

TREATMENT ROOM NURSE JOB DESCRIPTION

Job Title: Treatment Room Nurse (*temporary to cover absences*)

Main Purpose of Post: To be part of the nursing team and share workload and responsibility of delivering high standard evidence based care in the form of treatment room duties to the practice population, in line with local and national policies and guidelines and within the NMC Code of Professional Conduct.

Responsible to: Senior Practice Nurses, the Practice Manager and GP Partners

Qualification: NMC Registered Nurse, Enhanced Disclosure.

Hours per week: 15 (*days and sessions to be agreed*)

Salary: Dependent on Experience, starting from £25,655 pro rata per annum

THE ROLE

1. Clinical

1.1 To provide a holistic, clinical nursing service by attending to referrals and self-referrals of practice patients.

Making an assessment of their physical and social needs,
Implementing an agreed management plan with patients including appropriate referral.

1.2 To set standards of care by implementing protocols and encouraging health promotion activities.

1.3 With support of General Practitioners to manage minor injuries, dressings, investigations and treatments.

2. Management

3.1 To ensure Nursing activities remain within broad policy objectives of the Group.

3.2 To report, document and evaluate your work as a Nurse and to demonstrate its importance both to patients and the Practice.

4. Professional

4.1 To provide a high standard of Professional conduct and Nursing care at all times in accordance with the NMC code of conduct.

4.2 To assist in the supervision of the HCSWs and phlebotomist where required.

4.3 To attend relevant meetings, courses, seminars and keep professionally up-to-date.

4.4 Any other duties considered relevant to the Post.

JOB RESPONSIBILITIES / COMPETANCIES

- To undertake all duties in line with the training and instruction provided by the Practice
- Wound care – provide wound assessment, be able to identify signs of infection and use suitable dressings. Have a broad knowledge of wounds and methods of management i.e. burns, lacerations, post-operative wound care etc
- Removal of stitches and clips
- Prioritise problems presenting in the treatment room, assess and plan appropriate course of action for the patient / situation
- Assistance at clinics, setting up and supporting other clinicians and ensuing patient care
- Provide assistance in minor surgery and coil / implant clinics where required ensuring asepsis during procedures
- Conduct pre-clinic checks
- Be a chaperone for other clinical staff
- Conduct and record weight and height measurements, test and record blood pressure and blood sugar levels
- Provide lifestyle advice and health promotion – both planned and opportunistically
- Perform urinalysis
- Preparation of clinical specimens for collection
- Undertake phlebotomy
- Ensure adequate infection control procedures are in place
- Ensure adequate stock levels
- Ensure the safe storage, recording and disposal of vaccines
- Knowledge and understanding of patients with long-term conditions and acute illness
- Up to date Basic Life Support and anaphylaxis
- Up to date infection control training
- Ensure correct coding and entry into the patient medical record

Desirable Competencies

- Undertake ECGs
- Giving of routine immunisations under PGD
- Giving of injections according to protocol
- Administration of prescribed medications
- Knowledge of Vision INPS and Docman
- Cervical cytology training
- Undertake vaginal swabs
- Provide basic travel advice
- Administer and support patients undertaking nebulizer treatments
- Point of care testing for CRP
- Performing dopplers
- Pill check

PERSONAL SPECIFICATION

Essential

NMC Registered Nurse

Enhanced Disclosure (by the Practice)

IT Skills

Interpersonal Skills

Time Management

Ability work unsupervised and as part of a team

Excellent communication skills both written and verbal

Understanding of GDPR

Desirable

Accredited training in chronic disease management

Accredited training in anticoagulation management

Accredited training in cervical cytology

Able to undertake childhood immunisations

Previous experience of working in Primary Care

Knowledge of INPS Vision and Docman

For further information regarding this vacancy please contact Mrs Rhianon Copeland, Practice Manager. Rhianon.copeland@wales.nhs.uk