**THE CROFT PRACTICE**

**PRACTICE NURSE (MAINLY BASED IN THE COMMUNITY) VACANCY**

**JOB DETAILS**

**Job Title:** Primary Care - Practice Nurse Hours of Work: 25 hours

This would be a community based vacancy visiting patients in their own homes, some clinics within the Surgery would be required.

**ORGANISATIONAL ARRANGEMENTS**

**Managerially Accountable to:** Practice Manager

**Clinically Accountable to:** Partners

**Professionally accountable to:** Partners & NMC JOB PURPOSE

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

Strive to improve standards of care and be involved in identifying practice population needs.

Chronic Disease management is an essential part of the role.

**DUTIES AND RESPONSIBILITIES**

**Professional Responsibilities**

• Assist GP's to help deliver effective implementation of management of patients with chronic diseases as detailed by the Quality and Outcomes framework.

• Promote your own continuing professional development.

• Undertake opportunistic screening when clinically required.

• Perform venepuncture and electrocardiography

• Undertake wound care/ management/dressing techniques.

• Leg ulcer management, dopplers and compression bandaging.

• Carry out ear examination and syringing, following appropriate training and assessment.

• Perform cervical screening and promote breast awareness.

• Administer adult and paediatric injections under an individualised prescription or Patient Group Direction, ensuring safe storage, rotation and disposal of vaccines and drugs.

• Provide advice on lifestyle issues, assist and support patients in changing their unhealthy behaviours and refer appropriately.

• Participate in the smoking cessation service

• Recognise the signs of child abuse, family violence, vulnerable adults, substance abuse, addictive behaviours, suicidal tendencies and be aware of local, referral procedures.

• Ensure that current evidence based approaches to patient are standard practice

• Apply infection control measures when collecting and handling of laboratory specimens, disposing of waste materials, dealing with blood and body fluids spillages and report and treat sharps injuries. • Undertake first aid and management of emergencies, eg burns, haemorrhage, hypo/hyperglycaemic emergencies/asthma attacks.

• Undertake annual training and demonstrates competency in anaphylaxis and resuscitation techniques Research, Audit and Quality

• Advise members of the public on the concepts of health promotion, education, prevention.

• Take responsibility for personal development and education including in service training.

• Direct, supervise and help mentor nurses and health care assistants in the clinical setting.

• Maintain professional development by attending relevant courses and study days to keep abreast of current knowledge and developments

• Abide by the legal requirements and statutory rules relating to practice and r ecord and maintain periodic professional registration with RCN & NMC

• Participate in an annual appraisal.

• Completing all mandatory training modules as specified by the Organisation Quality • Alert other team members to issues of quality and risk

**COMPETENCE**

You are responsible for limiting your actions to those, which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to the Lead Clinician in the first instance.

**REGISTERED HEALTH PROFESSIONAL**

Maintain registration with NMC/ Medical Indemnity provided by the Organisation.

**SUPERVISION**

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement, in the first instance advice should be sought from the Lead Clinician.

**RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

**RECORDS MANAGEMENT**

As an employee of the Organisation, you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Organisation). You should consult the Practice Manager if you have any doubt as to the correct management of records with which you work.

**HEALTH AND SAFETY REQUIREMENTS**

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the practice to meet its own legal duties and to report any hazardous situations or defective equipment.

**CONFIDENTIALITY**

All employees of the Organisation are required to maintain the confidentiality of members of the public and members of staff in accordance with the Practice policies.

**FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation.