

# Job Description

<b>JOB TITLE:</b>	<b>PRACTICE NURSE</b>
<b>RESPONSIBLE TO:</b>	Nurse Manager and Senior Practice Nurse
<b>RESPONSIBLE FOR:</b>	AP/HCA's
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"> <li>To provide a high quality care service based on the needs of the Practice population which includes treatment, screening, preventative care and patient education.</li> <li>Accountable for delivering evidence-based practice for patients with long-term conditions and management and preventative nursing interventions to all patients.</li> </ul>

<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
1.	Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being including being able to prescribe
2.	Review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence based practice and national and practice protocols
3.	To manage patients with chronic disease, running specific clinic sessions and maintaining robust call and recall systems
4.	Take responsibility for national screening work such as cervical cytology and deliver the national immunisation and vaccination schedule
5.	Provide travel health advice and administer appropriate vaccinations
6.	Treat patients with minor injuries, assess and create treatment plans for patients with minor injuries alongside ANP
7.	Provide directly and assist GPs with sexual/women's health
8.	Break bad news to patients/parents/carers and provide appropriate ongoing support to meet identified needs
9.	Lead and support chaperones
10.	Lead and take responsibility for health promotion to help educate patients
11.	Select, carry out and interpret results of specific tests
12.	Administration/supply of medicines on an individual basis through PGD.
13.	To act as contact for third sector agencies and other organisations to assist holistic patient care
14.	Responsible for infection control policies, ensuring the practice follows current guidelines
15.	To maintain accurate patient records and enter onto the computer using agreed Read Codes
16.	Ensure accurate completion of all necessary documentation associated with patient health care
17.	Take responsibility for Qof and clinical areas of LES/DES, liaising with staff to ensure the practice achieves targets
18.	To support clinical effectiveness by co-ordinating and leading the practice clinical audits and research projects
19.	To contribute to the preparation of any Practice development plans
20.	To maintain own annual registration with the NMC and adhere to Code of Professional Conduct, including personal responsibility for revalidation

21.	To maintain a safe and therapeutic environment for all PHC staff, patients, carers and co-workers from other agencies. Ensure all statutory regulations (e.g. Health & Safety, COSHH, etc) are implemented and adhered to
22.	To promote a professional approach at all times by attire and attitude to patients and staff both in and out of the Practice
23.	To maintain own continuous professional development and ensure PDP kept up-to-date in line with the requirements of the Practice
24.	Attend and participate in staff and Practice meetings and in-house clinical training sessions
	To be flexible to work across multi sites
<b>25.</b>	<b>Personal Qualities</b>
	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.
<b>26.</b>	<b>Confidentiality</b>
	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.
<b>27.</b>	<b>Health and Safety</b>
	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"> <li>• Providing information regarding immune consent with particular regard to Hepatitis B status</li> <li>• Identifying the risk involved in work activities and undertaking such activities in a way that manages those risks</li> <li>• Using appropriate infection control procedures particularly those relating to needlestick injuries, maintaining work areas in a tidy and safe way and free from hazards</li> <li>• Ensuring that all accident or dangerous accidents are reported and investigated, and follow up action taken where necessary.</li> </ul>
<b>28.</b>	<b>Equality and Diversity</b>
	To support the quality, diversity and rights of patients, carers and colleagues to include: <ul style="list-style-type: none"> <li>• Acting in a way that recognizes the importance of people's rights, interpreting</li> </ul>

	<p>them in a way that is consistent with current legislation</p> <ul style="list-style-type: none"> <li>• Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues</li> <li>• Behaving in a manner which is welcoming to and of the individual, is non-judgemental and respects their circumstances, feelings, priorities and rights.</li> </ul>
<b>29.</b>	<b>Communication</b>
	<p>To recognize the importance of effective communication within the team and will strive to:</p> <ul style="list-style-type: none"> <li>• Communicate effectively with other team members</li> <li>• Communicate effectively with patients and carers</li> <li>• Recognise people's needs for alternative methods of communication and respond accordingly.</li> </ul>

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: March 2017