

Job Title: General Practice Nurse

Reports To: Lead Partner for Nursing Team

Hours: Full time – 37.5 hours per week

Salary: Dependent on experience

Location: Based at Glebe Road Surgery, with occasional work at other Primary Care Network (PCN) sites

Date Prepared: February 2024

To apply please forward current CV and covering letter to:

Annalisa Jarvis, Practice Manager annalisa.jarvis@nhs.net

Closing date: 29th February 2024 or sooner should suitable candidate be chosen

Interview date: ASAP

PURPOSE

To provide person-centred nursing care to patients registered at the surgery or within the PCN in accordance with:

- NMC Code and Duty of Candour
- RCGP General Practice Nurse Competencies
- QNI Standards of Education and Practice for Nurses New to General Practice

SPECIFIC JOB RESPONSIBILITIES

Clinical Care – core values, skills and competencies

- Deliver care according to the National Services Framework (NSF) and the National Institute for Clinical Excellence (NICE) guidelines and evidence-based care
- Assess, plan, develop, implement and evaluate programmes to promote health and well-being, and prevent adverse effects on health and well-being
- Deliver opportunistic health promotion using opportunities such as new-patient medicals or NHS health checks
- Utilise behaviour change strategies in supporting patients to self-care and manage their condition
- Have an enhanced awareness of mental health issues and ability to support and/or signpost patients where appropriate
- Recognise vulnerability in patients and families and implement strategies for safe guarding or signposting of patients and families for further support
- Provide comprehensive holistic assessment skills that take account of the patient who will be managing their condition in the home environment and the many variables that impact on care
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care

Clinical Care – key areas of competence

All GPN's are expected to be working towards achieving competence in all these clinical areas as per their own professional development plan.

- Asthma assessments and annual reviews
- Cervical screening including participating in self-audit
- Compression bandaging and ABPI/Doppler assessment
- Contraception advice and monitoring: pill checks and contraceptive depot injections
- COPD assessments and annual reviews
- Diabetes management
- Ear care
- ECG
- Emergency treatment
- First aid
- Hypertension monitoring including ambulatory monitoring
- Immunisations: childhood and adult national immunisation programmes
- Injection administration including gonadotrophin releasing hormone agonists and serious mental illness (SMI) depot injections
- Learning disability annual health checks
- Minor surgery preparation, assistant and support
- NHS health checks
- Phlebotomy
- Physical assessment skills
- Spirometry – Association of Respiratory, Technology and Physiology (ARTP) trained
- Sexual health screening
- Travel health
- Triage assessment and advice
- Therapeutic drug monitoring and near patient testing
- Wound care

Leadership and Management

- 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
- Participate in and support local projects as agreed with the practice management team
- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Ensure safe storage, rotation and disposal of vaccines and drugs is undertaken. Where appropriate, oversee the monitoring, stock control and documentation of controlled drug usage according to legal requirements
- 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

Facilitation of Learning

- To actively support the professional development of student nurses, junior colleagues and other clinical trainees.
- Act as an assessor and/or supervisor to nursing 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
- Undertake mandatory and statutory training
- 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

Evidence, Research and Development

- Deliver care that reflects the latest NICE and Integrated Care Service (ICS) guidelines and evidence based care
- Assess effectiveness of care delivery through self and peer review, benchmarking, formal evaluation and audit
- Participate in the maintenance of quality governance systems and processes across the organisation and its activities
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
- In partnership with other clinical teams, collaborate on improving the quality of health care, responding to local and national policies and initiatives as appropriate
- Evaluate the patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- Participate in the management, review and identify learning from patient complaints, clinical incidents and near-miss events through the Serious Event Analysis (SEA) process
- Participate in the performance monitoring review of the team, providing feedback as appropriate

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. 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 implement and lead on the full range of promotion and management of their own and others' health, safety and security as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Maintain an up to date knowledge of health and safety and infection control statutory and best practice guidelines and ensure implementation across the business
- 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 across the business
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards, and initiation of remedial / corrective action where needed
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general areas generally clean, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Demonstrate due regard for safeguarding and promoting the welfare of children and vulnerable adults.

Equality and Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues; acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation. All Glebe Road Surgery employees must respect the privacy, dignity, needs and beliefs of patients, carers and colleagues and behave in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights. This will include (but will not be limited to):

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

Personal/Professional Development

The post-holder will participate in any training programme implemented by the PCN or practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

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 recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers

- Recognise people's needs for alternative methods of communication and respond accordingly
- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
- Communicate with and support patients who are receiving 'bad news'
- 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
- Estimate and maintain effective communication with individuals and groups within the practice environment external stakeholders
- Act as an advocate when representing the patients' and colleagues' viewpoints to others

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.

This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time-to-time.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ✓ Nursing and Midwifery Council registered nurse ✓ Demonstrable commitment to professional and personal development 	<ul style="list-style-type: none"> ✓ Completed Level 6 GPN fundamentals of care course or equivalent ✓ Completed Practice Assessor course ✓ Completed Level 6 courses relevant to GPN role. For example, asthma, ARTP training, diabetes, cancer care
Experience	<ul style="list-style-type: none"> ✓ Post registration nurse experience 	<ul style="list-style-type: none"> ✓ GPN experience ✓ Experience assessing and/or supervising nursing students
Skills	<ul style="list-style-type: none"> ✓ Excellent interpersonal and communication skills ✓ Comprehensive holistic assessment skills ✓ Provide person-centred care that respects dignity, is non-judgemental and value based ✓ Demonstrate reflective practice and continuing professional development 	<ul style="list-style-type: none"> ✓ Telephone triage and assessment skills ✓ Experience of quality assurance and quality monitoring.

	<ul style="list-style-type: none"> ✓ Ability to work under pressure ✓ Effective time management ✓ Ability to work as a team member or autonomously 	
Knowledge	<ul style="list-style-type: none"> ✓ Knowledge of needs of patients with long-term conditions ✓ Knowledge of health promotion strategies ✓ Ability and willingness to use a range of technology to support patient care 	<ul style="list-style-type: none"> ✓ Experience working with EMIS health care records ✓ Understanding of local health needs and health services ✓ Awareness of local and national health policy
Other	<ul style="list-style-type: none"> ✓ Adheres to NMC Code and NMC Code of Candour ✓ Self-motivated, able to work autonomously and independently when required ✓ Enthusiastic, team player, willing to develop a career in general practice 	