

The Penryn Surgery

JOB DESCRIPTION

PRACTICE NURSE

Practice Nurses at Penryn Surgery are responsible for the delivery of primary care to the practice population under the direction of and with the support of the Lead Nurse.

Nurses will be required to work at Penryn surgery and at branch surgeries dependent upon patient demand and staffing requirements.

The key areas of responsibility and expectations of the role are detailed below .

DELIVERY OF SERVICE.

- Prioritise and manage own workload in order to work as an independent practitioner delivering high quality patient care within the boundaries of the role.
- Ensure that the management of time and workload contributes to the efficiency of the practice.
- Liaise with other surgeries and agencies including secondary care.
- Participate in audit where appropriate.
- Monitor and review personal performance and take accountability for own actions.
- Work according to best practice and assess areas that would improve the performance of the team and practice as a whole.

CLINICAL

- Prioritise health problems and intervene appropriately.
- Follow agreed protocols and assist in and perform routine tasks as directed by or with referral to Senior Nurses, the Lead Nurse or GPs.
- Assist in and perform routine tasks related to patient care as directed by senior nursing staff and GPs.
- Participate in audit when appropriate.
- Assist the patient in emergency situations e.g. collapse and cardiac arrest.

- Assess and implement a care plan for uncomplicated wounds.
- Evaluate and implement individual treatment plans for patients with long term conditions. i.e respiratory conditions, diabetes.
- Through health promotion encourage patients to adopt healthy lifestyles.
- Deliver immunisations and vaccinations for adults and children.
- Routine injections.
- Dietary advice.
- Treatment of patients with learning disabilities.
- MacMillan cancer care.
- Blood pressure checks.
- Assist GPs in minor surgery procedures.
- Provide “well woman” clinics to include cervical cytology, contraceptive advice and implementation etc.
- Perform treatment room duties to include ear care, tissue viability, ECGs, phlebotomy, removal of sutures etc.
- Provide Anti-Coagulation clinics, (INR).
- Assist with the fitting of IUCD/IUS.
- Ensure that patients have the correct information regarding their medication including possible side effects.

TEAM WORKING.

All staff are considered to be part of the overall team at Penryn. The team includes doctors, nurses, receptionists, admin staff, pharmacy staff, cleaners and representatives from other agencies.

- Support members of the team when required.
- Highlight working practices and procedures that may be changed or improved to ensure best practice.
- Act as a mentor to all new staff.

- Highlight working practices and procedures that fail to deliver high standards of patient care.
- Contribute to the effectiveness of the team by reflecting on own and team activities and make suggestions when possible on ways to enhance the team's performance.

PERSONAL DEVELOPMENT.

- Take responsibility for own development and learning.
- Ensure that the requisite skills are maintained.
- Undertake mandatory and statutory training and keep up to date with all relevant aspects of nursing practice.
- Assess personal training needs and discuss requirements with the Lead Nurse.
- Disseminate all learning and information gained from training or knowledge acquired to colleague Participate in an annual performance review.
- Participate in an annual performance review (appraisal).

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.

Information may also be obtained regarding family members and carers and details relating to the Practice as a business organisation.

- All such information from any source is to be regarded as strictly confidential, (see also Safeguarding below).
- Information 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 AND SAFETY

Penryn Surgery aims to provide and maintain safe and healthy working conditions for patients, staff and others who visit the buildings. All staff have a responsibility to ensure a

healthy and safe workplace and to take reasonable care of themselves, others and equipment used.

Nurses must;

- Identify the risks involved in work activities and undertake them in a way that manages the risks.

Use appropriate infection control procedures and maintain work areas in each clinical room to ensure that they are clean safe and free from hazards.

- Assist patients and colleagues in adopting sound infection control measures.
- Be aware of and deal with any potential risks including;
 - hand washing.
 - universal hygiene procedures.
 - collection and handling of laboratory specimens.
 - segregation and disposal of waste materials.
 - decontamination of instruments and clinical equipment.
 - reporting and treatment of sharps injuries.
 - deal with blood and body fluid spillages.
 - fire risks and be aware of relevant procedures.

Any Health and Safety issue that cannot be rectified immediately must be reported to a senior member of the team immediately.

SAFEGUARDING & ASSOCIATED ISSUES.

Penryn Surgery is committed to protecting the welfare of all patients and in particular children and vulnerable adults. Statements regarding, or allegations of, abuse or neglect must always be taken seriously. While confidentiality is essential it must be appreciated that in circumstances where there is a serious concern for the safety or welfare of patient, a family member or the public details must be disclosed.

- Be aware of the safeguarding policy.
- Be able to recognise indications of
 - child abuse
 - domestic violence

- vulnerable adults
 - substance abuse
 - addictive behaviour
 - self harm
- Alert the Lead Nurse or, if appropriate, a senior team member of any concerns .

EQUALITY and DIVERSITY

- Support the equality, diversity and rights of patients, carers and colleagues.
- Behave in a manner towards patients and colleagues that is welcoming, non judgemental and respects personal circumstances, opinions and beliefs.
- Act in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation.
- Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.

Reviewed / Amended by: Sue Phillips	Date: August 2018