Linden Medical Group

Job description: Treatment Room Nurse

Accountability

Managerially: to the Nurse Manager and the Practice Manager
Clinically: to the Nurse Manager and GP’s

Salary scale: Appropriate to the post and based upon the successful candidate’s present qualifications and skills.

Essential Characteristics

Qualifications:
- First Level Registered Nurse.
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Personal:
- Excellent interpersonal skills, verbal and written
- Able to work autonomously 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.

Main Duties and Responsibilities

Be able to successfully carry out the required clinical skills independently and also as part of the nursing team, providing high quality clinical care to all patients with wounds and clinical care needs required to be treated within the Practice treatment room as per the list below. Along with where required assisting other Practice staff in meeting the care needs of the patient. Working at all times within the agreed field of competency for the role.

The opportunity to maintain skills via education, supervision and training will be offered as appropriate to the post, to ensure that the individual maintains a strong clinical knowledge base that is up-to-date and relevant to the duties required.

Job Profile

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 of Professional Conduct.

Changes to the health environment, methods of delivery of care, and the Practice priorities may lead to changes in the job specification and responsibilities.
The following list serves to illustrate the scope and responsibilities of the post at this time and is not intended to be exclusive.

Main duties and responsibilities:

1) Clinical:

- To provide high standards of quality patient care
- Promote & participate in the maintenance of a safe, comfortable & therapeutic environment.
- Provide holistic assessments using appropriate tools and from that provide a suitable plan of care.
- Implementation and evaluating care plans as required.
- Provide information, advice and support to patients face to face and via the telephone.
- Participate in the maintenance of standards for care and auditing clinical outcomes.
- Participate in the developing of identified strategies and implementing health promotion programs for clients along with their carer’s and facilitating screening clinics.
- Take responsibility for the safe storage and administration of drugs and equipment.
- Attend meetings and be an active participant in team discussions to ensure best practice

Clinical Skills required:

- Wound management
- Leg ulcer care- including Doppler assessment and compression bandaging.
- Venipuncture
- Urine testing
- Swabs
- ECG procedure
- Assistance in Minor Surgery
- Infection control and management of equipment
- Immunisation and Vaccine administration
- Administration of medication including via injections
- Ear care
- Women’s health /Cervical Cytology
- Men’s health
- Health promotion

2) Organisational

- To maintain accurate records and data using the SystmOne clinical software.
- To work as an effective team member and promote a multi-agency collaborative approach to health care.
- Maintain the established reporting documentation and communication system to ensure efficient evaluation and monitoring.
- To supervise lower grades of staff and delegate as appropriate.
• Report and record all clinical incidents to Nurse Manager/Practice Manager.
• Maintain and ensure the effective use of clinical stock levels

3) Communication

• Establish and maintain effective working relationships with individuals and other health care partnerships.
• To communicate effectively with a range of individuals and organisations using a variety of communications skills, verbal & non-verbal.
• Assess an individual’s communication needs as required to gain sufficient understanding for informed consent to be granted.
• Work with interpreters [link workers] for non English speaking patients.

4) Education, Training & Research

• To take responsibility for own professional development undertaking training for specific clinical tasks
• Participate in clinical audit
• Participate in research programs as appropriate.
• Participate in the development and implementation of standards and audit activities.
• Attend all mandatory training courses and the updates and any study days as appropriate to the post
• Attend performance and development reviews with the Nurse Manager & Practice Manager.
• Maintain their personal professional portfolio.

5) General

• To carry out duties competently within the role as directed.
• Attend meetings as agreed by the Nurse Manager.
• Establish and maintain effective working relationships with co-workers and the general public.
• Maintaining regular consistent and professional attendance, punctuality, personal appearance and adherence to relevant health and safety and environmental procedures.
• To have a good understanding of Practice policies and procedures as laid out in Linden Medical Groups Terms and Conditions and associated documentation.
• Additional hours may be required to be worked to ensure the smooth running of the Practice and to cover staff holidays and sickness.

Flexibility

This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role and working with the Practice in delivering appropriate care for patients.
Confidentiality

The nurse is required to ensure confidentiality at all times and ensure compliance with the Practice policies and Caldicott guidelines.

Under the Data Protection Act, the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

In the course of seeking treatment, patients entrust us with, or allow us to, gather sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately, however where child protection or vulnerable adults issues are identified, the nurse must act as indicated in Linden Medical Groups policies.

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 procedures and policies, and relevant legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to the individual, and is non-judgmental and respects their circumstances, feelings priorities and rights

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act, to ensure that the agreed procedures are carried out to maintain a safe environment for patients, visitors and staff.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974, therefore you are required to declare all criminal convictions, cautions, reprimands or final warnings and a Criminal Records Check will be carried out on your behalf.
Linden Medical Group - Treatment Room Nurse

Person specification

<table>
<thead>
<tr>
<th>Qualifications and training</th>
<th>Essential attributes</th>
<th>Desirable requirements</th>
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</thead>
<tbody>
<tr>
<td>R.N. (first level)</td>
<td>Evidence of continuous professional development.</td>
<td>Further qualifications and clinical education relevant to working in General Practice. Experience of SystmOne clinical software</td>
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<tr>
<th>Experience</th>
<th>Required Qualifications</th>
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<tbody>
<tr>
<td>Recent 2 years post registration experience.</td>
<td>Either experience in Primary care or Treatment Room experience.</td>
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<td>Wound care extended role skills.</td>
<td>Audit experience.</td>
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<td>Excellent interpersonal and communication skills verbal and written, with a wide range of individuals and across the multi-disciplinary team</td>
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<thead>
<tr>
<th>Knowledge skills and abilities</th>
<th>Essential attributes</th>
<th>Desirable requirements</th>
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<tbody>
<tr>
<td>Good time management skills.</td>
<td>Empathic approach.</td>
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<td>Ability to use initiative, work autonomously and in a team</td>
<td>Awareness of effective use of resources.</td>
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<td>Ability to relate well to patients/carers/reception staff/other professionals.</td>
<td>Ability to work under pressure</td>
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<td>Take appropriate action in the absence of more senior staff.</td>
<td>Educator skills.</td>
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<td>Competent IT skills.</td>
<td>Research and audit skills.</td>
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<td>Knowledge of NMC most recent codes of practice</td>
<td>Ability to work independently and interact effectively within a multi-disciplinary practice team.</td>
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<td>An understanding of change management.</td>
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<th>Qualities and attitude</th>
<th>Essential attributes</th>
<th>Desirable requirements</th>
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<tbody>
<tr>
<td>Motivated to develop self and other team members.</td>
<td>A willingness to help with the development of the Nursing Team</td>
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<td>Able to build effective working relationships at all levels</td>
<td>Openness to service modernisation and developments.</td>
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<td>Ability to interact positively with others.</td>
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<td>Ability to prioritise workload and manage time effectively.</td>
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<tr>
<th>Personal Characteristics</th>
<th>Essential attributes</th>
<th>Desirable requirements</th>
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<tr>
<td>Dedication to role.</td>
<td>Ability to cover sickness and other forms of leave, as required.</td>
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<td>Able to be proactive</td>
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<td>Sense of humour.</td>
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<td>Honest, caring and sympathetic</td>
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<td>Have a flexibility to meet the needs of service.</td>
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<td>A willingness to undertake relevant training to the position</td>
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Reviewed August 2014