



## Linden Medical Group

### Practice Nurse Job Description & Person Specification

<b>Job Title</b>	Treatment Room Nurse
<b>Line Manager</b>	Practice Nursing Team Manager
<b>Clinically Accountable to :</b>	The GP Partners and the Nursing Team Manager
<b>Site:</b>	Linden Ave and Ise Medical Centre
<b>Hours:</b>	As agreed
<b>Salary scale:</b>	Appropriate to the post and based upon the successful candidate's present qualifications and skills.

#### Job Summary

The post holder will work to ensure that standards of patient care are consistently maintained at all times in accordance with both National and Practice operation policies and procedures, along with the NMC requirements for registered nurses. As a skilled member of the nursing team, they will promote and safe guard the wellbeing and interests of all patients, employees and visitors at the Practice.

The post holder will be able to successfully carry out the required clinical skills, both independently and also and as part of the multi-disciplinary team. Delivering high quality clinical care to all patients within their scope of practice. The clinical areas involved in this role includes: wound management, health prevention issues, delivery of agreed clinical care needs independently and collaboratively with other members of Practice team offering appropriate interventions within the Practice treatment room in keeping with the roles main duties.

#### Essential Characteristics

##### Qualifications:

First Level Registered Nurse with a currant NMC Registration - The post holder must maintain their ongoing registration with the NMC and at all times during their employment must work within guidelines laid down by NMC Code (Profession Standards of practice and behaviour for nurses and midwives).

##### Personal Characteristics :

- Excellent interpersonal skills, verbal and written
- Able to use own initiative, work alone and in a team
- Good time management and ability to prioritise work load
- Able to work effectively under pressure
- Flexibility, able to adapt to changing needs within the Practice

To ensure the effective and efficient running of the Practice, any recommended changes to the health environment, methods of delivery of care, and the Practice priorities, may lead to changes in the Job specification and responsibilities required, as agreed by the GP Partners, the Practice Manager and the Nursing Team manager.

## Job Main Duties and Responsibilities

### Main duties and Primary responsibilities:

#### 1) Clinical:

- To provide high standards of quality patient care.
- Promote & participate in the maintenance of a safe, comfortable & therapeutic environment. Including the ordering of equipment as required and ensuring the effective use of clinical stock.
- Provide information, advice and support to patients face to face and via the telephone.
- Maintaining all required levels of infection control throughout, in line with the National and Practice Policies.
- Provide holistic assessment using appropriate contemporary tools, and developing from that a suitable individual plan of care.
- Providing safe evidence based, cost effective individualised patient care.
- Those qualified independent Nurse prescribers will be required to only prescribe within their field of competency and comply with both the national and local protocols, and adhering to the NMC code.
- Take responsibility for the safe storage and administration of drugs and equipment, including the cold chain for vaccines.
- Ensuring the Practice emergency equipment is checked and renewed as required.
- Implementation and evaluation of programs of care and delegate as appropriate.
- Assessing an individual's communication needs as required to gain appropriate understanding for informed consent to be obtained.
- Working with the available tools to assist better communication with patient's where they may be issues with language, hearing or understanding.
- Maintain the established reporting documentation and communication system to ensure efficient evaluation and monitoring of patient care.
- Ensure the maintained standard for record keeping at all times including the Recording accurate information and data using the SystmOne clinical software.
- Participate in setting and monitoring standards for effective care ensuring delivery of evidence based practice.
- Participate in required auditing of clinical outcomes.
- Participate in developing strategies and implementing health promotion programs for clients and those who care for them.
- Ability to priorities workload and respond accordingly.
- Attend meetings and be an active participant in team discussions to ensure best practice and development of services.
- Report and record all clinical incidents to Nurse Manager/Practice Manager.
- Additional hours may be required to be worked to ensure the smooth running of the Practice and to cover staff holidays and sickness.

#### Clinical Skills required (or willingness to be trained):

- Wound management - assessment and delivery of ongoing planed care
- Leg Ulcer care
- Venipuncture
- Urine testing
- Taking of required swabs
- ECG procedures

- Assistance in Minor Surgery
- Infection control management of all equipment
- Immunisation and Vaccine administration
- The safe administration of prescribed medications and Injections
- Removal of sutures
- Health promotion, including NHS Health Checks
- Ear care
- Cervical Cytology

### Secondary Responsibilities

In addition to the primary responsibilities, the practice nurse may be requested to:

- a. To work as an effective team member and promote a multi-agency collaborative approach to health care.
- b. Monitor and ensure the safe storage, rotation and disposal of equipment and medicines.
- c. Support junior members of the nursing team, providing guidance when necessary.
- d. To carry out other duties identified and agreed, within the field of competency or role as directed.
- e. Participate in local initiatives to enhance service delivery and patient care
- f. Attend meetings as agreed by the Nurse Manager.
- g. Support and participate in shared learning within the practice
- h. To have a good understanding of the Practice policies and procedures as laid out in Linden Medical Groups Terms and Conditions and associated documentation.
- i. Continually review clinical practices, responding to national policies and initiatives where appropriate.
- j. Participate in the review of significant and near-miss events applying a structured approach i.e. root cause analysis (RCA)

### Flexibility

This role profile is intended to provide a broad outline of the main responsibilities only. As part of the review process the post holder may need to be flexible in developing their role, by working with the Practice to allow for the delivering of appropriate care for patients in line with the agreed policies and at the nurses' level of competency.

### Generic Responsibilities

All staff at Linen Medical Group have a duty to conform to the following:

#### Communication

Ensure and maintain effective communication with individuals and groups within the practice environment and with external stakeholders.

## **Equality, Diversity & Inclusion**

A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.

## **Safety, Health, Environment and Fire (SHEF)**

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

## **Confidentiality**

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

## **Quality & Continuous Improvement (CI)**

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

## **Induction Training**

On arrival at the practice all personnel are to complete a practice induction programme.

## **Learning and Development**

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. The post holder will take overall responsibility for own professional development, undertaking training for specific clinical tasks as required and maintain their personal professional portfolio in line with the requirements of Revalidation set out by the NMC. Attending all mandatory training courses and the updates and any study days as appropriate to the post, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery. All staff will attend their performance and development reviews with a GP Partner, the Nurse Manager & if required the Practice Manager.

## **Collaborative Working**

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

## **Service Delivery**

Staff at Linden medical Group must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

## **Security**

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

## **Professional Conduct**

At Linden Medical Group, all staff are required to dress appropriately for their role. Nursing and some administrative staff will be provided with a uniform whilst other clinical staff must dress in accordance with their role.

## **Leave**

All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take their allotted leave each year, and should be encouraged to take all of their leave entitlement.

Linden Medical Group - Treatment Room Nurse  
Person specification

	Essential attributes	Desirable requirements
<b>Qualifications and training</b>	R.N. (first level) actively on the NMC Register  Evidence of continuous professional development and revalidation.	Further qualifications and clinical education relevant to working in General Practice.
<b>Experience</b>	Recent post registration experience. Excellent interpersonal and communication skills verbal and written, with a wide range of individuals and across the multi-disciplinary team	Either experience in Primary care or Treatment Room experience. Experience of SystmOne clinical software Audit experience.
<b>Knowledge skills and abilities</b>	<ul style="list-style-type: none"> <li>• Good time management skills.</li> <li>• Problem solving and analytical skills</li> <li>• Ability to use initiative, work autonomously and in a team</li> <li>• Ability to relate well to patients/ carers/reception staff/ other professionals.</li> <li>• Broad knowledge of Clinical Governance.</li> <li>• Competent IT skills.</li> <li>• Demonstration of a working knowledge and application of the NMC's contemporary codes of practice</li> </ul>	<ul style="list-style-type: none"> <li>• Empathic approach.</li> <li>• Awareness of effective use of resources.</li> <li>• Ability to work under pressure</li> <li>• Educator skills.</li> <li>• Research and audit skills.</li> <li>• Ability to work independently and interact effectively within a multi-disciplinary practice team.</li> <li>• An understanding of the need for PDG's and associate policies.</li> </ul>
<b>Qualities and attitude</b>	Motivated to develop self and other team members. Able to build effective working relationships at all levels Ability to interact positively with others. Ability to prioritise workload and manage time effectively. Punctual and committed to supporting the team A willingness to undertake relevant training to the position.	A willingness to help with the development of the Nursing Team  Openness to service modernisation and developments.
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills.</li> <li>• Polite and confident.</li> <li>• Motivated, forward thinker.</li> <li>• Maintains high levels of integrity and loyalty.</li> <li>• Have a sensitive and empathetic approach to situations</li> <li>• Dedication to role and have a flexible approach towards meeting the needs of service.</li> </ul>	Ability to cover sickness and other forms of leave, as required.