

Job Description

Job Title	Practice Nurse
Salary	Negotiable
Hours	Part-Time hours per week

Job Purpose

As a practice we have a treatment room team and you will work alongside, the practice nurses and healthcare assistants, delivering key care in-line with your scope of practice.

You will work as a flexible member of the team and report to the Business Partner and Senior Partner and have access to clinical supervision.

An interest in diabetes is essential, as we do deliver enhanced diabetes care to our patients and a prescribing qualification would be preferable.

An excellent working knowledge of general practice and long-term conditions management is required. A good working knowledge of SystmOne and Microsoft applications, however additional training can be provided.

The position is suitable for someone who is able to work on their own initiative, problem solve effectively, be self-sufficient and manage their own workload effectively with minimal supervision.

Key responsibilities

Long Term Conditions Management

- Providing specialist input to assess and manage diabetes patients, including injectable GLP initiation, insulin starts and insulin dose changes.
- Conducting patient reviews, for long term conditions e.g. asthma, COPD, heart failure, learning disabilities.
- Adjusting, updating and putting management plans into place.
- Offering lifestyle advice.
- Supporting patients to self-manage their conditions.

Vaccinations/Injections

- Childhood and routine immunisations – administered in-line with the national schedules, the green book and patient group directives.
- Injections – e.g. prostep, depo, inclisiran, administered in line with practice policies, Leicester, Leicestershire and Rutland guidelines.
- Storage – all vaccines and injections are stored and handled according in-line with cold chain and manufacturer instructions.

Other Areas

- Cytology – performing cervical screening.
- Diagnostics – requesting clinically appropriate tests e.g. FENO, spirometry, urine cultures, swabs and undertaking venepuncture
- Travel health – reviewing requests from patients who will be travelling, advising them on what they require and vaccinating them.
- Wound care – assessing and dressing wounds in-line with Leicester, Leicestershire and Rutland formulary/guidelines, creating and amending management plans for patients and removing sutures/clips.

Meetings/Training

- Meetings – attend and participate in relevant practice meetings, e.g. treatment room meeting, all staff training.
- Training – take part in mandatory training and job related continued professional development.

Procedural

- Anaphylaxis – to recognise and manage this, in line with UK Resuscitation Council guidelines.
- Cardio-pulmonary resuscitation – be able to perform this and the correct use of a defibrillator.
- Infection protection and control – maintain effective infection control measures in-line with the practice's policy.
- Significant events – raise any items you feel the practice needs to learn from.
- Stock – maintain adequate stock within the treatment room and assist with keeping this re-stocked.

This list is not exhaustive but intended as a guide and the post-holder will be expected to be flexible and undertake any additional tasks requested.

Personal Development

Participate in any training programme implemented by the Practice as part of the role. Take responsibility for own development and maintaining a record of such. Training may need to be taken outside of normal practice hours and off site.

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