

Marazion Surgery

Practice Nurse Required at Marazion Surgery

Full time or job share

Applicant must have suitable qualifications and experience to manage Chronic Disease, and to provide Childhood Immunisations and Travel Vaccinations.

To start February 2018, exact date to be confirmed

Please contact Mrs J Brown, Practice Manager
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Marazion Surgery

JOB DESCRIPTION

JOB TITLE:	PRACTICE NURSE
REPORTS TO:	THE GENERAL PRACTITIONER PARTNERS (Clinically) THE PRACTICE MANAGER (Administratively)
HOURS:	Full Time
SALARY:	Dependant on experience and qualifications

Job Summary:

The practice nurse will work as part of the primary healthcare team providing General Medical Services to the patients of Practice. He/she will assist medical personnel in the care of practice patients to include treatment, preventative care, screening and patient education. The practice nurse must be flexible to meet the needs of the Practice. The practice nurse must be flexible to cover annual leave and sick leave of nursing colleagues.

Job Responsibilities:

- Assist in and perform routine tasks related to patient care as directed by senior management and GPs
- Deal with any emergencies that patients may present with, including recovery, resuscitation and treatment
- Cervical Cytology
- Wound care / Ulcer care / Doppler
- Removal of Sutures / Clips
- Offer a holistic approach to travel health by providing comprehensive advice to patients prior to travel including; vaccinations and medicines, safe sex, food hygiene, sun protection.
- Offer advice about childhood and adult vaccinations and ensure vaccines are administered under patient group directions.
- Running well person clinics and health promotion programmes by providing a holistic assessment and lifestyle advice on diet, smoking, alcohol intake and exercise.
- Assessing problems presented opportunistically by patients, dealing with minor injuries.

- Ensures awareness of statutory and local clinical protection procedures, including systems of referral. Ability to recognise signs and symptoms of child abuse.
- Ear irrigation.
- Perform venepuncture according to local guidelines
- Able to recognize and manage anaphylaxis according to current UK guidelines.
- Able to perform Cardio-pulmonary resuscitation according to current UK guidelines.
- Ability to obtain and document informed consent (either verbal or written).
- Ensure infection control guidelines are maintained.
- New Patient Medicals / Urinalysis
- ECGs
- Run chronic disease management clinics, for example Diabetes, Asthma, COPD and CHD
- Asthma/Peak Flow Readings/Spirometry
- Hypertension Management
- Follow agreed clinical protocols with referral to GPs as appropriate

Other tasks will include

- Maintaining GP and Nurses rooms, stocking and rotating items as required
- Chaperoning and assisting patients who are being examined by another clinician.
- Maintain general tidiness and cleanliness of nurses and treatment rooms
- Ordering of stock
- Ordering of vaccinations to maintain stock levels
- Participation in administrative systems in the practice
- At all times there will be a need to maintain accurate records
- A duty to advise the Practice Manager or GP of potential problems or errors within the range of assigned tasks
- On occasion there may be a requirement to undertake home visits
- Any other delegated duties appropriate to the post

Providing assessment, screening and treatment services and health education advice

- Assist with the organisation and co-ordination of the provision of nursing services for the practice.
- Provide nursing treatments to patients in participation with general practitioners or independently to agreed protocols.
- Provide general and specific health screenings to the practice patients (within agreed protocols) with referral to general practitioners as necessary.
- Advise patients on general health care and minor ailments with referral to GPs as necessary.

Supplies and equipment – Treatment room and other areas

- In participation with the practice manager, ensure the maintenance of equipment and stock levels relating to patient care.

Pathological specimens and investigatory procedures

- Following appropriate training, undertake the collection, storage and despatch of pathological specimens including intravenous blood samples, swabs, smears etc and ensure the cleanliness of any equipment so used. Perform any investigatory procedures requested by the GPs.

Administrative and professional responsibilities

- Practice Nurse Lead for Child Protection.
- Participate in the administrative and professional responsibilities of the practice team.
- Ensure accurate notes of all consultations and treatments are recorded in the patients' notes on the clinical computer system as appropriate.
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice.
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports.
- Manage the recall system for Chronic Disease Management.
- Attend and participate in practice meetings as required.
- Assist in the formulation of practice philosophy, strategy and policy and develop appropriate protocols.

Research projects

- Co-operate and participate as required in any research projects within the practice.

Liaison

- Maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines within the practice, with appropriate regard to confidentiality.

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified.
- Attend regular Manual Handling training.

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Quality:

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources.

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.

Further Information:

Further information about the Practice is available on our website www.marazionsurgery.com