

PERSON SPECIFICATION - Practice Nurse level 6A

Category	Essential	Desirable
Education	Registered General Nurse Current NMC registration and revalidation with NMC Evidence of continuous professional development. Work without direct supervision.	Qualifications/ experience in Cervical cytology. Childhood immunisation and travel vaccination.
Experience	At least 1 years experience of working in general practice. Experience of treatment room duties required for the post. Awareness of clinical governance issues in primary care. Knowledge of patient group directions and associated policy. Experience of quality initiatives such as QOF and KPI's Chronic Disease Management experience in 1 or more chronic disease.	Knowledge of local health issues. Awareness of local and national health policy
Attitudes	Be a supportive team member providing assistance to other team members. Attend training and study days as necessary. Ability to adapt and implement change.	
Skills and Abilities	Excellent clinical skills. IT skills including accurate data entry. Demonstrate appropriate professional and personal boundaries. Able to demonstrate commitment to high quality care and service provision.	Experience of relevant clinical systems. Skills including : Venepuncture, ECG, wound care , adult /children vaccination and immunisation. Health Education, cervical cytology, ear irrigation, spirometry and NHS health checks. Qualification / Experience in running chronic disease management clinics.

	Respects the privacy, dignity, needs and beliefs of patients, carers and colleagues. Knowledge of needs of patients with long-term conditions Aware of accountability of own role and other roles in a nurse led service Knowledge of health promotion strategies	Cryotherapy. INR monitoring. Demonstrate an understanding of the data protection act and patient confidentiality, clinical and information governance and Caldicott requirements.
Covid - 19	Fully vaccinated against covid-19, unless medically exempt due to the - Health & Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021.	

JOB DESCRIPTION - Practice Nurse level 6A

Job Title: Practice Nurse 6A

Responsible to: Nurse Team Leader

Place of Work: Brook Square Surgery

Job Summary

The post holder is responsible for the delivery of basic practice nursing services care to the practice population. Supported by senior nurses within the practice, they will deliver care within the boundaries of their role, focusing upon supporting patients to be healthy, monitoring of long-term conditions, health prevention and screening activities. They will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership as required.

Duties and Responsibilities

Clinical Practice

- Promote health and well-being, and prevent adverse effects on health and well-being
- Implement and evaluate individual treatment plans for patients with a known long-term condition
- Identify, and manage as appropriate, treatment plans for patients at risk of developing a long-term condition
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Work with patients in order to support adherence to prescribed treatments
- Support patients to adopt health promotion strategies that encourage patients to live healthily, and apply principles of self-care
- Deliver opportunistic health promotion using opportunities such as new-patient medicals
- Support patients to adopt health promotion strategies that promote patients to live healthily, and encourage principles of self-care
- Assess and care for patients presenting with uncomplicated wounds
- Support and manage health needs of women presenting for cervical cytology consultations
- Implement and participate in vaccination and immunisation programmes for both adults and children
- Advise, support and, where appropriate, administer vaccinations for patients travelling abroad

Communication

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Utilise communication skills to support patients to adhere to prescribed treatment regimens
- Anticipate barriers to communication and take action to improve communication
- Act as an advocate when representing the patients' and colleagues' viewpoints to others

Delivering a quality service

- Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC)
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to the NSF and the National Institute for Clinical Excellence (NICE) guidelines and evidence-based care
- Participate in the maintenance of quality governance systems and processes across the organisation and its activities
- In partnership with other clinical teams, collaborate on improving the quality of health care, responding to local and national policies and initiatives as appropriate
- Support and participate in shared learning across the practice and wider organisation
- Participate in the performance monitoring review of the team, providing feedback as appropriate
- Work within policies relating to domestic violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate safeguarding children

Learning and Development

- Act as mentor to students, assessing competence against set standards as requested and if appropriately qualified
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments
- Assess own learning needs and undertake learning as appropriate
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

Team Working

- Understand own role and scope in the organisation and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence of those taking on delegated duties
- Ensure clear understanding and utilisation of referral mechanisms within the practice
- Accept delegation from other nurses, prioritise own workload and ensure effective time-management strategies are embedded in own practice
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery
- Participate in team activities that create opportunities to improve patient care

Management of risk

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Ensure safe storage, rotation and disposal of vaccines and drugs is undertaken. Where appropriate, oversee the monitoring, stock control
- Undertake mandatory and statutory training
- Apply infection control measures within the practice according to local and national guidelines
- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
- Participate in the local implementation strategies that are aligned to the values and culture of general practice

Managing Information

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information
- Review and process data using accurate Read codes about patients in order to ensure easy and accurate retrieval for monitoring and audit processes
- Manage information searches using the internet Understand own and other's responsibility to the individual organisation regarding the Freedom of Information Act

Equality and Diversity

- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance exercising their rights
- Monitor and evaluate adherence to local chaperoning policies
- Act as a role model in the observance of equality and diversity good practice
- Accept the rights of individuals to choose their care providers, participate in care and refuses care
- Assist patients from marginalised groups to access quality care

Core Competencies

Technical Competencies

- Competent at word, excel etc.

Management Competencies

1. Teamwork
2. Flexibility
3. Achievement Motivation
4. Risk Awareness
5. Health & Safety Awareness

Managing Tasks / Projects

- Ensuring tasks and duties are performed within clearly defined time quality standards

Managing Information / Data

- Compiling and processing, supplying information and data to both internal and external contacts whilst ensuring confidentiality is maintained where appropriate.

Communications

-
- High level of verbal and written communication skills
 - Information sharing with other professionals

Health and Safety

- The post holder is required to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work. The post holder is also required to co-operate with their employing body to ensure that statutory and departmental regulations are adhered to.

This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those requirements under the 'written statement of the main terms and conditions of employment'. The contents may be amended from time to time, subject to developing service needs.