



## Job Description

Latest Review Date: DATE  
 Reviewed & Updated by: NAME, JOB TITLE  
 Next Review: June 2022

### Job Title:

Nurse (Treatment Room / Practice / Specialist)

### Job Purpose:

To provide professional, competent and efficient medical care based on best practice which meets patient's health and social needs, involving other members of the clinical team as appropriate.

To contribute to the Practice goal 'Providing the Best Clinical Care'

### Position in Organisational Structure:

Responsible and Accountable to the Co-Head of Nursing

### Primary Clinical Duties *(This list is not exhaustive and may be subject to alteration, but the role includes all duties that may reasonably fall within the job purpose)*

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Accountable for the delivery of efficient, quality and evidence based clinical care in accordance to professional standards, guidelines and code of conduct (Safeguarding, Nursing and Midwifery Council, NICE, Local Authority Guidelines)

1. Management of Minor illness as detailed in current nurse protocols
2. Review and amendment of nurse protocols as required
3. If Nurse Prescriber, it's the nurses responsibility to adhere to any guidelines, protocols or best practice associated with any such additional elements of their role
4. If the Nurse is asked to perform Implants, it's the nurses responsibility to adhere to any guidelines, protocols or best practice associated with any such additional elements of their role
5. Chronic Disease Management including but not limited to:



- a. Asthma
- b. Vascular Disease (including IHD/Stroke/PVD)
- c. COPD
- d. Diabetes
- e. Hypertension
6. Family Planning including cervical cytology screening
7. Immunisations including but not limited to:
  - Current adult/adolescent protocols
  - Childhood protocols
  - Specific campaigns, e.g. Flu/Pneumovax
8. Part of “Urgent Care” Team with Doctor
9. Maintain stock of drugs and equipment
10. Advise nurse management of equipment failure/maintenance requirements
11. Contribute to QoF data collation as required
12. Record all Patient Contact on Practice Medical Record system in a timely manner

**Secondary Clinical Duties.** (This list is not exhaustive and may be subject to alteration, but the role includes all duties that may reasonably fall within the job purpose)

Accountable for the delivery of efficient, quality and evidence based clinical care in accordance to professional standards, guidelines and code of conduct (Safeguarding, Nursing and Midwifery Council, NICE, Local Authority Guidelines)

1. Routine Smear taking
2. Conduct New Patient Health Checks
3. Wound Management
4. Ear syringing (subject to review)
5. Perform monitoring of
  - Patient for whom we provide long term contraception
  - Hypertensive patients
  - Other specific conditions
6. Management of minor injuries
7. Childhood immunisations
8. Routine vaccinations and injections



9. Assist with coil and Implanon fitting and removal
10. Removal of Sutures
11. Record all Patient Contact on Practice Medical Record system in a timely manner
12. Removal of Sutures

**Tertiary Duties** *(This list is not exhaustive and may be subject to alteration, but the role includes all duties that may reasonably fall within the job purpose)*

Accountable for the delivery of efficient, quality and evidence based clinical care in accordance to professional standards, guidelines and code of conduct (Safeguarding, Nursing and Midwifery Council, NICE, Local Authority Guidelines)

1. Provide a phlebotomy service within a surgery setting.
2. Perform ECG's within a surgery and home setting
3. Take Blood Pressure measurements within surgery and home setting
4. Perform urine dip tests within a surgery setting
5. Perform simple wound dressings
6. Assist Doctors with Minor Operations
7. Provide general support to the District Nursing teams as well as providing a home-based phlebotomy service for Priory Medical Group patients under the direct of a District Nurse.

**Clinical Care Administration**

Accountable for ensuring efficient, appropriate and accurate patient record entries:

1. Patient Records - Accurate, efficient and appropriate Record Keeping
2. Use of templates – Accurate, efficient and appropriate use of templates
3. Protocols - Accurate, efficient and appropriate use of protocols
4. QOF - Accurate, efficient and appropriate use of QOF



**Other Responsibilities**

1. Accountable for maintaining a clean, safe and efficient health care environment for the patient (i.e. Maintenance of Treatment Room Stock and/or Drug Expiry Dates)
2. Maintaining clinical 'Best Practice' and knowledge share: Responsible for maintaining / updating clinical knowledge and skills as required too deliver clinical best practice by attending appropriate training events. To contribute to the development of other team members clinical skills by offering clinical support and mentorship as necessary within the Practice
3. Planned and Unplanned Cover: To contribute in maintaining the levels of service expected of our patients and the Practice in achieving its goals by taking a 'fair' share of covering colleagues planned and unplanned absence
4. To ensure any CQC requirements and/or documentation for which the post holder is responsible for is completed timely and accurately. To also ensure any procedures and processes applicable to the role are followed timely and accurately.
5. To ensure you devote the whole of your time, attention and abilities to your role, our business and its goals
6. Such other reasonable duties as may be delegated from time to time.

**For any additional responsibilities not detailed in this job description, the individual is** responsible the delivery of efficient, quality and evidence based clinical care in accordance to the relevant professional standards, protocols, processes and/or guidelines and code of conduct

**Competencies:**

**Behaviours:**

- **Team Work:** Work effectively and professionally within the wider Practice clinical team, a local surgery team and as an 'urgent care team' through willingness to proactively support and assist their peers and colleagues.
- **Autonomous:** Ability to work independently by making informed decisions based on professional knowledge and clinical judgement. Whilst also having the ability to recognise when a problem / issue should be escalated or referred for specialist investigation because it falls outside of the scope of the role and your professional knowledge.
- **Can-Do Attitude:** Ability to react to and face challenges or setbacks in a positive manner with a commitment to continuous improvement of their own skills and behaviours and also of the service
- **Customer Service:** Ability to remain focussed on providing and continuously improving an excellent patient and internal customer service



- **Deadline / Target Driven:** Ability to work efficiently and to strict deadlines. To be driven by the setting and achieving of individual and team targets
- **Attention to Detail:** Ability to gather, process, analyse and input large volumes of information to deadlines whilst maintaining highest levels of attention to detail
- **Confidentiality:** Ability to exercise and adhere to the Practice confidentiality policies
- **Work Prioritisation:** Ability to organise, prioritise and manage your own work demands by assessing levels of urgency and importance

**Skills:**

- **‘Communication Skills’:**

- I. Able to calmly, professionally and efficiently **identify patients / internal customers needs**
- II. Able to, calmly, professionally and efficiently **deliver patients / internal customers needs** with a warm reassuring demeanour

Or

Able to skilfully signpost / refer the patient or customer to the **most appropriate person or alternative solution to their needs**

- **‘Risk Management’:** It is essential the post holder is willing to access support and advice as appropriate. Awareness of the scope / boundaries of their own responsibilities, decision making, skills and knowledge is vital and to assertively and appropriately escalate and/or access support.
- **IT Literate;** competent in the use of Microsoft Applications and a proven ability to learn how to navigate and interrogate systems, input data with an attention to detail and follow processes and procedures

**Qualifications / Requirements :**

- Registered and ongoing membership with **the ‘Nursing and Midwifery Council’ (NMC)** by ensuring he/she keeps their professional skills and knowledge up to date and uphold professional standards
- **Safeguarding Children** Level 2 Training
- **Safeguarding Vulnerable Adults** Training
- Certification of **Enhanced Criminal Record Check** with children’s and/or adult’s barred list check(s)
- **Medical Defence Indemnity** It is a condition of this employment and the Nurses responsibility to effect and maintain membership of a recognised Medical Defence



Organisation commensurate with their professional duties at the Partners expense throughout the period of your employment.

**It should be stressed; this Job Description should not be used in isolation for any application for medical defence indemnity as with any job description, it is not intended to be exhaustive and includes all other duties that may reasonably fall within the scope of the role.** A full and carefully considered application process should be relied upon for accurate medical defence union membership.

- **Appropriate evidence of qualifications for any procedure and/or care the individual is asked to provide within the team and scope of their role** (i.e. Wound Management / Minor Injuries / Vaccinations / Implanon etc.)

#### Customers / Key Stakeholders:

Supporting the Practice in achieving our Strategic Goals. Examples of the most direct customers:

##### External Customers:

- **Patient**
- **Other Health Agencies / Authorities;** Such as Hospitals / local health authorities

##### Internal Customers:

- **Co-Head of Nursing**
- **Wider Clinical Team (Practice Nursing and GP team)**
- **Local Surgery Team (Reception and Clinical Teams)**
- **Urgent Care Team (GP)**