

# TROSNANT LODGE MEDICAL PRACTICE



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## Job Description

<b>JOB TITLE:</b>	<b>Practice Nurse</b>
<b>HOURS:</b>	<b>Full Time (part time or job share also considered)</b>
<b>REPORTS TO:</b>	<b>Practice Manager and Senior Nurse</b>
<b>SALARY:</b>	<b>£13.95 - £16.86 depending on experience.</b>

## Job Summary

The purpose of the post is to provide nursing services to the patients of the practice.

The post holder will perform tasks prescribed and delegated by the GP Partners and will work unsupervised to Patient Group Directives and agreed protocols within their defined competencies. As a Practice Nurse, the post holder will assess patients and plan, implement and review treatment programmes. The post holder will have shared responsibility for the supervision of lower grade members of the nursing team and will be responsible for the delegation of duties according to their training and competence.

## Duties and responsibilities

### **Clinical**

- New patient health checks
  - Urine testing and analysis
  - Blood pressure measurement and monitoring
  - Performing ECG's
  - Height and weight measurement
  - Audio testing
  - Spirometry
  - Oral glucose tolerance testing
  - Removal of sutures
  - Ear syringing
  - The collection of pathology samples for analysis (blood, sputum, urine etc.)
  - Travel clinics (vaccination, medication, malaria prophylaxis and avoidance, safe sex, food hygiene, health insurance advice etc.)
  - Assessment, management and treatment of conditions within competence and as delegated
  - Wound care, dressings, tissue viability
  - Ulcer care including Doppler assessment
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- Scalds and burns management
- Minor injuries
- Management of skin disorders
- Routine immunisations including pertussis vaccination for pregnant women, flu vaccinations, pneumococcal immunisation, shingles vaccination etc.
- Injections such as B12 etc.
- Nebuliser use and care
- Chronic Disease Management – Asthma, COPD, CHD, Hypertension, Diabetes etc.
- Health and lifestyle advice for men and women including any appropriate referrals
- Support and advice for patients in managing long term health conditions
- Contraception and safe sex advice
- Chaperoning
- Medicals
- Setting up and assisting with minor surgery procedures, including joint injections.
- Setting up and assisting with the insertion and removal of IUD's and implanon's.

The Practice Nurse will refer to a supervising member of the clinical team if deviation from protocol is required, if unsure in any way or where clinical judgement is required before proceeding.

Drugs will only be administered on the basis of written and signed medical authorisation.

## **Record keeping and administration**

- Ensure that accurate records of all patient encounters are documented in accordance with practice record and coding protocols
- Accurately label and document patient samples and submit for collection and analysis
- Contribute to nursing team record keeping (clinical, administrative, health and safety related records)
- Maintain skills in using the patient appointment system.

## **Maintaining a safe clinical environment**

- Record fridge temperatures, clean fridges, promptly report temperature variations from standard
- Rotate stock according to date, maintain appropriate records and discard out of date stock in accordance with practice protocol
- Prepare clinical areas between patients in accordance with the practice infection control policy, including cleaning surfaces and equipment
- Disposing of all clinical waste and sharps in accordance with the practice policies
- Clean / maintain all equipment in line with practice policies
- Take action to manage spills or decontaminate affected areas.

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The Practice Nurse will be aware of and comply with the Practice Health and Safety Policy.  
This will include:

- Minimising the risk to self and others in the workplace
- Identifying and reporting hazards and risks and contributing to control measures
- Adhering to all relevant policies including infection control, cold chain etc.
- Contributing to keeping the working area and patient areas tidy and free from hazards
- Using protective equipment and clothing in line with the practice policy.
- Handling specimens, clinical waste and sharps in accordance with the practice policy
- Following and applying the correct spill control and decontamination policies.
- Ensuring that sufficient supplies of all cleansing and infection control materials are maintained
- Attending health and safety training as required.

## **Supplies management**

- Check stock in all clinical rooms
- Order replacement stock and restock clinical rooms
- Order vaccines to maintain stock levels and store according to practice cold chain and storage policies
- Maintain accurate stock records
- Order the most economic supplies available and use with economy
- Order and maintain stock of health information leaflets and keep displays up to date.

## **Equipment maintenance and calibration**

- Contribute to care and maintenance of equipment.
- Organise repair and regular maintenance and calibration of equipment

## **Quality**

- Provide services to the practice patients to the highest possible standard
- Work to agreed standards and monitor and maintain the standard of care offered
- Take action if standards are not met (both for yourself and others)
- Contribute to clinical governance activities and clinical audit to ensure continual improvement of service delivery
- Contribute to complaint responses, significant event, peer review and other shared learning activities
- Support and mentor staff in training
- Support the performance of team members, including giving and receiving effective feedback.

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## Communication

- Communicate effectively, promptly and appropriately with other members of the practice team
- Communicate effectively with patients and carers and utilise and demonstrate sensitive communication styles to ensure that patients are fully informed and consent to treatment.
- Attend and contribute to practice and nursing team meetings

## Personal Development

The Practice Nurse will:

- Comply with the NMC code of conduct and keep registration up to date
- Behave as a positive role model
- Prioritise their own work and work effectively with others to prioritise team and practice workload
- Undertake training needed to ensure competencies for delivering all responsibilities
- Maintain awareness of current evidence-based approaches to patient care and update practice accordingly
- Attend and contribute to in-house training events
- Take responsibility for own development, including maintenance of a personal development plan and record of learning, clinical supervision, staff appraisals, giving and receiving feedback. This can be done with the support and supervision of qualified staff
- Undertake regular mandatory training

## Confidentiality

- 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 carer's, Practice staff and other healthcare workers. 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.

## 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 recognises 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.
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- Behaving in a manner that is welcoming to and of the individual and is non-judgemental and respects their circumstances, feeling, priorities and rights.
  - Support people who need assistance in exercising their rights.

## **Review of job description**

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder in correspondence with their position and it is expected that requests will not be unreasonably refused.

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