**Job summary**

To be responsible for the delivery of practice nursing services, working as part of the practices multidisciplinary team who provide care within their scope of practice to the entitled patient population. The practice nurse will be responsible for a number of clinical areas such as health promotion, chronic disease management, health prevention, well woman and well man clinics, as well as supporting the management team in the reviewing of clinical policy and procedure

**Main duties of the job**

The main duties include assisting with patient assessments, taking vital signs, administering vaccinations, and conducting routine screenings such as blood pressure and cholesterol checks. They also help manage chronic diseases like diabetes, asthma, and hypertension by monitoring patient progress and providing education. Additionally, practice nurses promote health by offering advice on healthy lifestyles, smoking cessation, weight management, and sexual health. They are responsible for wound care, such as dressing wounds, removing sutures, and providing post-operative care. Administrative tasks like managing patient records, scheduling appointments, and supporting documentation are also part of their role. Furthermore, practice nurses assist GPs during consultations, preparing patients for examinations and taking notes. Overall, they play an essential role in preventive care and chronic disease management, supporting both patients and healthcare providers.

**About us**

Mandeville Practice provide scomprehensive NHS primary care services to help you manage your health and well-being. The Mandeville Practice is part of PCMS Ltd and is located in a purpose built building, occupying two floors.

Our aim is to provide a high quality, caring and personal health care service to our whole patient population by:

* Putting ourpatients at the centreof what we do
* Having a highly qualified and trainedmulti-professionalintegratedprimaryHealthcareTeam
* Offering our services in asafe, supportive and suitably equippedenvironment, usingtechnological advancesinhealthcaresystems for our patients benefit
* We aim to treat all our patients promptly, courteously and in complete confidence.

**Job description**

**Job responsibilities**

The following are the core responsibilities of the practice nurse. There may be on occasion a requirement to carry out other tasks; this will be dependent on factors such as workload and staffing levels:

a. Develop, implement and embed health promotion and well-being programmes

b. Implement and evaluate individual treatment plans for chronic disease patients

c. Identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects on patients health

d. Provide routine nursing care to patients as required in accordance with clinical-based evidence, NICE and the NSF

e. Provide wound care (ulcer/Doppler etc.) to patients

f. Provide travel medicine services

g. Request pathology services as necessary

h. Process pathology results as required

i. Provide chronic disease clinics, delivering patient care as necessary, referring patients to secondary/specialist care as required

j. Maintain accurate clinical records in conjunction with extant legislation

k. Ensure read codes are used effectively

l. Maintain chronic disease registers

m. Develop, implement and embed well woman clinics

n. Develop, implement and embed well man clinics

o. Chaperone patients where necessary

p. Assist GPs with minor surgery when required

q. Prioritise health issues and intervene appropriately

r. Support the team in dealing with clinical emergencies

s. Recognise, assess and refer patients presenting with mental health needs

t. Implement vaccination programmes for adults and children

u. Support patients in the use of their prescribed medicines or over-the-counter medicines (within own scope of practice)

v. Liaise with external services/agencies to ensure the patient is supported appropriately (vulnerable patients etc.)

w. Delegate clinical responsibilities appropriately (ensuring safe practice and that the task is within the scope of practice of the individual)

x. Support the clinical team with all safeguarding matters, in accordance with local and national policies

y. Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately

z. Deliver opportunistic health promotion where appropriate

**Secondary responsibilities**

In addition to the primary responsibilities, the practice nurse may be requested to:

a. Act as the audit lead, effectively utilising the audit cycle

b. Monitor and ensure the safe storage, rotation and disposal of medicaments

c. Support junior members of the nursing team, providing guidance when necessary

d. Participate in local initiatives to enhance service delivery and patient care

e. Support and participate in shared learning within the practice

f.Continually review clinical practices, responding to national policies and initiatives where appropriate

g.Participate in the review of significant and near-miss events applying a structured approach, i.e. root cause analysis (RCA).

**Person Specification**

**Clinical knowledge**

**Essential**

* Wound care/removal of sutures and staples; ECGs; Venepuncture; New patient medicals; Chaperone procedure; Requesting pathology tests and processing the results, advising patients accordingly; Travel medicine; Diabetes; Hypertension; Asthma; Spirometry; CHD; Immunisations (routine, childhood and travel); Womens health (Cervical cytology, contraception etc.); Understands the importance of evidence-based practice; Broad knowledge of clinical governance; Ability to record accurate clinical notes; Ability to work within own scope of practice and to understand when to refer to GPs; Knowledge of health promotion strategies; Understands the requirement for PGDs and associated policy;

**Desirable**

* Knowledge of public health issues in the local area; Awareness of issues within the wider health arena;

**Qualifications**

**Essential**

* NMC Registered Nurse

**Desirable**

* Postgraduate diploma or degree ( Care)

**Experience**

**Essential**

* Experience working in a primary care environment; Experience chronic disease management.

**Desirable**

* Experience of working as a practice nurse or community nurse