

<b>Job title:</b>	Practice Nurse (Maternity Leave Cover)
<b>Reports to:</b>	Lead Nurse
<b>Hours:</b>	37.5 per week
<b>Salary:</b>	
<b>Job role and purpose:</b>	
<p>The practice nurse will work as part of the primary healthcare team in the care of patients of practice, to include treatment, preventative care, screening, and patient education.</p>	
<b>Main duties and responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Provide assessment, screening treatment, services, and health education advice.</li> <li>• Provide nursing treatment to patients using agreed protocols, including: <ul style="list-style-type: none"> <li>• Cervical smears</li> <li>• Wound care / ulcer care</li> <li>• Removal of Sutures</li> <li>• New Patient Medicals</li> <li>• Urinalysis</li> <li>• ECGs</li> <li>• Peak Flow Readings</li> <li>• Venepuncture</li> <li>• Blood pressure measurements</li> </ul> </li> <li>• Chaperoning and assisting patients where appropriate who are being examined by another clinician</li> <li>• Assisting GPs/Sexual Health Nurse with minor surgery and coil fittings</li> <li>• Assist with the organisation and co-ordination of the provision of nursing services for the practice.</li> <li>• Provide general and specific health screening to the practice patients (within the agreed protocols) with referral to general practitioners as necessary.</li> <li>• On occasion there may be a requirement to undertake home visits</li> <li>• Be competent in administration of childhood immunisation and travel vaccination.</li> <li>• Be competent and confident in managing people with long-term health conditions.</li> <li>• Interest in Diabetes, Coronary Heart Disease, COPD and Asthma.</li> <li>• Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis.</li> <li>• Triage patients wishing to see a health care professional, making and necessary referrals to other members of the primary care team.</li> <li>• Proactively identify, diagnose, and manage treatment plans for patients at risk of developing a long-term condition (as appropriate).</li> <li>• Diagnose and manage both acute and chronic conditions, integrating both drug and non-drug treatment methods into a management plan.</li> <li>• 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.</li> <li>• Work with patients to support compliance with, and adherence to, prescribed treatments.</li> <li>• Provide information and advice on prescribed or over the counter medication, medication regimes, side effects and interactions.</li> <li>• Support patients to adopt health promotion strategies that promote healthy lifestyles and apply principles of self-care.</li> </ul>	

- 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.
- 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 service delivery managers
- 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 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 and clinical supervision meetings.

#### **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 always carry out 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 clients, staff, and other users of the services in accordance with the Data Protection Act 1998 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 his/her own competence as guided by the attached management framework.
- To work across the various SHP sites as required.
- 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.

This job description is not intended to be exhaustive. You may be required to perform any other duties as the organisation may require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the employer's organisation and interests.

#### **Conditions**

All offers of employment are conditional on you demonstrating your eligibility to work in the UK. Offers are also conditional on receipt of a minimum of two satisfactory references, covering at least the last three years on employment, with any gaps in employment history being explained satisfactorily. Whether references are deemed satisfactory is at the discretion of the organisation.

#### **Convictions**

During the recruitment process, we will ask job applicants to disclose any unspent convictions but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions, unless the job is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. If the position is identified as being exempt, the applicant will be required to undergo a DBS check, and this will also form a condition of employment.

**SHP Vision Statement:** To provide person-centred care at the **heart** of the community.

#### **Mission Statement:**

Solihull Healthcare Partnership aims to be the provider of choice in delivering holistic care to our neighbourhood.

**Honest** - We practice and encourage open and honest communication, acting with integrity in all that we do.

**Excellence** - We strive to achieve the highest standards in the care we deliver and enable our team to create an environment that encourages excellence.

**Accountable** - We take personal and collective responsibility for our actions and the way we deliver care.

**Respectful** - We engage with our team, our patients and our community with respect, providing kind and compassionate person-centred care.

**Transformational** - We are committed to continually improving our standards, working with the community, being responsive and adapting to the changing needs of the neighbourhood

**Please note that all applicants must have the right to work in the UK. A full UK driving license is essential.**

**The role may be subject to DBS checks.**