional registration, training and competence.

The needs of the practice and its patients may change over time. The Job Description may therefore be reviewed and amended following consultation with the postholder.

The postholder will not be required to undertake a clinical activity unless they are appropriately trained, competent and professionally authorised to do so.

The Senior Partner and Practice Manager reserve the right to amend this Job Description in consultation with the postholder.

Reviewed by:	Name	Date:	Date
Approved by:	Name	Date:	Date
Last updated by:	Name	Date/Time:	Date/Time