



Practice Nurse Job Description – with lead nurses duties

Job Title :	Lead Practice Nurse
Role Purpose Statement	To provide practice nursing services to the practice population(s)
Reporting to :	Site Manager & Director of Nursing
Job Reference Number:	
Hours / Work Pattern :	
Location :	

Role Purpose

To provide practice nursing services to the practice population(s)

Supported by the nursing team within the practice, the Practice Nurse will deliver care within the boundaries of their role and in accordance with specific practice guidelines and protocols.

As autonomous practitioners the nurse is responsible for the care delivered, demonstrating critical thinking and skills in clinical decision making.

They will focus upon supporting patients to be healthy by assessing their needs, providing nursing care, health education advice, screening activities, monitoring of long term conditions, implementing care in the community or other settings, maintaining clinically accurate records and running clinics.

They will work collaboratively with the general practice team to meet the needs of patients and support the delivery of policy and procedures, and providing nurse leadership as required.

Practice Nurse additional roles

- Delivery of specialist clinics, evidence-based practice for patients with long-term conditions, management and preventative nursing interventions to all patients.
- Supporting and managing the health needs of women presenting for family planning and cervical cytology consultations
- Implement and participate in vaccination and immunisation programmes for both adults and children.
- Advise, support and where appropriate administer vaccinations for patients travelling abroad

Lead Nurse additional roles

- They will be accountable for the nursing service delivery, providing clinical guidance and developing nursing services offered by the practice
- They will lead the nursing team to meet the needs of patients, supporting the delivery of policy and procedures
- They will co-ordinate all nursing resource, working closely with the Site Supervisor and GP's to deliver the practice priorities.
- They will constantly strive for continuous professional development for themselves and the nursing team. Driving forward best practice



Role Location

GPS Healthcare provides high quality primary care services through six premises and so flexibility to work at the other premises when requested is required as part of this role.

The locations of the other key GP Practices are listed below but are not exclusive. Other locations may be added to this list.

You may also be expected to travel to alternative locations for training and development purposes.

- Knowle Surgery, 1498 Warwick Road, Knowle B93 9LE
 - Meadowside Family Health Centre, 30 Winchcombe Road, Solihull, B92 8PJ
 - Park Surgery, 278 Stratford Road, Shirley, Solihull, B90 3AF
 - Tanworth Lane Surgery, 198 Tanworth Lane, Shirley, Solihull B90 4DD
 - Village Surgery, Cheswick Way, Cheswick Green, Solihull, B90 4JA
 - Yew Tree Medical Centre, 100 Yew Tree Lane, Solihull B91 2RA
-

Duties and Responsibilities

Clinical Practice

The post holder will make professionally autonomous decisions for which he / she is accountable. Providing safe, evidence-based, cost-effective, individualised patient care to include;

- **Health and Well-being**
 - Assess, plan, develop, implement and evaluate programmes to promote health and well-being, and prevent adverse effects on health and well-being
 - Utilise skills in history taking, physical examination, problem-solving and clinical decision making to establish a diagnosis and management plan
 - Support patients to adopt health promotion strategies and encourage principles of self-care
 - Offer holistic service to patients and their families, developing where appropriate an on-going plan of care/support, with an emphasis on prevention and self-care

- **Medication**
 - Provide information and advice on prescribed or over-the-counter medication, medication regimens, side-effects and interactions.
 - Work with patients in order to support adherence to prescribed treatments

- **Aural conditions**
 - Promote and deliver evidence based care for patients presenting with aural conditions.

- **Family Planning**
 - Contraceptive services including pill checks and depo injections.

- **Minor Surgery**
 - Assist GP in providing minor-surgery sessions, coil fits and implanon fittings

- **Chronic Disease management**
 - Undertake appropriate investigation, clinical observations and interventions following agreed guidelines for patients with chronic disease e.g. Asthma, CHD, Diabetes and Hypertension.

- **Emergency Care**
 - Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.

- **Wound Management**
 - Meet the needs of patients presenting for wound care and use dressing formulary

- **Mental health, adult and child safeguarding**
 - Recognise, assess and refer patients presenting with mental health needs in accordance with the National Framework (NSF) for Mental Health.
 - Recognise adult and child safeguarding situations and act appropriately.

**Additional for Practice Nurse**

- Long Term Conditions ➤ Work with other health care professionals to identify, diagnose, monitor, manage and treat patients at risk of or with long-term conditions, including on-drug-based treatment methods using a management plan

- Vaccination programmes ➤ Implement vaccination and immunisation programmes for Adults and Children
 ➤ Advise, support and where appropriate administer vaccinations for patients travelling abroad

- Cytology ➤ Support and manage health needs of women presenting for cervical cytology consultations

Contribution to the implementation of Services

The post-holder will;

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

Deliver a quality service

The post-holder will strive to maintain quality within the Practice, and will;

- Effectively manage own time, workload and resources
- Reflect on own and team activities to identify risks, enhance performance and improve quality of patient care
- Work within own competence and professional code of conduct as regulated by the NMC
- Produce accurate, specific and complete records of patient consultation
- Deliver care according to the NSF and the NICE guidelines and evidence based care.
- Understand and apply statutory procedure and local guidance regarding the identification of vulnerable adults and children, domestic violence, substance abuse and addictive behaviour

Lead Nurse Additional responsibilities

- Lead in the development and delivery of specialist primary care services, such as long term disease management
- Ensure that National Service Frameworks (eg CHD, Diabetes, mental health) are being delivered
- Assess effectiveness of care delivery for the nursing team through peer review, benchmarking and formal evaluation. Utilise an Audit cycle to monitor and implement improvements as appropriate
- Fully participate in the review, management and learning from patient nursing complaints
- Identify and learn from clinical incidents utilising a structured framework (EG SEA)

Communication

The post-holder should recognise the importance of effective communication and will strive to;

- Communicate effectively with patients and carers to ensure they are fully informed and consent to treatment
- Utilise effective communication skills to support patients to adhere to prescribed treatment regimens
- Provide support, guidance and information in a format that meets the needs of the patients
- Communicate effectively with other team members and external stakeholders
- Act as an advocate when representing the patients and colleagues viewpoints to others
- Fully participate with team meetings, team activities and delivering the nursing agenda

Lead Nurse Additional responsibilities

- Lead Nursing team meetings
- Represent the practice



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 recognises 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, non-judgmental and respects circumstances, feelings priorities and rights
- Identify patterns of discrimination, take action to overcome this and promote diversity and quality of opportunity

Lead Nurse Additional Responsibilities

- Monitor and evaluate adherence to local policies
- Act as a role model in the observance of equality and diversity good practice

Personal and Team Development

The post-holder will participate in any mandatory and statutory training programme implemented by the Practice as part of this employment. Actively participating in ongoing learning and development to include;

- 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
- Understand own responsibilities and accountability in the delivery of GPN services to patients
- Disseminate learning and information to other team members in order to share good practice
- Provide educational role to patients , carers, families and colleagues to facilitate learning

Lead Nurse Additional Responsibilities

- Act as a clinical leader in the delivery of GPN services
- Participate in clinical supervision, act as a positive role model and mentor junior staff
- Annual performance reviews for the nursing team, enabling realistic self-assessment and enabling development
- Work with Practice Management to ensure sufficient staff of appropriate ability, quality and skill mix are available
- Fully engage with new initiatives, leading the planning and implementation of Nursing changes
- Lead, plan and participate in audits and the development of local guidelines, protocols and standards
- Keep up to date and apply local and national developments, promote best practice and actively encourage learning

Team Working

The post-holder will work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working. To include;

- Work effectively with others to clearly define values, direction and policies impacting upon care delivery.
- Ensure clear understanding and utilisation of referral mechanisms within the practice
- Accept delegation from other nurses, prioritise own workload and ensure effective time-management
- Participate in and support local projects as agreed with the practice management team

Lead Nurse Additional Responsibilities

- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence
- Prioritise workloads and ensure effective time management strategies are embedded within the team
- Lead nursing activities that create opportunities to improve patient care



Management of Risk

The post-holder will work effectively to manage risk including;

- Monitor work areas and practices to ensure that they are safe, free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
- Ensure the safe storage, rotation and disposal of vaccines and drugs is undertaken.
- Apply infection control measures within the practice according to local and national guidelines

Lead Nurse Additional Responsibilities

- Leading on Clinical Infection Control and working with the non-clinical infection control lead to meet the standards required of the practice. Including monthly and annual audits and training of staff (including waste, sharps, hand hygiene, clinical hazards)
- Leading on Clinical Health & Safety and working with the non-clinical health and safety lead to meet the standards required of the practice. Including appropriate audits and training (including Fridge monitoring, bio-hazards, etc)
- Oversee the monitoring, stock control and documentation of drugs, vaccinations, immunisations and clinical stores according to practice and legal requirements

Utilising and applying Information

The post-holder will work effectively to accurately apply and utilise information including;

- Review and process data using accurate Read codes about patients in order to ensure easy and accurate retrieval for monitoring and audit processes.
- Understand own and other's responsibility to the individual organisation regarding the Freedom of Information Act.
- Apply patient / clinical data searches to achieve clinical goals

Lead Nurse Additional Responsibilities

- Use technology, reports and appropriate software as an aid to planning, implementation and monitoring of care and clinical service improvements
- Monitor and ensure adherence to the Freedom of Information Act

Confidentiality

The post holder will work effectively to ensure confidentiality at all. To include consideration of;

- 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
-



Qualifications

- See support pack Level 4
-

Experience Required

- See support pack Level 4
-

Skills Required

- See support pack Level 4
-