

The Penryn Surgery

JOB DESCRIPTION

PRACTICE NURSE Band 5 - 6.

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.

- Undertake the role in accordance with the NMC Code.
- 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 and Clinical Research 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.
- Focus on and assist in the delivery of evidence based practice for patients presenting long term conditions and the provision of preventative health care to the practice population.
- Work autonomously and demonstrate critical thinking in decision making.

Additional delivery of service requirements for Senior Nurses : BAND 6

- Provide support to other team members and supervision when appropriate.
- Provide cover for the Lead Nurse when required.

- Participate in planning and implement changes in the area of care and responsibility.

CLINICAL

- Prioritise health problems and intervene appropriately.
- Follow agreed protocols and assist in and perform routine tasks as directed by or with referral to the Lead nurse, senior nurses or GPs.
- Assist in and perform routine tasks related to patient care as directed by senior nursing staff and GPs.
- Participate in audit and Clinical Research when appropriate.
- Assist the patient in emergency situations e.g. collapse and cardiac arrest.
- Assess and implement a care plans.
- Through health promotion encourage patients to adopt healthy lifestyles.
- Implement and participate in vaccination and immunisation programmes for both adults and children.
- Advise, support and administer vaccinations, where appropriate, for patients travelling abroad.
- Routine injections.
- Dietary advice.
- Provide care in specialist clinics following appropriate training and competencies.
- Treatment of patients with learning disabilities.
- MacMillan cancer care.
- Blood pressure checks. 24hour BP and ECG monitoring.
- 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, Dopplers 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.

Additional clinical requirements for Senior Nurses : BAND 6

As an autonomous practitioner the nurse is responsible for the care delivered demonstrating critical thinking and skills in clinical decision - making in the management of patients.

- Work collaboratively within the general practice team to meet the needs of patients, support the delivery of policy and procedures and provide nurse leadership as and when required.
- Provide information and advice to, and support and manage, patients suffering from more complex chronic diseases.
- Ensure that discharge plans are in place and implemented to ensure that patients with complex needs are not readmitted to hospital.
- Evaluate and implement individual treatment plans for patients with long term conditions, e.g. respiratory conditions, diabetes.
- Provide teaching and mentoring in a clinical setting.

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 colleagues.
- Participate in an annual performance review.

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, cares 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
 - neglect
- Alert the Lead Nurse or, if appropriate, a senior team member if there are 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.

REVIEW

Job description to be reviewed annually and amended if appropriate in accordance with changes to national, local or surgery policies, procedures and practices.

Initial Document written.	August 2014 H. Pascoe
Reviewed / Amended by:	Date:
Sue Phillips Lead PN	Aug’18
Sue Phillips Lead PN	July’19

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