

JOB DESCRIPTION

Job Title: Practice Nurse

Job Summary:

To provide and maintain a high standard of nursing care for patients as well as providing nursing assistance to the doctors and other members of the primary healthcare team

Job Responsibilities:

Such tasks may include

- Cervical Cytology
- Asthma/Diabetes/COPD LTC Reviews
- Pill checks
- Hypertension screening
- Wound care / ulcer care
- Removal of Sutures
- Urinalysis
- Venepuncture
- Blood pressure measurements
- Ear syringing
- Routine/child/ immunisations
- Chaperoning and assisting patients where appropriate who are being examined by another clinician
- Requesting pathology tests, as appropriate
- Following agreed clinical protocols with referral the Hub GP for clinical advice as appropriate
- Other tasks including:
- Undertake housekeeping duties including, general tidiness and cleanliness of nurses and treatment rooms when personally used.
- At all times there will be a need to maintain accurate records

Special Requirements of the Post:

- An understanding, acceptance and adherence to the need for strict confidentiality.
- Ability to use own judgment, resourcefulness and common sense.

- A commitment to maintain a high professional standard of nursing care and keep up to date with all aspects of nursing care relevant to the post.
- A commitment to ensure all Health and Safety requirements and Infection Control measures are met and to report any problems to the Support Manager
- A commitment to the effective use of Practice and NHS resources.
- An awareness of own limitations and experience.
- To work only in accordance with the UKCC Code of Conduct and within the Scope of Professional Practice
- Membership of appropriate professional bodies

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 assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly