**About the role:**

Mill Stream Surgery has a brilliant opportunity for an experienced practice nurse ideally with diabetic qualifications and skills to join our team on a part time basis, for 3 – 4 days (part days) per week.

**Hours and days to be agreed:**

The days and hours can be negotiated.

**Duties**

1. Routine nursing tasks
2. Occasional phlebotomy.
3. Cervical smears.
4. Wound care, ulcer care and Doppler.
5. Removal of sutures.
6. Urinalysis.
7. New patient medicals – when required.
8. Travel advice.
9. ECGs.
10. Asthma/peak flow readings – spirometry.
11. Diabetic care
12. Blood taking.
13. Hypertension management.
14. Routine immunisations/childhood immunisations.
15. Very occasionally chaperoning and assisting patients if required when being examined by another clinician.
16. Very occasionally assisting GPs with minor surgery.
17. Assisting with maintenance of stock levels of vaccines and clinical equipment/drugs.
18. Other tasks suitable to this role.

**Confidentiality: complete confidentiality of information is an essential condition of employment**

**Cover for colleague’s annual leave and sick leave**

It is essential for you to help cover for colleague’s annual and sick leave.

**Job responsibilities**

* + - 1. At all times maintain accurate records.
			2. Participate in practice administration systems.
			3. Advise a senior clinical colleague or Practice Manager in the event of a potential problem or an error which has taken place.
			4. Write up any significant events which take place and place report in yellow folder in reception.
			5. Alert other team members of issues relating to quality and/or risk.
			6. Assess own performance and take accountability for own actions, either directly or under supervision.
			7. Manage own time, workload and resources.
			8. Contribute to training sessions and team meetings as required.
			9. Communicate effectively with other team members in nursing team and in wider practice team.
			10. Communicate effectively with patients and carers.
			11. Recognise people’s needs for alternative methods of communication and respond accordingly.
			12. Apply practice policies and procedures.
			13. Work within practice standards and guidelines.
			14. Contribute towards your own and practice development by reflecting on your own and team activities and make suggestions on ways to improve your own and the team’s performance.
			15. Work effectively with individuals in other agencies to meet patient needs.
			16. Participate in audit where appropriate.
			17. Reading the regular (normally weekly) staff bulletin.
			18. Managing and treating long term conditions, in line with practice, local and national protocols and the practice needs.
			19. Hypertension review and management.
			20. Running diabetic, asthma and COPD clinics and reviews. We are starting to do some group clinics for diabetes and plan to do the same for asthma soon.
			21. Complete mandatory training and training required by the practice.
			22. Anything else appropriate to this role.

**Practice Benefits**

* NHS Pension
* Vivup lifestyle savings package (currently).
* Blue light card (currently).
* Free parking on site (currently)
* Tea, coffee, and biscuits provided and frequently fruit and biscuits are supplied.

**Coaching/Mentoring**

* Would be available for any new clinical member of staff for the first six months of employment. One of our salaried doctors is an IHM5 qualified coach and could provide sessions which would focus on strengths, build on skills and help the new member of staff build on skills.

**Please note:**

* We do not allow members of staff or members of their family to be patients at the practice.
* Anyone who is a current patient at the practice, who is offered a job role at the practice will need to register at another local practice as a condition of employment.
* Please ask for further information if you have any questions regarding this condition of employment.