

Probus Surgery

**Person Specification**

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| **Job Title** | Practice Nurse | | |
| **Job Summary** | To provide a high-quality service and level of skilled care that is safe and effective to all patients. Working alongside all clinicians as required providing an efficient service to our patients. Manage your clinics appropriately treating each patient with dignity and care. | | |
| **Requirements** | **Criteria** | | **How Assessed?** |
| **Essential** | **Desirable** |
| **Education/Training/ Qualifications** | Registered with Nursing and Midwifery Council  Knowledge of Primary Care Procedures.  Evidence of skills development  Proficient in Intermediate life support | Evidence of further study and qualifications. | **Application Form**  **CV** |
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| **Experience** | Experience of Chronic disease management and procedures delivered as set out in QoF. |  | **Application Form**  **Interview**  **CV** |
| **Skills/Abilities** | Able to function effectively as a team member  Self-motivated, uses own initiative and will make decisions.  Effective communication skills (written, non-verbal and verbal)  Shares information and good practice openly  Able to prioritise workload of self and others, allocate work and meet deadlines.  Assist in the safe transfer and positioning of patients.  Able to organise, prioritise and adjust own workload in line with clinical lists and responsibilities.  Prepare equipment and instrumentation in accordance with clinical list.  Time management and effective delegation skills.  Works well in stressful situations and able to respond effectively to challenging situations.  Maintains clear and accurate records of assessments made, nursing care and treatment delivered and how effective these have been.  Competent and effective clinical nursing skills including; able to demonstrate safe use of patient equipment.  Ensure all patients and relatives are treated with respect and dignity at all times |  | **Application Form**  **Interview** |
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| **Knowledge** | Basic IT Skills  Understanding of clinical governance and its implications within a Primary Care setting.  Understand the principles of confidentiality and how to handle information in accordance with the Data Protection Act 1998.  Awareness and knowledge of current issues, protocols and policies in relation to protection of vulnerable adults and children.  Understand the need to follow the Practice’s policies for reporting concerns, responding incidents, seeking guidance and complaints handling.  Complies at all times with Health and Safety regulations  Takes responsibility for health and safety of self and others at all times.  Able to recognise and work within the limits of own competence and deliver care based on best available evidence or best practice |  | **Application Form**  **Interview** |
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| **Other Requirements** | Enthusiastic and motivated  Professional approach to work at all times.  Has a clean driving licence and access to a car and willing to travel to satellite sites when required. |  | **Interview** |
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