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| Job Title: | Practice Nurse | Job Category:  | Nursing |
| Location: | The Fishponds Family Practice | Salary Range: | £25,000-£29,000 |
| Address: | The Fishponds Family Practice, Beechwood Road,Fishponds,Bristol,BS16 3TD. | Position Type: | Nurse – General PracticeIdeally seeking full time hours |
| Responsible to: | The Management Team | Accountable to: | The Fishponds Family Practice Partners, NMC & The Management Team |
| Job Summary:The post holder will manage a diverse clinical case load, dealing with the presenting patient’s needs within a primary care setting. They will contribute to developing the nursing services offered by the practice and contributes to audit, research and supporting, implementing and evaluating local standards, policies, guidelines and care pathways.The practice nurse works independently using own initiative and is accountable for their own professional actions. Provides support and leadership for other members of the Primary Health Care Team. NMC requirements will be met and the individual will work within the NMC Code of Conduct to agreed practice standards and protocols.Strive to improve standards of care and be involved in identifying practice population needs. Chronic Disease management is an essential part of the role as well as the mentoring of our Health Care Assistants. Knowledge of the GMS contract, e.g. The Quality and Outcomes Framework, LES/DES is a vital element of the post. |
| Job Description  |
| Principle Clinical Responsibilities:1. Meeting patients’ nursing care needs as identified, or where care has been transferred to her by a GP. This will usually be in surgery but occasional home visits will also be required.
2. Initiating and maintaining health screening and promotion clinics for identified areas of the practice population, recognising where modification of systems or referral is necessary.
3. Managing the nursing care of patients with chronic disease, employing personal recall systems suitable to the practice needs. This includes using the practice computer systems for input of information for recall and screening purposes. Accurate and efficient input of data for nGMS contract purposes is also required.
4. Initiates the process of diagnosis with patients suspected to have a chronic disease eg diabetes, COPD, asthma, CHD referring to other clinicians as appropriate when adequately trained. Undertake medical reviews with patients.
5. Administers adult and child immunisations and vaccinations in accordance with national and local programmes. Is competent in anaphylaxis and resuscitation techniques. Ensures safe storage, rotation and disposal of vaccines and drugs and adequate stock levels are maintained.
6. Offers comprehensive travel health advice for patients prior to travel including malaria prophylaxis, safe sex, food hygiene, sun protection, first aid and emergency medication, health insurance and vaccinations, where competency allows.
7. Undertakes procedures to include, venepuncture, glucose tolerance tests, BP management, urinalysis, peak flow, spirometry, new patient health checks, pregnancy testing, stitch/clip removal, ear syringing and cytology, wound management, cryosurgery when adequate training achieved.
8. Recognises and understands the importance of observing, documenting and communicating the signs and symptoms of child and adult abuse.
9. Works within all relevant practice policies and procedural guidelines eg infection control, chaperoning and patient group directions.
10. Refers to other members of the extended primary health care team eg chiropodist, dietician, specialist nurses.

Professional Responsibilities:1. Attend and contribute to relevant internal and external meetings as required including practice clinical meetings, nurse team meetings and any other relevant meetings.
2. Maintain a personal progress and training plan to keep up-to-date with current thinking and developments as well as identifying own training deficiencies and attending suitable courses and appropriate.
3. Promote evidence based practice through use of the latest research based guidelines.
4. Maintain professional registration and work within the latest NMC Code of Professional Conduct.
5. Record accurate consultation data in patients records in accordance with NMC guidance and other standards.
6. Keep up to date with pertinent health policy and work with the practice team to consider the impact and strategies for implementation.
7. Work collaboratively with colleagues both internally and externally.
8. Demonstrate leadership.
9. Pro-actively promote the role of specialist nursing expertise within the practice and with the public.
10. Contributes to practice audit/research activity as required.
11. Promote effective communication, relationships and team working within the practice.
12. Partakes in clinical supervision for own development purposes.

Personal Responsibilities:1. To ensure an up to date knowledge of practice policy and procedures relating to this post.
2. To attend relevant training courses as requested by the management team.
3. Help the practice develop in a cost effective manner, monitoring and using resources appropriately e.g. stock control of dressings, vaccinations.
4. To ensure knowledge of the contents of the Staff Handbook.
5. Facilitates the use of up to date information technology in order to collate accurate and timely information as and when required by the practice.
6. Makes recommendations and initiates raising of practice standards and service delivery.
7. To observe confidentiality at all times.
8. To present and conduct yourself in a professional manner at all times.
9. To attend for an IDPR with the Practice Manager on an annual basis.
10. To ensure an up to date knowledge of data protection issues relating to the post.
11. To report and record all accidents in accordance with the Health and Safety at Work Act 1974.

**This job description is not exhaustive and will be subject to periodic review with the post holder.** |
| **Essential qualifications and experience:** | * Registered nurse.
* Minimum 2 years post registration.
* Willingness to learn and acquire new skills.
* Insight and understanding of current issues in nursing and the NHS.
* Evidence of appropriate knowledge base.
* Interest and basic knowledge in long-term conditions.
* Demonstrate an understanding of audit.
* Written and verbal communication.
* Time management.
 | **Preferred experience:** | * Prior practice experience
* Excellent computer skills
* Undertaken mentorship training.
* Awareness of the national service framework guidelines.
* Understanding of health and safety issues.
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| Additional Requirements: | * Ability to work core hours.
* Flexibility for cover.
* Full Driving license and car/transport.
 | Preferred additional requirements:  | * Membership of a professional body.
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