

**Job Description**

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| **Role Detail** |
| Job Title: | General Practice Nurse |
| Salary Grade: | LHMP band 5/6 (depending on experience) |
| Team: | Nursing |
| Primary Location: | Latham House Medical Practice, Melton Mowbray and upon occasions at the Practice’s Asfordby site. |
| Responsible to: | Lead Nurse/Head of Clinical Services |

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| **Job Summary** |
| The post holder will be a key team leader within Latham House Medical Practice and will also be able to work autonomously, demonstrating strong professional decision-making skills and clinical expertise. They are responsible for ensuring the delivery of evidence-based nursing care to the Practice population and will actively support the practice management team in developing and reviewing clinical policy. They will provide leadership to the nursing team to ensure the effective and efficient provision of primary healthcare services.  |

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| **Role Purpose** |
| * To work as an autonomous practitioner providing care to patients within the primary care setting using specialist practice nurse skills.
* To work within Practice policies, protocols and guidelines whilst using experience and clinical judgement to provide nurse interventions and care.
* To work collaboratively with the whole practice team ensuring that the care delivered to the Practice population is relevant, responsive, of the highest standard and is clinically effective and efficient.
* Contribute to improving quality standards.
* To work within the framework of the NMC Code of Professional Conduct and Scope of Professional Practice to ensure that the best possible care is given to the Practice population.
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| **Role Responsibilities** |
| **Professional and Managerial Role** * NMC registration - upholding professional standards of practice and behaviour.
* To work independently and accepting professional accountability within the scope of your clinical practice and expertise.
* Attend and contribute to relevant internal and external meetings as required.
* Provision and promotion of evidence-based practice.
* Remaining up to date with pertinent health policies, working with the Practice team to consider the impact and the strategies for implementation.
* Deliver and maintain primary nurse led services including long term conditions in line with disease registers.
* Signpost effectively to other clinicians and agencies when appropriate.

**Clinical** * Make professional autonomous decisions for which the post holder is accountable for and to provide and promote safe, effective, and cost-efficient individualised patient care.
* Where necessary, evaluate patients test results in conjunction with the patient and their GP and ensure the appropriate course of treatment is initiated.
* Communicate effectively with patients/families/carers regarding information about their care and considering the equality and diversity needs and preferences of said population.
* Maintain accurate and contemporaneous records using the Practice clinic system (SystmOne).
* Protect and promote the health and well-being of patients, their relatives and carers through advice, education, screening, and signposting to appropriate agencies when required.
* Undertake clinics and offer focused lifestyle advice in line with local, national guidance and quality outcome framework indicators; this may include practice-based clinics or home visits.
* Manage programmes of care for patients with long term conditions and other practice nurse duties by providing and evaluating care under agreed guidelines and patient group directives. These may include but not exhaustive of:
	+ Diabetes
	+ Cardiovascular disease
	+ Asthma, COPD
	+ Contraception and Sexual Health
	+ Adult and childhood immunisations
	+ Care planning
	+ Learning disabilities
	+ Difficult to reach service users
	+ Dementia
	+ Cervical Screening
	+ Anticoagulation monitoring
	+ Wound Care
	+ Travel Health
* Apply infection control measures in all areas of practice.
* Liaise with the multidisciplinary team and outside agencies to ensure patients and their care givers are well supported.

**Teaching and Mentoring** * Promote a learning environment and assist with the planning and implementation of teaching for staff and other health professionals, including pre- registration student nurses/registrars.
* Contribute to planning and implementing peer review and other educational opportunities within the Practice.
* Mentor and support other staff in developing and maintaining clinical skills.
* Disseminate learning and information to the relevant Practice teams.

**Quality*** Alert other team members to issues of quality and risk.
* Assess own performance and take accountability for own actions, either directly or under supervision.
* 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.
* Work effectively with individuals in other agencies to meet patients’ needs.
* Effectively manage own time, workload, and resources.
* Work with the general practice team to ensure the practice is compliant with CQC standards.

**Public Health*** To support public health campaigns
* To provide specialist knowledge on all public health programmes available to the general public.

**Communication*** To be aware of data protection issues.
* To liaise effectively with other health professionals both inside and outside the organisation, with regard to accepting and making clinical referrals.
* Communicate effectively with patients and relatives, considering differences in language, literacy, and culture.

**Training & Personal Development*** To undertake all personal training required to fulfil the current job role, and all future requirements relevant to this job description.
* Manage own time effectively, plan and meet personal and Practice targets.
* Ensure own personal development through reflection and feedback from Partners and colleagues.
* Take part in annual appraisal, peer review and revalidation as required by practice policy and code of conduct.

**Computers*** To maintain patients’ confidentiality at all times.
* To ensure timely and accurate data is maintained on the Practice’s database.
* To comply with all information management and information technology protocols and systems.

**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 will have access to confidential 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 support, promote and maintain the Practice’s Health & Safety Policy and Procedures and the Practice’s Infection Control Policy and Procedures.

**Equality and Diversity*** The post-holder will support, promote and maintain the Practice’s Equality & Diversity Policy.

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be subject to regular review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice. |

# Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation and certificates (D).

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| **Criteria: Qualifications** | **Essential or Desirable** | **Assessed****By** |
| Registered General Nurse (Registered with the Nursing & Midwifery Council) | E | D |
| Cervical Cytology updated within the last 3 years (registered) | D | AD |
| Independent Nurse Prescriber Qualification  | D | D |
| Accredited qualification in Family Planning and Sexual Health | D | ADI |
| Independent Nurse Prescriber Qualification  | D | ADI |
| Accredited qualification in Diabetes Care | D | ADI |
| Accredited qualification in Asthma/COPD | D | ADI |

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| **Criteria: Experience** | **Essential or Desirable** | **Assessed****By** |
| Recent and relevant experience in primary care | E | ADI |
| Post registration experience (minimum 3 years) | E | ADI |
| Childhood vaccinations | E | ADI |
| Experience in the management of patients with long term conditions | D | ADI |
| Health promotion and screening  | D | ADI |
| Travel vaccinations and advice | D | ADI |
| Proven ability to evaluate the safety and effectiveness of own clinic practice  | E | AI |
| Understand, interpret and help implement local and national guidelines  | D | AI |
| Understanding of infection prevention and control measures in clinical practice  | E | AI |

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| **Criteria: Knowledge** | **Essential or Desirable** | **Assessed****By** |
| Knowledge of national standards that inform practice (e.g., QOF, NICE guidelines, etc) | E | AI |
| Experience of wound care acute/non acute. Have knowledge of dressing types and rational for selection in line with the local dressing formulary  | E | I |
| Understanding of anticoagulation/warfarin monitoring  | D | I |
| Understanding of effective team working | E | I |
| Understanding of evidence-based practice | E | I |
| Understanding of systems to gain insight as to the health needs of the practice population as they relate to Primary Care | D | AI |

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| **Criteria: Skills** | **Essential or Desirable** | **Assessed****By** |
| Good organisational skills, able to work under pressure and prioritise workload | E | I |
| Proficient in the use of MS Office, Word, Excel, SystmOne and/or other clinical software | E | AI |
| Excellent interpersonal skills and communication skills | E | AI |
| The ability to work under pressure | E | I |

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| **Additional Requirements** | **Essential or Desirable** | **Assessed****By** |
| Enhanced DBS Certification & legal right to work in the UK | E | D |
| Hep B vaccinated or willing to be vaccinated  | E | D |
| A flexible and adaptable approach to maintain the consistent delivery of high-quality services | E | AI |

# Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

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| **Health & Safety at Work** |
| To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified by Latham House Medical Practice, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/role. |
| **Potential Hazards & Risks** |
| The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the ‘other’ section. |
| [x]  Provision of personal care on a regular basis  | [x]  Face-to-face contact with members of the public |
| [x]  Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including patients) or objects | [ ]  Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle vehicle for work purposes) |
| [ ]  Working at height/ using ladders on a regular/ repetitive basis | [x]  Restricted postural change – prolonged sitting |
| [ ]  Lone working on a regular basis | [ ]  Restricted postural change – prolonged standing |
| [ ]  Night work | [x]  Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  Rotating shift work | [ ]  Manual cleaning/ domestic duties |
| [ ]  Working on/ or near a road | [ ]  Regular work outdoors |
| [x]  Significant use of computers (display screen equipment) | [x]  Work with vulnerable children or vulnerable adults |
| [ ]  Undertaking repetitive tasks | [x]  Working with challenging behaviours |
| [ ]  Continual telephone use | [ ]  Regular work with skin irritants/ allergens |
| [ ]  Work requiring hearing protection (exposure to noise above action levels) | [ ]  Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [x]  Work requiring respirators or masks | [ ]  Work with vibrating tools/ machinery |
| [ ]  Work involving food handling | [x]  Work with clinical waste, non-clinical waste, refuse |
| [x]  Potential exposure to blood or bodily fluids |  |
| [ ]  Other (please specify): |       |