**Job Description & Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| Position: | Practice Nurse | Division: | LLR |
| Location: | Leicester | Reporting to: | Clinical Service Lead |

Purpose of the Role

The post holder is responsible for ensuring the delivery of safe and effective nursing care for the whole practice population. The post holder can work alone without direct support within own levels of competency, undertaking nursing duties, and work with other practice staff to ensure the smooth running of the service. The post holder will use nursing skills to deliver the highest standards of nursing care in accordance with evidence-based practice and national practice protocols.

A commitment to a quality service, excellence in clinical practice and continuous professional development are integral to the role and the development of the service.

The post holder will participate in promoting and advancing DHU Health Care CIC.

DHU recognises that Practice Nursing is a nursing specialty, and will appoint to the bandings as per the person specification below.

General Support

When embarking on a new career in General Practice nursing, good practice would be for the employer to identify a ‘buddy’ or ‘mentor’ in the first instance. Ideally, that person would be a qualified nurse who has suitable experience of the discipline and will be able to assist you with your development, both in terms of making the transition to General Practice and any additional support you may need.

Preceptorship

Unless stated otherwise in the job advert, we welcome applications from newly qualified nurses who would have a keen interest in general practice nursing.

The NMC strongly recommends that all ‘new registrants’ have a period of preceptorship on commencing employment (NMC, 2008). This is a crucial area of support, as the first year in practice is often a stressful time. The learning that has occurred at university, in order to develop a level of knowledge and proficiency in nursing, produces highly motivated and professional individuals.

Key Success Measures

* Caring & Compassion - We will actively listen to understand and empathise with others’, with a desire to support both patients and colleagues.
* Always Professional - We will be accountable for consistently delivering high quality healthcare for our patients
* Respect & Dignity - We will actively listen to each other and our patients to answer their concerns or questions. We will maintain and respect patient’s dignity and must ensure it is never compromised.
* Everyone Matters - We will actively encourage feedback from both patients and colleagues to continually improve our service, ensure everyone has an opportunity to have their voice heard, and everyone has an opportunity to further develop their skills and competencies.

Key Areas of Responsibility & Accountability

Clinical

* To practice autonomously without direct supervision.
* To utilise advanced clinical skills in long term conditions (examples include: asthma, CKD, diabetes, Respiratory, CHD, Dementia)
* To run clinics as directed by the clinical management team
* Develop an understanding of general practice care delivery standards, inclusive of QOF points and support the practice to achieve these.
* To recognise the need for, initiate and where appropriate interpret relevant diagnostic investigations.
* To recognise the need for and initiate where appropriate advice of relevant specialisms.
* To exhibit excellent nonverbal and verbal communication skills when dealing with patients and carers.
* To have the ability to make clear decisions with confidence and communicate these effectively.
* To maintain appropriate clinical records in line with current practice guidelines.
* To work within the parameters of your skills and knowledge, recognising the limitations to your own practice and to work within the bounds of your training and capability according to regulatory codes of conduct.
* To maintain an awareness of developments in clinical practice.
* To optimise evidence based practice.
* To work effectively as part of a multi professional team in collaboration with other members of the service. This will include initiating and receiving referrals from internal colleagues, and external agencies.
* To adhere to performance measures.
* To provide health promotion/accident prevention advice for patients and carers.
* Develop and maintain competency in core clinical skills including:-
  + Ear Care
  + ECG recording
  + Phlebotomy and Cannulation
  + Wound Management
  + Spirometry Recording and Interpretation
  + Sexual Health Screening
  + Wound Care
  + First Aid and Emergency Medical Management of Life Threatening Conditions
  + Ambulatory Monitoring
  + Immunisations
  + Gonadatrophin releasing hormone antagonist injection administration.
  + NHS health Checks
  + Theraputic Drug Monitoring/Near Patient Testing
  + Cytology (Smears)
  + Childhood & Adult Immunisations
  + Process pathology results (as required)
  + Chronic disease clinics, Delivering patient care as necessary.
* To promote the protection of children and vulnerable adults in accordance with local safeguarding procedures.
* To adhere to the Infection Prevention and Control policy for the service being provided.
* To prescribe medication and work within the limitations of current extended Non-Medical Prescribing legislation.
* Discharge or refer patients as appropriate to internal or external clinical pathways.
* The ordering, storage, administration and disposal of medicines in a safe, secure manner in accordance with current policy and legislation.

Managerial

* To participate in clinical team meetings.
* To work within guidelines and policies, to support the implementation of policies in own work area and participate in working groups as required.
* To lead on long term conditions.
* Participate in inductions for newly appointed staff.
* Support Clinical and Operational services leads.

Clinical Governance

* To practice with the parameters of company policies, protocols and guidelines.
* To participate in quality improvement within the organisation.
* To assess and evaluate outcomes of own practice, service intervention and treatment and identifies any short falls in service reporting to relevant managers.
* To provide mentorship leadership and training to other team members.
* To ensure the requirements of Health and Safety policy and legislation are maintained.
* To participate in research and development activities of DHU Health Care.

Education Practice Development

* To participate in the clinical supervision framework for health care professionals within the company.
* To offer appropriate advice to health and social care professions on care practices, delivery and service development within the parameters of the role and scope of practice.
* To participate in the ongoing individual professional development within the organisation
* To mentor and role model as appropriate in the development of triage consultation, the mentorship of junior staff and students.
* To complete the mandatory training programme to ensure compliance at all times.

Professional

* To work within the regulatory requirements, codes and Professional Standards of practice of the NMC/HCPC/GPhC
* To maintain professional and clinical competence through mechanisms of continuing professional development.
* To act in such a manner at all times to promote confidence and public trust and uphold the reputation and image of DHU Health Care CIC.

Communications and Working Relationships

* Heads of Clinical Services
* Clinical GP Lead
* Deputy Clinical Service Lead

**Values, behaviours and principles**

We are always:

* **Compassionate** – we show kindness, consideration and understanding in everything we do – and demonstrate our caring nature to our patient, people and communities
* **Accomplished** – we are available day and night – a response, adaptable, professional NHS partner, providing the best advice, care and treatment for every individual
* **Respectful** – we recognise the value that individual and team difference bring – welcoming views, listening, being honest, and learning from others’ experiences
* **Encouraging** – we believe everyone matters, so we inspire confidence in other – promoting ‘speaking up’, fostering career-long learning and development, and supporting improvement ideas

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Band 6** |
| Qualification | Registered Adult Nurse on the NMC Register | E |
| Academic/Professional | Practice nurse Qualification or accredited long term condition modules | D |
| Working towards MSc (Advanced Clinical Practitioner) | D |
| Non-Medical Prescriber | D |
| Experience | Can Demonstrate a broad and sound knowledge of complex and long term conditions in primary care across the lifespan | E |
| Has experience in one of the following:  Primary Care/GP surgery  Emergency Care Centres  Out of hours facilities/WIC | E |
| Advanced Clinical Assessment skills | N/A |
| Telephone Triage | D |
| Skills and Knowledge | Can complete a concise clinical history | E |
| Can formulate management plans for patients with Long Term Conditions | E |
| Cytology | E |
| Childhood Immunisation Programme | E |
| Demonstrate awareness of accountability in practice | E |
| Can give evidence of using effective communication skills in practice | E |
| Computer literacy. Familiarity with SystmOne, ICE, and Arden’s Templates | D |
| Able to prioritise with skilled time management | E |
| IRMER | D |
| Pathology Interpretation | E |
| Telephone Triage | E |
| Job Circumstances | Commitment to the role | E |
| Flexibility to meet service needs | E |
| Be prepared to travel between different sites when on duty | E |
| Personal Qualities | Proven team player | E |
| Able to work autonomously | E |
| Committed to continuing professional development | E |
| High level of interpersonal skills | E |
| Flexibility to meet service needs | E |

**Diversity**

**As you will expect the organisation may change from time to time and you will be expected to meet the operational requirements of the business and any other reasonable duties as required from time to time.**

**DHU Health Care CIC believe our workforce should be as diverse as the range of services we offer, and the communities we serve. We are committed to valuing and encouraging diversity throughout our workforce, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. As part of our mission we are dedicated to eliminating discrimination**

**Safeguarding**

**DHU Health Care CIC is committed to safeguarding and promoting the welfare of Adults, Children and Young People and expects all staff and volunteers to share this commitment.**

**Infection Prevention & Control**

**Infection Prevention & Control is pivotal in ensuring a safe & clean environment for both patients and staff.  IP&C is everyone’s responsibility and strict adherence to the IP&C policy is expected of ALL employees of the organisation.**

**General**

**Acknowledgment**

**I acknowledge receipt and confirm my understanding and acceptance of the responsibilities specified in my Job Description. *Please Note: If you are unclear of any requirement in this document obtain clarification from your line manager.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Post Holder:** |  | **Date:** |  |
| **Name:** |  | | |