



Somer Valley Medical Group

JOB DESCRIPTION

Location	Somer Valley medical Group
Job Title:	General Practice Nurse
Rate of Pay:	Band 5- Treatment Room Nurse £15.33 to £16.50 depending on experience
Reporting To:	The Lead Nurse
Job Summary:	
<p>The Practice Nurse is part of the nursing team responsible for ensuring that the practice provides an optimum service of nursing care relevant to the practice population for Somer Valley Medical Group</p> <p>The post-holder will work with reference to Practice agreed protocols and National evidenced based guidelines and in accordance with the NMC code providing nursing care to patients both independently and in participation with nurse colleagues.</p>	
Duties and Responsibilities:	
<p>The main duties and responsibilities are as follows.</p> <ul style="list-style-type: none">• Meeting patients' nursing care needs as identified, or where care has been transferred to the nurse by a GP or other senior clinician. This will usually be in the surgery, but occasional home visits may also be required.• Managing the nursing care of patients, employing personal recall systems suitable to the practice needs. This includes using the practice computer systems for input of information for recall and screening purposes. Accurate and efficient input of data for contract (QOF) purposes is also required.• Deliver nurse led care including:<ul style="list-style-type: none">• Cervical cytology sampling• Childhood immunisations• Travel vaccinations• Seasonal vaccinations• Leg Ulcer management including Doppler assessments and compression therapy• Wound care and assessing and documenting wound care plans.• Prioritise health problems and recognising a deteriorating patient and appropriately refer to the Duty GP.• Provide training and supervision for junior staff within the Treatment Room.• Participate in the education and training of students of all disciplines and in the induction of all members of practice staff.• Adhere to the Nursing and Midwifery Council (NMC) Professional Standards of Conduct and Behaviour (The Code).• Contribute to robust management of Treatment Room provision, acting as champion for a specific area of responsibility, e.g., Infection Control, vaccine ordering and storage, Safety checks and record keeping etc.• Able to provide routine treatment room clinical skills, including:<ul style="list-style-type: none">• Administration of immunisations and medications under PGDs, PSDs and National Protocols.• Intramuscular/subcutaneous injections• Skin suture and clip removal• Venepuncture• Urine testing• ECGs• Vital signs measurements	

- Providing health education advice around diet/smoking/lifestyle factors
- Assist in the maintenance of stock levels as required

Infection Control:

- Somer Valley medical group regards infection prevention and control as a mandatory requirement in the provision of a safe service to all its patients and the protection of its staff.
- All members of staff have a duty to follow Somer Valley Medical group infection control and prevention policies and procedures and to be aware of NHS National Guidance

Confidentiality:

- In the course of 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 may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. 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, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying 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 and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes 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 and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development:

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that NMC professional development requirements are met, the post-holder will participate in any training programme implemented by the Practice as part of this 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.

Quality:

The post-holder 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 for 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 post-holder 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 the Implementation of Services:

The post-holder will:

- Participate in the organisation and co-ordination of nursing services for the practice by working as part of the practice nursing team.
- Attend and participate in all practice meetings as required and assist in the formulation of practice philosophy, strategy and policy.
- Participate in practice audits where appropriate.

Any other delegated Duties Considered Appropriate to the Post:

In the ever changing environment of general practice, this role is designed to change and adapt to the needs of the organisation, so this job description should be used as a guide to the role, and not a strict list of duties.

This job description sets out the duties which this role normally entails. The job holder should understand that the job title and job description may be amended by the employer, and that he/she may be called upon to carry out additional or other duties as may reasonably be required by the Practice. The nature of Practice business means that the job holder must be flexible in his/her approach to the work in order to provide a good service to patients

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Post Holder: Date:

Nurse Lead: Date:

Practice Manager: Date: