



**Solihull  
Healthcare  
Partnership**

**Document ID:**

HR03-04

**Issue Date:**

April 2021

**Revision:**

2

**Job Description & Person Specification**

**Approved by:**

HR

**Job Title:**

**Practice Nurse**

**Reporting To:**

**Lead Nurse / Deputy Lead Nurse**

**Direct Reports:**

**N/a**

### **1. Job Role / Purpose:**

To work as part of the primary healthcare team in the care of patients of practice, to include treatment, preventative care, screening and patient education.

### **2. Key Duties & Responsibilities:**

#### **General Practice Nursing**

- Provide assessment, screening treatment, services and health education advice.
- Provide nursing treatment to patients using agreed protocols, including:
  - Cervical smears
  - Wound care / ulcer care
  - Removal of Sutures
  - New Patient Medicals
  - Urinalysis
  - ECGs
  - Peak Flow Readings
  - Venepuncture
  - Blood pressure measurements
  - Ear syringing
- Chaperoning and assisting patients where appropriate who are being examined by another clinician
- Assisting GPs with minor surgery and coil fittings
- Assist with the organisation and co-ordination of the provision of nursing services for the practice.
- Provide general and specific health screening to the practice patients (within the agreed protocols) with referral to general practitioners as necessary.
- On occasion there may be a requirement to undertake home visits
- Be competent in administration of childhood immunisation and travel vaccination.
- Be competent and confident in managing people with long-term health conditions.
- Interest in Diabetes, Coronary Heart Disease, COPD and Contraception.
- Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis.
- Triage patients wishing to see health care professional, making and necessary referrals to other members of the primary care team.
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long term condition (as appropriate).
- Diagnose and manage both acute and chronic conditions, integrating both drug and non-drug treatment methods into a management plan.



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- Review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice.
- Work with patients in order to support compliance with, and adherence to, prescribed treatments.
- Provide information and advice on prescribed or over the counter medication, medication regimes, side effects and interactions.
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care.
- Implement and participate in vaccination programmes for both adults and children.
- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
- Recognise and work within own competence and professional code of conduct as regulated by the NMC.
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
- Deliver care according to NSF, NICE guidelines and evidence based care.
- Maintain and control injectable and oral drug stocks in the treatment room and surgery.
- Advise manager regarding health and safety aspects. Pathological specimens and investigatory procedures.
- Undertake the collection of pathological specimens, including intravenous blood samples, swabs, smears, etc.
- Oversee the duties undertaken by the HCA and assist with training and mentoring as and when required.
- Prioritise own workload and ensure effective time management strategies are embedded within the culture of the team.
- Ensure accurate notes of all consultations and treatments are recorded adequately on the computer.
- Assist in the formulation of practice philosophy, strategy and policy.
- Maintain a notice board in the waiting area designated for patient health care and education.
- Attend and participate in any Practice meetings when required.
- Any other delegated duties appropriate to the post

### **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 practice manager
- A commitment to the effective use of practice and NHS resources
- An awareness of own limitations and experience



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- To work in accordance with the NMC Code of Conduct and within the scope of professional practice.
- To have a written professional development plan and to maintain an up to date portfolio which meets the requirements of registration with the NMC
- Cooperate with annual appraisal meetings

### **3. Other Responsibilities**

#### **Health and Safety**

- To comply with the Health and Safety at Work etc. Act 1974.
- To take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.

#### **Equality and Diversity**

- To carry out at all times their responsibilities in line with Equal Opportunities Policy and Procedure.

#### **Risk Management and Clinical Governance**

- To work within the Clinical Governance Framework of the practice, incorporating Risk Management and all other quality initiatives and all aspects of CQC implementation.

#### **Confidentiality**

- To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the General Data Protection Regulations 2018 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

#### **Safeguarding**

- Whilst in post, staff are expected to acquire and update their knowledge on safeguarding as per the intercollegiate document requirements and SHP policies.

#### **Professional development**

- The post holder will participate in any training programme implemented by the practice as part of this employment
- To participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

#### **General**

- To undertake any other duties commensurate with the role, within the bounds of their own competence as guided by the attached management framework.
- To work across the various SHP sites as required.



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- In light of national policy and due to the needs of the business it may be necessary for the Partnership to alter the opening hours of the surgeries. This could incorporate different opening hours and weekend working which may affect when you are required to work. The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.

**SHP Vision Statement:** To be the most respected Primary Care provider in the Birmingham and Solihull Region.

**Mission Statement:**

**Sustainable Primary Care services that meet the needs of our patients and commissioners.**

**Have a united, strong and financially viable organisation.**

**Practice of choice for our patients and the employer of choice for our people.**



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**PERSON SPECIFICATION**

	<b>Essential /Desirable</b>	<b>Shortlisting</b>
<b>Qualifications</b>		
Registered General Nurse	E	A
Independent/supplementary nurse prescribing qualification	D	A
<b>Experience</b>		
Previous experience of working in General Practice and/or Community Nursing	E	A
Experience of working in accordance with the NMC 'Code of Professional Conduct'	E	A
Experience of dealing with the public/patients	E	A/I
Experience of implementing protocols and clinical guidelines	E	A/I
Experience in childhood immunisation, women's health, wound care and general nursing	E	A/I
Experience of EMIS Web clinical system	D	A
<b>Skills/Knowledge</b>		
Knowledge of health promotion strategies	E	A/I
Able to demonstrate enthusiasm to develop nursing skills	E	A/I
An understanding, acceptance and adherence to the need for strict confidentiality	E	A/I
Ability to use own judgement, resourcefulness and common sense	E	A/I
Ability to work without direct supervision and determine own workload priorities	E	A/I
Ability work as part of an integrated multi-skilled team	E	A/I
Able to work under pressure and in a changing environment	E	A/I
Excellent communication skills, both written and verbal	E	A/I
Proficient in Microsoft Office software	E	A
Knowledge of managing patients with Diabetes	D	A
<b>Other</b>		
Full registration with NMC	E	A
Flexibility to meet the needs of the business	E	I
Able to travel to all SHP sites	E	I
DBS required	E	-