

<b>Post:</b>	<b>General Practice Nurse P/T (Band 5/6 depending on experience)</b>	
For:	Carnoustie Medical Group at Parkview Primary Care Centre Barry Road, Carnoustie. DD7 7RB	
Accountable to:	The Group Doctors	Clinical care and management Provision of a comprehensive nursing service
	Nursing and Midwifery Council	
	Criminal Legal Framework	
Responsible to:	Group Business Manager	For all non clinical responsibilities
Minimum Qualifications	Registered Nurse General Practice Nurse Experience – desirable	

The General Practice Nurse of this Medical Practice will be required to competently carry out all clinical, nursing and administrative tasks necessary to ensure the smooth running of the day to day nursing service, represent the practice in a professional manner at all times and demonstrate commitment to continuous professional development.

### **Job Purpose**

The postholder is an experienced nurse who is responsible for ensuring the delivery of safe and effective patient care to the practice population using autonomous clinical skills and a broad, in depth theoretical knowledge base.

To manage a diverse clinical caseload, dealing with the presenting patient's needs within a primary care setting.

To develop the nursing services offered by the practice and ensure the highest standards of care are provided for the patients.

To enhance clinical leadership within the practice

Practice Nurse works independently and contributes to audit, research and supporting, implementing and evaluating local standards, policies, guidelines and care pathways.

Working as an autonomous practitioner to provide a point of contact for patients presenting with undifferentiated, undiagnosed problems making best use of skills in history taking, physical examination, problem solving and clinical decision making in order to establish a safe, evidence-based, effective and individualised treatment pathway of care.

## **Professional Responsibility**

To be wholly accountable at all times for own individual actions and scope of professional practice in accordance with the NMC Code of Conduct.

To be responsible for own continuing personal and professional development.

## **Dimensions**

The postholder is accountable for his/her own practice and will work independently managing his/her own clinical workload in general practice responding effectively to patient needs and ensuring patient choice and ease of access to services.

To mentor and support other nurses and staff in developing and maintaining clinical skills.

To participate in clinical supervision.

To have an awareness of budgetary constraints – does not hold a budget.

To develop and use referral pathways for the nurse to local acute NHS services as appropriate.

Leads and advises on evidence based practice and care interventions within their sphere of knowledge.

## **Duties and Responsibilities**

a) Clinical:

To provide general and specific chronic disease screening and education to patients within agreed protocols, with referral to the General Practitioners as necessary.

To provide nursing care to the patient population, in accordance with practice policy.

To support the Nurse team in maintaining equipment and ensuring adequate stock levels within the Treatment Room.

To undertake the collection of pathological specimens, including intravenous blood samples, swabs etc and to perform any appropriate investigatory procedures requested by the General Practitioners.

To provide nursing treatments to patients, liaising with other members of the Practice Nursing Team, Multidisciplinary Team or the General Practitioners, as necessary.

Practice independently within areas of clinical competence, with reference to Practice Guidelines and Protocols and in accordance with NMC Code of Conduct.

Maintain concise and accurate documentation of care and utilise the Practice IT clinical system (Vision, ICE, Clinical Portal and Docman).

Implement standards for infection control and safeguards for the health and safety of self and others within the performance of your duties.

Provide treatment room care to patients as prescribed by the General Practitioners.

Assess, plan, develop, implement and evaluate treatment programmes for patients that promote health and well-being.

Implement and evaluate individual treatment plans for patient with chronic diseases.

Identify and manage as appropriate treatment plans for patients at risk of developing chronic disease.

Support patient to adopt health promotion strategies that promote them to live healthily and encourage principles of care.

Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.

Where the post-holder is an independent prescriber, to review medication for therapeutic effectiveness appropriate to patient's needs and in accordance with evidence based practice and national and practice protocols.

Assess and treat appropriately patient presenting with wound, minor injuries and ailments.

Support and advise women requesting information relating to family planning needs and refer to GP as appropriate.

Support and manage health needs of women presenting for cervical cytology consultations.

Implement and participate in vaccination and immunisation programmes as required by the practice.

Demonstrates a high level of autonomy and decision making skills regarding nursing assessment, care interventions, referral and service provision.

Challenges existing ways of working and leads on the development and implementation of innovative schemes within general practice.

Advise, support and where appropriate administer vaccinations for patients travelling abroad.

Accurately record data and read codes from chronic domains and clinics for statistic purposes and in accordance with NMC Standards for Records and Record keeping.

Assist GPs in providing minor surgery sessions.

Deliver evidence-based care in accordance with local and national policies, procedure, protocols and guidelines within the Practice and which provide a framework for nursing staff to participate in and complete tasks competently and confidently.

b) Liaison and Referral:

To maintain effective liaison with other staff and agencies concerned with patient care.

To maintain effective relationships with other colleagues in the Primary Health Care Team.

c) Education:

Identify personal training needs and be responsible for own continuing personal and professional development in accordance with NMC requirements.

To demonstrate continuous professional development ensuring that knowledge and skills are based on current best evidence.

Promote a learning environment for patients, nurses and other health care professionals and contribute to the planning and implementation of the teaching for existing staff such as Medical Students and Nursing Students with the Practice.

Develop skills and knowledge as required or directed by the in order to support agreed practice service development or enhanced service provision.

Participate in annual review and clinical supervision and maintain a personal learning profile.

Liaise with the Management team to enable the delivery of identified training needs.

To participate in the training and education of students from all clinical disciplines as requested by the practice.

Participate in the induction of new members of the Primary Health Care Team.

d) Administration and Management

To participate in the administrative and professional responsibilities expected from the practice team.

To ensure accurate notes of all consultations and treatments are recorded in the medical records in accordance with practice and NMC policy.

To ensure accurate completion of all necessary documentation associated with patient health care.

To ensure collection and maintenance of statistical information as required.

To attend and participate in practice meetings as required.

To co-operate and assist in the operation of audit and research projects within the practice.

**Other Duties**

The above list of duties is not exhaustive, but is intended as a general guide. Duties may vary subject to the introduction of revised guidelines or new technology.