

Meadowbridge Surgery
Job Description – Practice Nurse Lead

Role:	Practice Nurse Lead
Salary:	Band 6 (depending on experience)
Hours of Employment:	Hours between 8.30 am – 5.30 pm - Mon to Fri - 6 Sessions minimum
Contract:	Permanent
Responsible to:	GP Partners (clinically)
Responsible to:	Practice Manager (managerially)

Meadowbridge Surgery is a vibrant practice with patient population of 9100 patients situated in Whitehead, Co Antrim. There are 5 GP principal partners, 3 salaried GPs, 1 GP registrar.

Currently within the nursing team we have 2 highly skilled practice nurse and 2 very efficient Health Care Assistants. We are soon to have a vacancy within this team and are able to offer an excellent opportunity to an experienced, enthusiastic nurse with general practice background to join our multi skilled team as a Practice Nurse Lead.

Job Summary

The post holder will have a clinical management role within an established nursing team, and manage high achieving Quality Outcome Framework (QOF) and Enhanced Services. Work within professional boundaries in managing and providing high quality, holistic care to patients in a safe, multi-disciplinary environment through the provision of specialist clinics, i.e. chronic disease management, cervical smears, child/adult immunisations, contraception review and health education. NMC requirements must be met and the individual will work within the NMC Code of Conduct to agreed practice standards and protocols.

Scope & Purpose of the Role

- To deliver a high standard of patient care using specialist practice skills.
- To manage a clinical case load, dealing with presenting patient's needs in a primary care setting.
- To ensure the highest standards of care are provided for patients.
- To provide clinical leadership in developing the clinical nursing team and services offered to patients.

Primary Duties & Areas of Responsibility

Clinical Role

- Clinical Management role of QOF & Enhanced Services
- Make professionally autonomous decisions for which he/she is accountable and provide safe, evidence based, cost effective, individualised patient care.
- Where necessary evaluate patient test results in conjunction with the patient and their GP and ensure the appropriate course of treatment is initiated.
- Make appropriate referrals to other members of the primary, community and secondary care teams.
- Help the practice develop and deliver specialist primary nurse led service, including chronic disease management (including for all areas of QOF). Initiates the role of diagnosis for patients suspected to have a chronic disease e.g. Diabetes, COPD, Asthma, CVA, Rheumatology, Hypertension and CHD, referring to other clinicians as appropriate.

- Manage programmes of care for patients with chronic diseases by planning, providing and evaluating care under agreed guidelines. Maintains disease registers in liaison with administrative staff. Undertakes annual reviews of patients understanding and ability to self-manage.
- Develop, maintain and update patient recall systems for patient within GMS contract and enhanced services.
- Undertake regular medication reviews for patients within the chronic disease areas.
- Provide comprehensive travel health advice for patients prior to travel including malaria prophylaxis, safe sex, sun protection, food hygiene, first aid and emergency medication and vaccinations.
- Administer child and adult immunisations and vaccinations in accordance with national and local programmes. Competent in anaphylaxis and resuscitation techniques. Ensuring safe storage, rotation and disposals of vaccines/drugs and adequate stock level maintenance. Maintaining the cold chain protocol in line with vaccine fridges management and follow procedures in the event of a cold chain adverse incident.
- Undertake procedures including: venepuncture, BP management (including 24hour BP monitoring), 24 hour ECG monitoring, urinalysis, peak flow, spirometry, warfarin monitoring, cryotherapy, cytology, IUD reviews.
- Provide support and chaperoning to the doctors when required.
- Promote health and well being, giving general education advice on diet, weight, exercise, alcohol, contraception, smoking cessation and chronic disease management.
- Initiate and carry out programmes of health screening as agreed with the practice.
- Contribute to the practice achieving its GMS contract and enhanced services targets.
- Maintain accurate records according to NMC rules.
- Ensure all data protection requirements are met when gathering, recording and storing patient data.
- Liaise and maintain good working relationships with all members of the practice team. Work within the multi-disciplinary team within the practice and across the wider health system.

Teaching & Mentoring Role

- Promote a learning environment for patients, nurses and other health professionals.
- Assist with the planning and implementation and teaching for practice staff including medical students, nurse students, nurses and health care assistants.

Professional Role

- Attend and contribute to relevant internal meetings as required including practice clinical meetings.
- Maintain a personal progress and training plan to keep up-to-date with current thinking and developments as well as identifying own training deficiencies and attending suitable courses as appropriate.
- Promote evidence based practice through use of the latest research based guidelines.
- Monitor the effectiveness of their own clinical practice through quality assurance strategies such as the use of peer audit and review.
- Maintain professional registration.
- Work within the latest NMC Code of Professional Conduct.
- Record accurate consultation data in patients records in accordance with NMC guidance and other standards.
- Keep up to date with pertinent health policy and work with the practice team to consider the impact and strategies for implementation.
- Work collaboratively with colleagues both internally and externally.
- Demonstrate leadership.

Managerial Role

- Clinical Management of an established nursing team.
- Participate in protocol development.
- Help the practice develop in a cost effective manner, monitoring and using resources appropriately e.g. stock control of vaccinations.
- Participate in nurse clinical meetings, taking on responsibilities and reporting back as required.
- Participate in audits and inspections as required.
- As part of the nursing team ensure all appropriate practice policies are fully implemented.
- Promotes effective communication, relationships and team working within the practice.
- Provides clinical educational advice to support develop of the team and range of services provided.
- Partakes in clinical supervision for own development purposes.
- Facilitates and promotes the use of up to date technology to develop practice.

Working Conditions

- Exposure to body fluids, blood, wounds etc.
- Occasional exposure to aggressive patient behaviours.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works. Other duties, of a similar nature and appropriate to the grade, may be assigned from time to time to meet the changing needs of the practice.

Health & Safety Responsibilities

You should take note that under the Health & Safety at Work Legislation, you are required to take all reasonable steps while at work to ensure your own health and safety and the health and safety of those who may be affected by your acts or omissions at work. You are also required to cooperate fully with regards to implementation of health and safety arrangements and you should not interfere with or misuse anything provided in the interests of Health, Safety and Welfare at Work. You should refer to the employee Handbook in respect of Health and Safety at all times.

Equal Opportunities

The Practice is an equal opportunities employer and the post-holder will be expected to adhere to all equal opportunities principles.

Confidentiality

An employee shall not as an employee of the Practice or following the termination of his/her employment with the Practice, disclose other than to an authorised person or in the course of duty, without lawful authority, any matter or information which he/she has obtained or to which he/she has had access owing to his/her official position.

In addition, you shall be required to comply with the requirements of the Data Protection Act, in so far as the Practice is concerned. It should be noted in this connection that any unauthorised disclosure of information covered by the Act is a criminal offence.

Meadowbridge Surgery
Job Specification – Practice Nurse

Area	Essential	Desirable
Qualifications and experience including details of specialised knowledge and skills required	<ul style="list-style-type: none"> • Registered nurse. • Willingness to learn and acquire new skills. • Insight and understanding of current issues in nursing and the NHS. • Evidence of appropriate knowledge base. • Interest and basic knowledge in long-term conditions. • Demonstrate an understanding of audit. 	<ul style="list-style-type: none"> • Minimum 2 years post registration. • Experience of working in General Practice • Holding or working towards qualifications in chronic disease management. • Computer skills (Vision preferred). • Post-registration study in topics allied to general practice. • Nurse practitioner/ prescribing training • Basic/advanced certificate of life support. • Undertaken mentorship training. • Awareness of the national service framework guidelines. • Understanding of health and safety issues.
Special skills/abilities	<ul style="list-style-type: none"> • Good interpersonal skills, both verbal and written. • Evidence of problem-solving and decision making skills. • Good team player. • Ability to be reflective, accept criticism and act constructively. • Willingness to accept additional responsibilities. • Gets on well with people at all levels. 	<ul style="list-style-type: none"> • Experience & interest in education within a primary care setting. • Experience of teaching or mentoring.
Additional requirements	<ul style="list-style-type: none"> • Ability to work core hours • Flexibility for cover • Access to car/transport 	