**Practice Nurse JOB TITLE: Practice Nurse**

**REPORTS TO: Deputy Practice Manager / GP Partners (Clinically)**

**Deputy Practice Manager (administratively)**

**Hours: 8 am and 6.30 pm as required by the business (with the occasional requirement to work until 8 pm)**

**SALARY: Negotiable, depending on previous experience**

Working under the supervision of the deputy practice manager and as part of the clinical team you will be required to deliver and maintain a high standard of nursing care for our patients.

Applicants should have a Level 1 Registered Adult Nursing qualification and experience of working within a Primary Care Setting or have recently completed the post graduate certificate in practice nursing. Applicants should b highly motivated, organised and relish a challenge.

Although practice nurse experience is desirable it is NOT essential as consideration will be made for applicants wanting to transition from secondary to primary care who have respiratory experience and /or experienced skill set in the areas listed below.

Package:

* **Competitive salary dependant on qualifications and experience**
* **NHS Pension**
* **Professional NMC & RCN fees paid by the practice**
* **CPD support provided by the practice**
* **Usual hours will be worked Monday to Friday between 8 am – 6.30 pm**
* **Enhanced hours working until 8 pm on a clinical team rota**
* **Part time and Full-time working will be considered**

Practice Profile:

* **GMS Contract**
* **Dispensing Practice**
* **List Size 8,100**
* **GP & Nurse Training Practice**
* **Emis Web clinical system**
* **Additional / Enhanced services offered**
* **Branch surgery at Hook Norton**
* **NORA PCN**
* **Bloxham & Hook Norton surgeries are in rural settings which serve local villages and communities**

To apply please forward a CV by 14/2/2023 for the attention of Allison Thomas, Deputy Practice Manager.

Informal meet and greet visits can be arranged by Allison and her team if you would like this opportunity, please contact Allison by calling 01295 722788

You will be an experienced practice nurse or have recently completed the post graduate certification in practice nursing. Although practice nurse is desirable it is NOT essential as consideration will be made for applicants wanting to transition from secondary to primary care who have respiratory experience and / or experienced skill set in the areas listed below.

**JOB RESPONSIBILITIES:**

* Respiratory disease management (COPD and Asthma)
* Assist in chronic disease management clinics (hypertension / diabetes /CHD /CKD
* Assist in and perform routine tasks related to patient care as directed by the deputy practice manager and GPs to include:
* Tissue Viability wound and ulcer care, doppler assessments and compression
* Removal of Sutures
* ECG’s
* Venepuncture
* Travel Health
* Adult and childhood immunisations to include assisting in delivering the seasonal flu campaign
* Contraception injections and routine checks
* Cervical Cytology
* Chaperoning and assisting patients where appropriate wo are being examined by another clinician
* Request basic pathology tests, for example, urine culture, swabs
* Contact patients by email and telephone to offer advice and support
* Be competent in the use of Emis web clinical IT systems and all other IT systems used as part of the Practice Nurse role.
* Following agreed clinical protocols with referral to senior nurses or GP’s as appropriate
* Maintain general tidiness and cleanliness of nurses and treatment rooms, including stocking and rotating items as required
* Maintaining and cleaning equipment used by nurses and GP’s
* Participation in administrative systems in the practice
* At all times there will a need to maintain accurate records
* Attend and participate in Practice and team meetings
* On occasion there may be a requirement to undertake home visits
* Maintain a sound knowledge of the GMS contract for chronic disease management
* Have a sound knowledge of the Practice’s infection control policy

**PERSON SPECIFICATION:**

The Practice Nurse will be responsible for people with a range of needs so being highly organised, flexible, and able to prioritise effectively is vital. They must be observant, able to assess patients and take responsibility for determining the best course of action. On a daily basis they will need to use a broad range of skills, including listening and communication, problem solving, good judgment and offering advice. A Practice Nurse will need to demonstrate critical thinking, decision making and be able to manage patients.

**Confidentiality:**

* While 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 will have access to confidential information relating to patients and their carers and Practice staff. 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 and Practice Staff or business of the practice may only be divulged to authorised persons in accordance with practice polices and procedures relating to confidentiality and the protection of personal and sensitive data.

**Health & Safety:**

The Practice Nurse will assist in promoting and maintaining their own and others’ health and safety and security as defined in the Practice Health and Safety policy to include:

* Using personal security systems within the workplace according to practice guidelines.
* Identify 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 & Diversity:**

The Practice Nurse will support the equality, diversity and rights of patients, carers, and colleagues to include:

* Acting in a manner 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 the individual, is non-judgemental and shows respect

**Personal / Professional Development:**

The Practice Nurse will participate in any training programme implemented by the Practice as part of their employment, such training to include:

* Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
* Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
* Maintain NMC revalidation
* Be willing to undertake additional training in line with Practice requirements to improve and expand service provision and delivery

**Quality:**

The Practice Nurse will strive to maintain quality within the Practice, and will:

* Alert other team members to issues of quality and risk
* Assess own performance and take accountability from own actions, either directly or under supervision
* Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance
* Work effectively with individuals in other agencies to meet patients’ needs
* Effectively manage own time, workload, and resources

**Communication:**

The Practice Nurse 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

**Contribution to implementation of the services:**

The Practice Nurse will:

* Apply Practice polices, standards and guidance
* Discuss with other members of the team how the policies, standards and guidelines will affect own work
* Participate in audit where appropriate

**The above list serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform different tasks as necessitated by the development of this role as the practice develops, and the overall business objective of the practice change.**

**Please send other documents as separate attachments.**

Job Types: Full-time, Part-time

Salary: £18.00 - £20.00 per hour depending on experience

Schedule: 3.5 days over 5 days

Must hold a full driving licence to be able to work between both branches

NMC – Full Membership

Application Deadline: 14/02/2025

Reference ID : Practice Nurse