

MONTGOMERY MEDICAL PRACTICE
JOB DESCRIPTION - PRACTICE NURSE

Job Title	Practice Nurse
Line Manager	Shian Jones
Accountable to	The Partners
Hours per week	37.5

Job summary

To be responsible for the delivery of practice nursing services including routine, triage and acute appointments, working as part of the practice multidisciplinary team, delivering care within their scope of practice to the entitled patient population.

Mission statement

Aim to provide the highest standard of care by embracing modern technology whilst, at the same time, preserving the traditional values of family medicine.

Primary 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 upon factors such as workload and staffing levels:

- a. Prioritise health issues and intervene appropriately this includes nurse led triage and the assessment of patients with acute symptoms.
- b. To follow infection control procedures, and complete training as required.
- c. Develop, implement, and embed health promotion and wellbeing programmes.
- d. Manage patients presenting with a range of acute and chronic medical conditions, providing subject matter expert advice.
- e. Implement and evaluate individual specialised treatment plans for chronic disease patients.
- f. Identify, manage, and support patients at risk of developing long-term conditions, preventing adverse effects on the patient's health.

- g. Provide advanced, specialist nursing care to patients as required in accordance with clinical based evidence, NICE and the NSF
- h. Provide treatment room services.
- i. Provide services such as ear care, contraception etc.
- j. Request and undertake the collection of pathological specimens.
- k. Provide travel medicine services (General Medical Service vaccinations only).
- l. Process and interpret pathology and other test results as required.
- m. Maintain chronic disease registers and provide chronic disease clinics, delivering patient care as necessary, referring patients to secondary/specialist care as required.
- n. Maintain accurate clinical records in conjunction with extant legislation.
- o. Ensure read codes are used effectively.
- p. Develop, implement, and embed well woman/man clinics.
- q. Be responsible for the implementation of an effective immunisation programme.
- r. Chaperone patients where necessary
- s. Support the team in dealing with clinical emergencies.
- t. Recognise, assess, and refer patients presenting with mental health needs.
- u. Implement vaccination programmes for adults and children.
- v. Support patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice), reviewing annually as required.
- w. Contribute to practice targets (Welsh Government) complying with local and regional guidance.
- x. Liaise with external services/agencies to ensure the patient is supported appropriately (vulnerable patients etc.)
- y. Delegate clinical responsibilities appropriately (ensuring safe practice and the task is within the scope of practice of the individual.
- z. Support the clinical team with all safeguarding matters in accordance with local and national policies.
- aa. Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately.

Secondary responsibilities

In addition to the primary responsibilities, the Practice Nurse may be requested to:

- a. Monitor and ensure the safe storage, rotation, and disposal of medicaments.
- b. Participate in local initiatives to enhance service delivery and patient care.
- c. Support and participate in shared learning within the practice.
- d. Develop an area of specialist interest, taking the lead within the practice.
- e. Continually review clinical practices, responding to national policies and initiatives where appropriate.
- f. Participate in the review of significant and near-miss events applying a structured approach i.e., root cause analysis (RCA).
- g. Develop practice administrative and clinical protocols in line with the needs of the patient and current legislation.
- h. Contribute to Clinical Governance Training sessions in the practice.

Generic responsibilities

All staff at Montgomery Medical Practice have a duty to conform to the following:

Safety, Health, Environment and Fire (SHEF)

This organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing, and safety.

The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures, and guidelines.

All personnel have a duty to take reasonable care of health and safety at work for themselves, their team, and others and to cooperate with employers to ensure compliance with health and safety requirements.

Confidentiality

The organisation is committed to maintaining an outstanding

confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality.

It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service.

Collaborative working

All staff are to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.

Teamwork is essential in multidisciplinary environments and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working and work effectively with others to clearly define values, direction and policies impacting upon care delivery

Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence. Plans and outcomes by which to measure success should be agreed.

Notes:

The job description may be amended following consultation with the post holder to facilitate the development of the role, the organisation and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the organisation