Practice Nurse Job Description

**JOB TITLE:** Practice Nurse

**MAIN PURPOSE OF THE POST:** To provide a diverse and comprehensive range of nursing services and care.

**REPORTING TO:** Nursing Team Leader

**INTERFACE WITH:** Patients, partners, practice management, attached GPs, nurse peers, admin, secretarial and other support staff.

**LOCATION and WORKING HOURS:** The post holder is expected to work at any of the Liphook and Liss Surgery premises. To work contracted hours including: extended hour surgeries, weekends and to cover holiday and sickness absence.

**PRACTICE OBJECTIVES**

We aim to provide the highest possible standards of clinical and patient care. As part of a united team, the Liphook and Liss Surgeries are determined to create a warm and welcoming environment for our patients. We want to treat them with sensitivity and kindness at all times. We will always try to accommodate patient requests wherever reasonable. Above all, we want our patients to feel they have been looked after in a professional and a sympathetic manner at all times.

**DUTIES AND RESPONSIBILITIES OF THE POST**

1. **Assessment of minor illnesses**
   a. Take history and examination of patient complaint
   b. Feel confident to ask for further assessment
   c. Give advice and information to patients within competence
2. **Wound Management**
   a. Perform wound care using aseptic technique
   b. Undertake uncomplicated dressings, including leg ulcers
   c. Suture and clip removal
   d. Assist with minor surgery

3. **Complex Wound Management**
   a. Provide the diagnosis management plan and treatment of leg ulcers using Doppler assessment

4. **Screening**
   a. Undertake opportunistic screening – BP checks, height, weight, BMI, urinalysis, smoking status
   b. Undertake Over 75 checks
   c. Undertake opportunistic venepuncture

5. **Health Promotion**
   a. Recognise patients’ readiness to change and support their attempts to change unhealthy behaviour
   b. Provide healthy eating advice to individuals or to groups, including the underweight
   c. Provide smoking cessation advice individually in opportunistic consultations
   d. Provide individual advice to patients about increasing activity or exercise
   e. Offer advice on recommended safe limits for alcohol consumption
   f. Refer as appropriate

6. **Vaccinations and Immunisations**
   a. Administer injections under an individualised prescription or Patient Group Direction
   b. Ensure safe storage, rotation and disposal of vaccines and drugs.
   c. Works to Patient Group Directions for POMs

7. **Ear Care**
   a. Undertake ear syringing after the patient has been assessed by a GP or senior nurse
   b. Advise patients about safe ear care

8. **Infection control**
   a. Support patients and colleagues in adopting sound infection control measures
   b. Apply infection control measures within the practice according to local and national guidelines
   c. Universal hygiene precautions
   d. The collection and handling of laboratory specimens
   e. Segregation and disposal of waste materials
   f. Use of disposal instruments
g. Reporting and treatment of sharps injuries  
h. Dealing with blood and body fluid spillages  
i. Educate colleagues in adopting sound infection control measures

9. Emergency Management  
   a. Is competent in anaphylaxis and resuscitation techniques

10. Child Health/Child Protection  
    a. Recognise the signs, symptoms and categories of child abuse  
    b. Understand the importance of recognition, observation, documentation and communication  
    c. Is aware of child health procedures, statutory local procedures and points of referral  
    d. Has knowledge of other practitioners and agencies roles

11. Mental Health  
    a. Awareness of appropriate referral mechanisms for family violence, vulnerable adults, substance abuse and addictive behaviours  
    b. Recognise psychological needs of patients presenting with depression or suicidal tendency

12. Men’s Health  
    a. Raise awareness and give basic advice on issues covering:  
    b. Testicular self-examination  
    c. Incontinence and prostatic disease  
    d. Family planning  
    e. Sexual Health  
    f. Make appropriate referrals  
    g. Initiate opportunistic consultations with patients to cover issues of men’s health

13. Family Planning  
    a. Advise patients on available methods of contraception and refer patients as appropriate  
    b. Support patients attending for emergency contraceptive and refer patients as appropriate  
    c. Perform interval health check for patients using hormonal contraception  
    d. Teach patients correct condom use  
    e. Advise patients on reducing risk of sexually transmitted diseases and refer patients appropriately

14. Women’s health  
    a. Advise patients on the national and local cervical cytology and mammography screening programmes  
    b. Undertake a programme of cervical cytology sampling under supervision until competent
c. Audit a minimum of twenty consecutive smears each year to demonstrate adequate sampling rates
d. Promote breast self-awareness, demonstrate breast self-examination and provide supporting literature
e. Advise patients about reducing the risk of sexually transmitted diseases and make appropriate referrals
f. Take swabs for microscopy as directed
g. Give patients basic advice about peri-menopausal risk of osteoporosis and heart disease. Offer health promotion/lifestyle advice to patients
h. Advise on basic incontinence management and make appropriate referrals

15. Chronic Disease Management –
   A general Awareness of Diabetes - Contribute to the maintenance of the practice diabetic register
   Respiratory - Contribute to the maintenance of the practice respiratory register
   Cardiovascular disease - Contribute to the maintenance of the practice CHD register

16. Clinical Practice
   a. Participate in evidence-based practice
   b. Be aware of current evidence based approaches to patient care and demonstrate this in practice
   c. Demonstrate clinical expertise in practice
   d. Ensure that all clinical system entries are properly recorded and coded on the practice clinical system.

SPECIAL REQUIREMENTS OF THE POST

1. The post holder will need to undertake significant training and routine skills updates in order to perform the above duties and consequently will need a high degree of commitment towards the role and their own personal development.

2. An understanding, acceptance and adherence to the need for strict confidentiality.

3. The post requires the significant use of display screen equipment.

4. Competence in the use of IT systems with the ability to learn new software. In particular, a good working knowledge of MS Office and EMIS web would be highly desirable

5. Personal skills and qualities:
   a. Obsessive attention to detail.
   b. Excellent communication skills.
   c. Persuasive.
   d. Good interpersonal skills.
e. Highly numerate.
f. Strong team player
g. Keen interest in healthcare development issues
h. Possess a “can do attitude”

6. Clinical governance skills
   i. Monitor and maintain the consistency of professional standards set
   j. Take appropriate action if standards are not being met
   k. Assist in clinical audit and the setting and monitoring of standards of care
   l. Teach and direct others in clinical setting, including unqualified staff

PRACTICE POLICIES & PROCEDURES

The postholder will be expected to comply with all relevant practice policies, procedures and protocols as advised and subsequently revised. The postholder will inform the Nursing Team Leader about any inaccuracies or conflicts in practice policies, procedures and protocols, in so far as these affect the postholder, other members of staff and members of the general public, so these can be revised where necessary.

HEALTH & SAFETY

Ensure full compliance with the Practice Health & Safety Policy, reporting any deficiencies, potential hazards or dangerous occurrences to the Practice Manager immediately.

QUALIFICATIONS

- Able to demonstrate good standard of education.
- NMC registered.

CHANGES & REVISIONS TO THIS JOB DESCRIPTION

This job description will be subject to periodic review and amendment after consultation, however the postholder accepts that variations to job content should not be unreasonably withheld.