

Wyre Forest Health Partnership; working together across five sites, one valued and committed team, combining innovation and integrity to provide the best possible quality of care for our ..

JOB DESCRIPTION

JOB TITLE:	Practice Nurse with Diabetic Specialism or a willingness to undertake training
REPORTS TO:	Site Manager
SITE:	Kidderminster Medical Centre
HOURS:	37 hours per week (part-time considered)
SALARY:	Dependent upon experience

Job Summary

This Practice Nurse role is to provide a high-quality nursing care to the patients of the Practice, including treatment, screening, and advice, within the professional competence of the post holder and in accordance with the Nursing and Midwifery council Code of Conduct.

Also, to have a specialism in Diabetes or a willingness to undertake training.

- Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being
- Assess, plan, develop, implement and evaluate individual treatment plans for patients with a known long-term condition such as Hypertension Cardio-vascular disorders, Diabetes and Asthma/COPD
- Work with other health professionals to prioritise, monitor, manage and treat long term conditions, including drug free based treatment methods using a management plan and in line with national and local policies and practice needs
- Advise patients on general health care and minor ailments with referral to GPs as necessary.
- Support and manager health needs of women presenting for family planning and cervical cytology consultations
- Implement and participate in vaccination and immunisation programmes for both adults and children.
- Advice, support and administer vaccinations where appropriate for patients travelling abroad

Other tasks include but not limited to

- To provide assistance in minor surgery procedures
- To undertake in the collection, storage and dispatch of pathological specimens, including intravenous blood samples, smears, swabs etc and to ensure the cleanliness of any equipment used
- To provide telephone advice to patients and their parents/carers

- Basic wound care/ulcer care.+/- compression bandaging
- Removal of sutures
- Health checks
- Urinalysis
- ECGS
- Peak flow readings
- Venepuncture
- Ear syringing/assessment
- Blood pressure measurements
- Requesting basic pathology tests, for example urine culture and swabs
- Maintaining and cleaning equipment used by nurses and GPs
- Maintaining GP and nurses rooms, stocking and rotating stock items as required
- Chaperoning and assisting patients who are being examined by other clinicians.
- Undertaking house-keeping duties including general tidiness and cleanliness of nurses and treatment rooms
- Maintaining stock of waiting room leaflets as instructed by Partners and Site Manager
- Ordering of Health Promotion Literature
- Ordering of vaccinations to main stock level
- Participation in administrative systems in practice
- A duty to advise nurses of potential problems or errors within the range of assigned tasks
- Undertaking clinic audit/recall systems and action as required
- Attend and participate in any practice meetings when required
- Any other delegated duties appropriate to the post
- Have an understanding and knowledge of safeguarding adults and children and how to escalate concerns correctly

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 organisation. 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 authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & safety

The post-holder will implement and lead on the full range of promotion and management their own and others' health, safety and security as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include (but will not be limited to):

- Ensuring job holders across the practice adhere to their individual responsibilities for infection control and health and safety, using a system of observation, audit and check, hazard identification, questioning, reporting and risk management.
- Maintain and up to date knowledge of health and safety and infection control statutory and best practice guidelines and ensure implementation across the business
- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across the business
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards, and initiation of remedial / corrective action where needed
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Routine management of own team / team areas, and maintenance of work space standards

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 recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and 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-judgmental and respects their circumstances, feelings priorities and rights.

Personal/professional development

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

Communication

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

Contribution to the implementation of services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

Person Specification – Practice Nurse

Experience:	Essential	Desirable
	<ul style="list-style-type: none"> Minimum 2 years post-registration experience At least 1 year recent primary and community nursing experience Management of long-term conditions Involvement in implementing and using protocols 	<ul style="list-style-type: none"> Participation in quality initiatives such as clinical benchmarking
Qualifications:	Essential	Desirable
	<ul style="list-style-type: none"> Registered first level nurse Clinical supervision training and experience 	<ul style="list-style-type: none"> Relevant nursing/health degree Mentor/teaching qualification
Knowledge:	Essential	Desirable
	<ul style="list-style-type: none"> Knowledge of needs of patients with long-term conditions and to have a specialism in Diabetes or a willingness to undertake training. Knowledge of health promotion strategies Aware of accountability of own role and other roles in a nurse-led service Awareness of clinical governance issues in primary care Knowledge of patient group directions and associated policy 	<ul style="list-style-type: none"> Ability to identify determinants on health in the local area Knowledge of public health issues in the local area Awareness of local and national health policy Awareness of issues within the wider health economy
Skills:	Essential	Desirable
	<ul style="list-style-type: none"> Clinical skills – cervical cytology, immunisation and vaccination, ear care, Change-management skills and ability to support patients to change lifestyle Communication skills, both written and verbal Ability to communicate difficult messages to patients and families Negotiation and conflict management skills IT skills 	<ul style="list-style-type: none"> Diabetic management Asthma/COPD/Respiratory care Family planning
Other:		
	<ul style="list-style-type: none"> Self-directed practitioner Highly motivated Flexibility Enthusiasm Team player Ability to work across boundaries 	