**John Tasker House and Felsted Surgeries**

JOB DESCRIPTION AND PERSON SPECIFICATION

Role: Lead General Practice Nurse

Salary: Band 7

Hours of work: tba

Accountable to: Practice Manager (managerially)

Accountable to: GP Partners (clinically)

**Main duties of the job**

* To plan and deliver high quality integrated nursing care to the practice population
* To promote health and wellbeing within the practice population
* To work with clinical and non-clinical practice staff, other members of the wider healthcare team and NHSE/CCG in contributing to:
  + The achievement of QOF
  + Delivering objectives set out in the NHS Action Plan Meeting the standards as set out by the Care Quality Commission (CQC)

**Job Summary**

The post holder is responsible for ensuring the delivery of safe and effective nursing care to the whole practice population. As the team leader for the general practice nursing team, the post holder is accountable for nursing service delivery. They will lead and manage all the nursing resources, working closely with the GPs and practice manager to deliver the practice priorities.

Clinically, they will provide and maintain an extremely high standard of nursing care for patients as well as providing nursing assistance to the doctors and other members of the primary healthcare team. They will take responsibility for chronic disease registers including QOF and work with admin staff to maintain robust call and recall systems for chronic disease, cervical cytology, immunisation and other populations-based health promotion and disease prevention care programmes. You will work collaboratively with the whole general practice team to meet the needs of patients, supporting the delivery and procedures and providing leadership and direction for the nursing team.

**Job Responsibilities:**

**Professional**

* Manage Long-term condition clinics (including COPD, Diabetes, CHD)
* 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. Facilitates change.
* Assessing problems presented opportunistically by patients.
* Able to document Consultations according to NMC guidelines
* To lead and support all staff in managing chronic diseases and achieving QOF targets.
* Ensures awareness of statutory and local clinical protection procedures, including systems of referral. Ability to recognise signs and symptoms of child abuse.
* Be able to undertake procedures including venepuncture, glucose tolerance tests, BP management, urinalysis, peak flow, spirometry, pregnancy testing, cytology, wound management, suture removal and ECGs
* Able to recognise and manage anaphylaxis according to current UK guidelines.
* Able to perform Cardio-pulmonary resuscitation according to current UK guidelines.
* Assist in the provision of minor surgery.
* Ability to obtain and document informed consent (either verbal or written).
* Ensure infection control guidelines are maintained.
* Ability to monitor and manage maintenance of stock and equipment to include refrigeration and emergency equipment.
* Contribute to the assessment of service needs.
* Assist patients to identify their health needs.
* Contribute a nursing perspective to the Practice development plan.
* Manage and organise individual patient consultations.
* Aware of identification and reporting procedures related to professional standards.
* To attend staff meetings.
* Ensure effective relationships and communications
* Support the Practice clinical governance agenda.
* Identify changes to clinical practice that are required to implement evidence-based guidelines
* 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

**Leadership**

* Understand own role and scope in the practice and identify how this may develop over time
* Work as an effective and responsible team leader, supporting others and exploring the mechanisms to develop new ways of working
* Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being and participate in protocol development in conjunction with other health care professionals
* Participate in management meetings, taking on responsibilities and reporting back as required
* Prioritise own and other’s workload and ensure effective time management strategies are embedded within the culture of the team
* Act as a role model to support members of the nursing team to undertake mandatory and statutory training requirements
* Provide clinical educational advice to support development of the team and range of services provided
* Manage the nurse rotas/ holiday/ study leave
* Manage nursing staff appraisals
* 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

**Personal/Professional Development**

* Maintain good industrial relations
* Take reasonable care of his/her own safety and that of other persons who may be affected by his/her act or omission.
* Co-operation with the Practice to ensure all members of the team adheres to statutory regulations/policies and codes of practice and departments safety rules.
* Offer innovative ways of working and opportunities to facilitate learning.
* Facilitates a learning environment within the team.
* Maintains a caring environment through the support of colleagues
* 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

**Confidentiality**

While 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

**Infection Control Lead Duties:**

Please refer to Infection Control Policy for duties.

**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.

**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

**Person Specification**

**Qualifications - Essential**

* Registered General Nurse
* A demonstrable commitment to professional development
* Competency in basic nursing duties required for the post
* Excellent communication and interpersonal skills
* Willingness to contribute to multi-professional working
* Ability to work well autonomously and within a team
* Experience of working in accordance with the NMC Code of Professional Conduct (2002) and The Scope of Professional Practice (1992)
* Experience of dealing with the public/patients
* Able to demonstrate enthusiasm to develop nursing skills
* An understanding, acceptance and adherence to the need for strict confidentiality
* Ability to use own judgement, resourcefulness and common sense
* Ability to work without direct supervision and determine own workload priorities
* Ability to work as part of an integrated multi-skilled team
* Pleasant and articulate
* Able to work under pressure and in a changing environment
* Able to use own initiative
* Full registration with NMC
* Flexibility to work Extended Hours
* A commitment to ensure all Health and Safety requirements and Infection Control measures are met, as defined by national standards and the Practice Health & Safety Policy/Manual and the Practice Infection Control policy and procedures
* Ability to initiate and titrate insulin appropriately for Diabetic patients, or willingness to learn/ take relevant courses.

**Desirable**

* Knowledge and understanding of the range of primary care and community services
* Experience of Primary Care
* Specific nursing skills/qualifications relevant to the post, including phlebotomy, urinalysis, cervical cytology, wound care, childhood immunisations, travel clinic and smoking cessation
* Experience of QOF and chronic disease management (such as Diabetes, CHD, Asthma etc)
* Knowledge of IT clinical systems (SystmOne)
* Knowledge of Microsoft Office software
* Commitment to professional development & peer group learning
* Family Planning qualification (or willing to work towards)
* Car driver/clean licence
* An interest in teaching/mentoring
* Flexibility of working hours/ability to work at the desired times

**Terms and Conditions**

* Superannuation: This post is superannuable
* Health Assessment: This post is subject to a satisfactory pre-employment health assessment
* Criminal Records: The successful applicant will be required to complete a Criminal Records Bureau (disclosure) form. Because of the nature of the work, this post is exempt from the provisions of the Rehabilitation of offenders Act 1974. Applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ and failure to do so could result in disciplinary action or dismissal
* NMC: The post is subject to the successful candidate holding a current, full NMC registration
* Data Protection: All members of staff are bound by the requirements of the Data Protection Act 198 and any breaches of the Act of the confidential nature of the work of this post could lead to dismissal
* General: The post holder must comply at all times with the Practice Health and Safety Policies and report any incidents to the Practice Manager