**JOB DESCRIPTION FOR PRACTICE NURSE**

**MULLION & CONSTANTINE GROUP PRACTICE**

**MAIN PURPOSE**

* To provide nursing care by assisting the clinical team in all tasks as trained at the direction of the senior nurse
* To allow effective communication between patients, carers, doctors and other primary care staff
* To adhere to the strictest confidentiality when handling medical records and other information pertaining to patients and staff
* To undertake some administrative duties when required, such as stock & stores ordering

**KEY DUTIES AND RESPONSIBILITIES**

Duties may vary under the direction of the Senior Nurse and Practice Manager depending on workload and staffing levels and may include the following:

Primary Nursing Duties

* Conducting health checks for new patients
* Perform smears and cervical Cytology
* Perform Anti coagulation testing & monitoring
* Providing wound and ulcer care
* Undertaking suture and clip removal
* Performing ECGs
* Performing doppler assessments
* Carrying out compression bandaging
* Measuring blood pressure, temperature and pulse
* Measuring height, weight, BMI and blood sugar levels
* Ascertaining smoking status
* Providing venepuncture and phlebotomy services
* Taking peak flow readings
* Undertaking urine testing
* Conducting routine immunisations including routine childhood immunisations
* Chronic disease management (Diabetes, learning disabilities, CHD Asthma/COPD)
* Undertaking opportunistic screening for diabetes
* Providing treatment during hypo/hyperglycaemic emergencies
* Assisting in providing emergency treatment for asthmas attacks
* Assisting GPs in minor surgeries
* Assisting in fittings of intra-uterine devices
* Administering therapeutic injections e.g Prolia, Zoladex, prostap & any other injections requested by secondary care

**DUTIES WITHIN THE CLINICAL TEAM**

* Ensuring that specimens are passed on to the pathology service
* Recognising changes in patient observations and taking appropriate action
* Advising patients with regards to healthy lifestyle choices
* Providing dietary advice for healthy eating and the recommended limits for alcohol consumption
* Offering travel health advice and ensuring patients are given appropriate immunisations
* Administering medications on prescription if required and according to Practice protocol/SOP
* Formulating specific wound management plans for patients
* Acting as patient chaperone when needed
* Applying infection control measures including safe disposal of waste materials, handling laboratory specimens, decontamination of instruments, dealing with body fluid spillages and reporting needlestick and other injuries
* Attending regular anaphylaxis and resuscitation training and demonstrating sufficient competency in other emergencies such as stroke, haemorrhage or infarction
* Assisting in seasonal clinics such as the annual ‘flu campaign and monitoring vaccine storage
* Maintaining awareness of child health procedures and points of referral
* Recognising indicators of child abuse and family violence, referring appropriately
* Recognising indicators of substance abuse and addictive behaviour, referring appropriately
* Recognising the needs of patients with depression or at risk of suicide, referring appropriately
* Maintaining knowledge of contraceptive choices, emergency contraception and pregnancy, referring appropriately
* Offering advice on the causes and avoidance of sexually transmitted infections
* Advising & performing cervical cytology screening
* Promoting breast cancer awareness, self-examination and providing accompanying literature
* Promoting men’s health including testicular self-examination, prostate disease, vasectomy and sexual health
* Ensuring stock replenishment and rotation

**OTHER DUTIES**

* Maintaining and restocking leaflets and notices within the waiting room areas and reordering materials and literature
* Communicating effectively with a wide range of people, whether face-to-face, over the telephone or via email
* Maintaining high standards of cleanliness and keeping the working environment free from hazards
* Attending and participating in regular Practice staff meetings and assisting in policy making
* Ordering vaccinations and other pharmaceuticals as required
* Maintaining knowledge of developments in the NHS and keeping up-to-date with public health news
* Attending annual appraisal meetings and keeping a written self-development plan
* Maintaining familiarity with the appointment and repeat prescription system, including ensuring sufficient patient information is recorded
* Offering administrative support, including ensuring the computer system is up-to-date with all consultations
* Organising own work schedule and taking responsibility for prioritising workload
* Participating in educational activities and in-house training by sharing skills and knowledge with colleagues
* Maintaining professional development as well as personal objectives, by taking part in organised study days and self-directed learning
* Cooperating with audits and Practice research
* Liaising with healthcare agencies if necessary
* Promoting the full range of Practice services to patients
* Maintaining knowledge of and adhering to the NMC Code of Conduct

**WORKING ENVIRONMENT**

Health and safety considerations must be adhered to as follows:

Maintaining a thorough understanding of health and safety protocol for oneself and others

* Using security systems within the Practice as instructed
* Identifying potential risks within the Practice environment and undertaking to minimise such risks
* Maintaining up-to-date knowledge and training of health and safety guidelines
* Understanding and utilising appropriate infection control procedures, maintaining hygiene in work areas and keeping the premises free from hazards
* Immediate reporting of potential risks as identified

**CONFIDENTIALITY AND DIVERSITY**

* In the undertaking of the duties outlined above the post-holder may have access to sensitive information relating to patients, carers and Practice staff. This must be kept strictly confidential at all times.
* Patients seeking information from the Practice do so in confidence and as such have the right to expect that staff will respect their privacy and act appropriately
* Practice policies and procedures relating the protection of personal and sensitive data must be adhered to at all times and only divulged to authorised persons.
* The post-holder will support the equality, diversity and rights of patients in a manner that is consistent with Practice policies and legislation
* The privacy, dignity and beliefs of patients, carers and colleagues must be respected
* The post-holder should behave in a manner which is welcoming, non-judgmental and respectful of the circumstances and rights all of all visitors to the Practice

**TRAINING AND DEVELOPMENT**

The post-holder will participate in any training programme deemed appropriate by the Senior Nurse & Practice Manager, which may include:

* An annual individual performance review, to include the contribution a record of own personal and professional development and discussing targets for the future
* Taking responsibility for own development, learning and performance and demonstrating skills to other members of staff when required
* Attending any external training course thought appropriate to the role

**MAINTAINING QUALITY**

The post-holder will strive to:

* Effectively prioritise own time and workload
* Alert colleagues to issues of quality and risk
* Assess own performance and take accountability for own actions
* Contribute to the effectiveness of the team by making suggestions for areas of improvement
* Work constructively with individuals in other healthcare organisations to meet patients needs
* Communicate problems effectively with other team members and work together towards a solution

**CONTRIBUTION TO THE PRACTICE**

The post-holder will be expected to:

* Maintain and apply Practice policies and seek to uphold standards
* Discuss Practice policies with other members of the team and seek to implement new services and quality standards where appropriate
* Participate in audit when required