

## Job description

**Job title:** Practice Nurse

**Reports to:** Nurse Lead

**Place of work:** Unity Healthcare

### Job Purpose

The post holder is responsible for the delivery of a high standard of general practice nursing, working collaboratively within the general practice team to meet the needs of patients and support the delivery of policy and procedures.

The main purpose of the role:

- To deliver a high standard of patient care using specialist practice skills.
- To manage the clinical needs in a primary care setting.
- To ensure the highest standards of care are provided to our patients.

### Main Duties & Responsibilities

- To maintain accurate computerised clinical records of every contact, including history, examination, plan of care, advice given and recommended follow up. This includes documenting any adverse event, safeguarding child or vulnerable adult issue or other notifiable matter.
- Work within patient group directions/ patient specific directions in collaboration with GPs and other primary care nurses to meet the needs of patients.
- Work with other health care professionals to, monitor, manage and treat long-term conditions including Diabetes, COPD, Asthma, CVA, Hypertension and CHD, referring to other clinicians as appropriate.
- Promote health and wellbeing, giving general education advice on diet, weight, exercise, alcohol, contraception, smoking cessation and chronic disease management.
- Perform a holistic assessment of patients attending for cervical cytology smear tests.
- Provide a holistic approach to wound management and implement wound care in line with current evidence based guidelines.
- Suture/Staple removal

- Childhood vaccinations
- Adult vaccinations and depots
- To be aware of and work within the performance framework for the Care Quality Commission and the National Quality Requirements.

### **Educational**

- Continue to develop, expand and role model own personal clinical expertise.
- To contribute to the development of the service as a learning organisation.
- Awareness of national standards of infection control and regulatory/contractual/professional requirements to work within good practice guidelines.
- To contribute to the development of clinical services within the service

### **Communication**

- Be aware of responsibilities under the Data Protection Act.
- Ensure effective communication takes place within and across teams using face to face, electronic and written communication.
- Recognise patients' needs for alternative methods of communication and respond accordingly.
- To liaise with nursing colleagues and other professionals.

### **Personnel**

- To be flexible and responsive both to the clinical needs of patients and operational needs of the service.
- Take responsibility for maintaining a record of own personal and/or professional development.

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**Amending the job description:** It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with "Caldicott principles".

**Data Protection:** The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**Policies & Procedures:** The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

**General:** The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

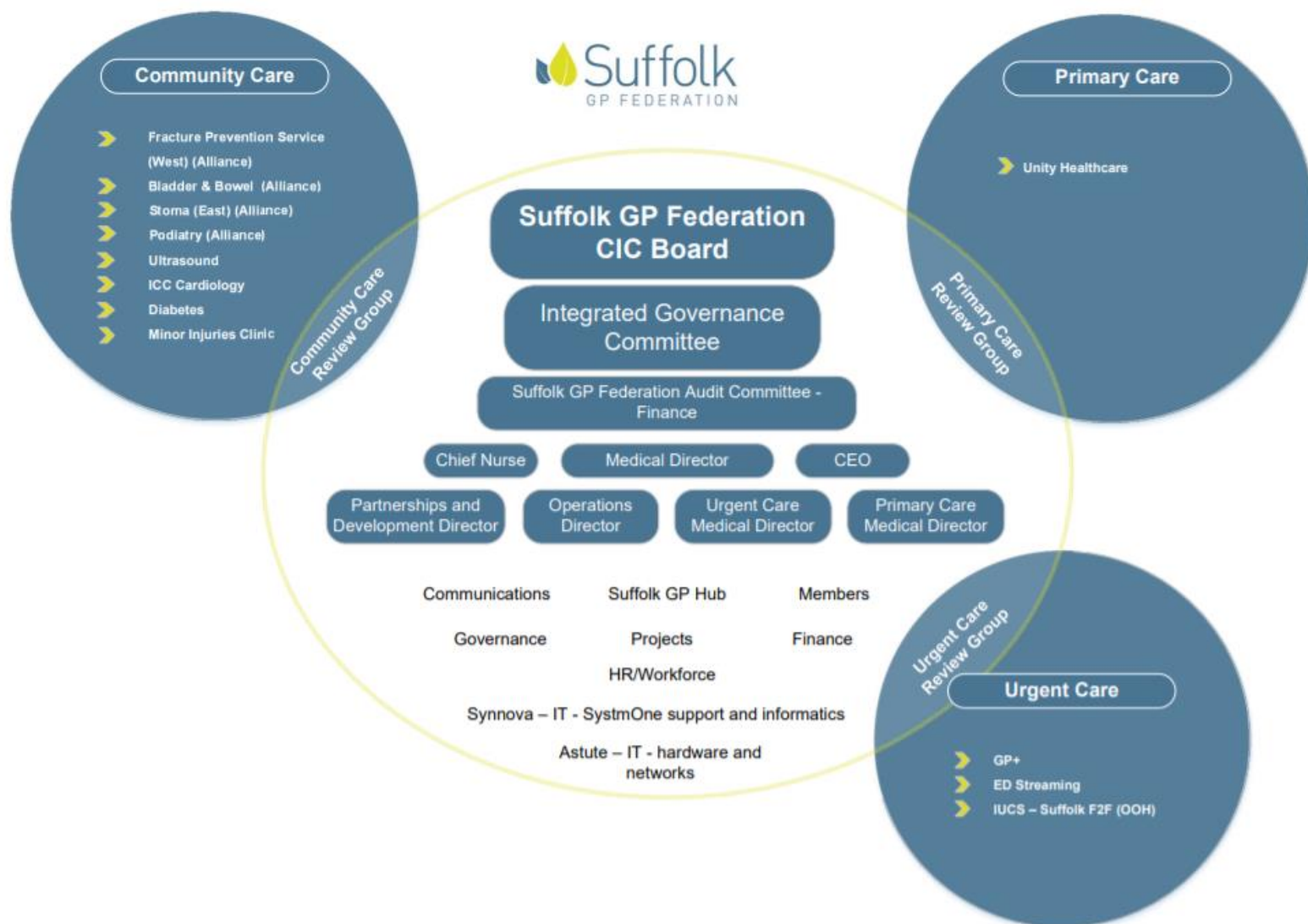
**Health & Safety:** Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

**Equal Opportunities Policy and Anti-Harassment:** The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

**Safeguarding Children:** Everyone employed by the organisation regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Southend Essex and Thurrock (SET) child protection procedures and the organisations safeguarding policy to ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do.

**Safeguarding Adults:** Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in

relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do.



## Organisation Structure Chart