

Job Description

Assistant Practitioner

JOB TITLE:	ASSISTANT PRACTITIONER
RESPONSIBLE TO:	Senior Practice Nurse
RESPONSIBLE FOR:	Not Applicable
JOB PURPOSE:	<ul style="list-style-type: none"> To provide nursing support to the Practice Nurses and General Practitioners to ensure the efficient and effective provision of the full range of nursing services to the patients of the practice. The preparation and efficiency of treatment rooms and treatment room equipment. To maintain adequate clinical stock levels and medical stationery.

MAIN DUTIES AND RESPONSIBILITIES	
1.	To undertake all duties in line with the training and instruction provided by the Practice Nurse and General Practitioners.
2.	Assistance at clinics ensuring patient care by chaperoning and assisting patients to dress and undress.
3.	Conduct weight and height measurements, test and record blood pressure and blood sugar levels, pulse rate and temperature.
4.	Venepuncture and the taking and preparing of pathology samples.
5.	Undertake ECG and Spirometry testing.
6.	Provide smoking cessation advice and conduct reviews
7.	Undertake dressing procedures following practice guidelines and using aseptic technique. Undertake stitch/clip removal
8.	Assist with the provision of all health checks and chronic disease management
9.	Provide healthy lifestyle advice regarding diet/exercise/smoking
10.	Urinalysis and preparation of specimens for investigation by the lab
11.	Administer B12 injections, influenza, pneumonia and shingles injections
12.	Assist in minor surgery procedures, implant insertions/removals, coils using aseptic technique
13.	To ensure adequate clinical stock levels and maintain an effective stock management system
14.	Ensure adequate stock levels in treatment rooms and cupboards
15.	The checking and recording of medical supplies on receipt along with reception staff
16.	Receiving telephone messages in the treatment room, recording and transmitting accordingly
17.	Use of the Practice clinical system for patient searches for clinics and patient recall
18.	The ongoing cleaning of clinical equipment and working surfaces, preparing treatment rooms prior to use
19.	Ensure adequate infection control procedures in treatment and consulting rooms
20.	Undertake routine pill checks
21.	Undertake ear syringing
22.	To maintain training is kept up to date at all times and to attend appropriate courses
23.	Administration

	To maintain accurate patient records and enter onto the computer using agreed Read Codes
	Ensure accurate completion of all necessary documentation associated with patient health care
	To collect data and participate in regular Practice audit and research projects
	To contribute to the preparation of any Practice development plans
24.	General
	To maintain a safe and therapeutic environment for all PHCT staff, patients, carers and co-workers from other agencies. Ensure all statutory regulations (e.g. Health & Safety, COSHH, etc) are implemented and adhered to
	To promote a professional approach at all times by attire and attitude to patients and staff both in and out of the Practice
	To maintain own continuous professional development and ensure PDP kept up-to-date in line with the requirements of the Practice
	Attend and participate in staff and Practice meetings and in-house clinical training sessions
	Any other reasonable duties that may be required from time-to-time
25.	Personal Qualities
	To have personal qualities such as compassion, resourcefulness, stamina, motivation and perseverance
	The ability to work within a multidisciplinary team
	Excellent Communication Skills
	A realistic idea of what the work involves.
26.	Confidentiality
	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
	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 carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organization. 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 authorized persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.
27.	Health and Safety
	To assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy to include: <ul style="list-style-type: none"> • Providing information regarding immune consent with particular regard to Hepatitis B status • Identifying the risk involved in work activities and undertaking such activities in a way that manages those risks • Using appropriate infection control procedures particularly those relating to

	<p>needlestick injuries, maintaining work areas in a tidy and safe way and free from hazards</p> <ul style="list-style-type: none"> • Ensuring that all accident or dangerous accidents are reported and investigated, and follow up action taken where necessary.
28.	Equality and Diversity
	<p>To support the quality, diversity and rights of patients, carers and colleagues to include:</p> <ul style="list-style-type: none"> • Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with current legislation • Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues • Behaving in a manner which is welcoming to and of the individual, is non-judgemental and respects their circumstances, feelings, priorities and rights.
29.	Communication
	<p>To recognize the importance of effective communication within the team and will strive to:</p> <ul style="list-style-type: none"> • Communicate effectively with other team members • Communicate effectively with patients and carers • Recognise people's needs for alternative methods of communication and respond accordingly.

This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time-to-time.

This is a description of the job as it is presently constituted. It is the practice of York Medical Group to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

This job description is supported by annual objectives and performance standards via an annual appraisal to provide an indication of the level of performance expected from the role

Date: February 2017