**JOB DESCRIPTION**

**JOB TITLE:** Practice Nurse

**LOCATION:** Herefordshire Out of Hours Hubs

**ACCOUNTABLE TO:** Managerially Operational Manager

Professionally Clinical Service Manager

Clinically Hub GP or Advanced Clinical Practitioner

**JOB PURPOSE**

To provide primary medical services to Herefordshire population outside of regular working hours. Practice a range of clinical skills to deliver general practice nursing care as an autonomous practitioner and support/supervise Health Care Assistants and phlebotomists in the clinical area you are working in. To work within your scope of practice and clinical expertise.

### Main Responsibilities

* Assess, plan, implement and evaluate nursing care to meet the care needs of patients.
* Support patients to adopt health promotion strategies that encourage patients to live healthily, and apply principles of self-care around diet, exercise, alcohol, smoking cessation
* Manage patients presenting with wounds including removal of sutures and clips.
* Ensuring safe vaccine and cold chain storage
* Administering routine injections such as B12 and decapeptyl as prescribed by medical prescriber
* Undertake cervical cytology screening on those who are eligible in line with national guidelines following local procedures
* Give women advice on all forms of contraception aiding them to make an informed choice
* Provide sexual health assessment, advice and direct to appropriate testing, performing swabs if necessary.
* To perform venepuncture and NPT
* To perform ECG’s
* To provide Hypertension checks, liaising with GP when BP out of target.
* Identify, and manage patients at risk of developing a long-term condition
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
* Utilise EMIS web templates to record clinical data
* Sign post individuals to relevant organisations.
* Supervise and support Health Care Assistants and phlebotomists in the clinical area you are working in.
* Accurately document nursing care to NMC standards
* Provide and document care using EMIS templates in line with NICE guidance, local policies and QOF requirements
* Support placements of pre/post registration students and people on work experience
* Be able to manage own time, workload and resources effectively
* Assists in the collection of Taurus specific outcome data
* To carry any other appropriate duties as required.

Nurse led chronic disease management clinics for those with additional training

* Provide nurse led long term condition clinics for people with diabetes, CHD, heart failure, stroke / TIA, PAD, hypertension, CKD, diabetes, asthma and COPD as required
* Perform relevant nurse assessments:, blood pressure, diabetic foot examination, lifestyle, peak flow.
* Identify patients who are not within QOF / NICE/treatment targets and liaise with Hub GP/ACP colleague to determine action plan. ~~regarding medication.~~
* Develop self management plans for patients with long-term conditions utilising local care planning tools and literature e.g. diabetes hand held record
* Utilise local resources such care pathways,GP Teamnet and hand held diabetes record.
* Identify and refer those who would benefit from pulmonary rehabilitation, diabetic educational sessions and smoking cessation services.
* Identify and refer individuals who would benefit from risk stratification under the virtual ward teams

**COMMUNICATIONS AND WORKING RELATIONSHIPS**

* Communicate to a high level, both spoken and written
* Effective communication with team members and other agencies, patients and their relatives / carers.
* Use of the clinical IT system for recording and monitoring of patient information
* Ensure safekeeping of Taurus IT hardware
* Participate in team and clinical meetings
* Use of the NHS email system

**PERSONAL DEVELOPMENT**

* Take responsibility for own developmental training and performance, including participating in clinical supervision
* Be aware of the professional boundaries they are working to and highlight any areas of required development and ensure continual professional development maintained
* Take responsibility for maintaining a record of own personal development
* To recognise and understand the role and responsibilities of individuals working in the clinical team
* To attend mandatory training and fire lectures regularly and assist with fire policy/evacuation procedure when necessary.
* To keep up to date with and attend training on revisions to information systems or changes in protocols for the inputting of data in the light of Local and national initiatives. To adhere to agreed protocols at all times.
* To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

# CLINICAL GOVERNANCE AND QUALITY ASSURANCE

* Ensure own actions are consistent with agreed standards of care, following practice/national guidelines
* Assess own performance and take accountability for own actions, either directly or under supervision
* Alert team members to issues regarding the quality or risk in the patients care
* Work effectively with individuals in other agencies
* Attend and participate in practice team and clinical meetings
* To realise the importance of confidentiality when dealing with patients and staff, particularly when giving or receiving information over the telephone in accordance with the Data Protection Act. Maintain patient confidentiality and accurate record keeping
* Maintain the high standards of the service by contributing towards individual, team and service objectives and acting at all times in the best interest of patients.
* To accurately collect, collate and input data to Information Systems as required by procedures to ensure that patient database records are up to date and accurate.

## INFORMATION GOVERNANCE

* Taurus Healthcare requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the company and its service users and employees.
* All Taurus Healthcare staff are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.
* Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date.  The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
* All Information obtained or held during the post-holder’s period of employment that relates to the business of the company and its service users and employees will remain the property of the Taurus Healthcare.  Information may be subject to disclosure under legislation at the Company’s discretion and in line with national rules on exemption.
* Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal.  Breaches after the post-holder’s employment has ended could result in the Company taking legal action against them.

**HEALTH AND SAFETY**

* Use appropriate infection control procedures, maintaining work areas in own designated clinical room so that they are clean, safe and free from hazards, reporting any potential risks.
* Understand and apply the principles of the cold chain
* Fridge Temperature Recoding and reporting of deviances.
* Check all emergency equipment has been checked as per CQC recommendations.
* Know the health and safety policies and procedures within the workplace, including fire procedures
* Be aware of the child safeguarding procedures, local guidance and referral criteria
* To have responsibility for health, safety and welfare of self and others at work. This includes being conversant with Trust Health & Safety policies and procedures and ensuring incidents, accidents and near misses are reported; taking part in the risk management process and carrying out tasks/using equipment only when competent to do so.
* Be responsible for ensuring the general environment is clear of all hazards.
* All staff have a responsibility to apprise themselves of how the prevention of the spread of infection relates to their role.  They have a responsibility to ensure they are aware of Company policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

**EQUALITY AND DIVERSITY**

* Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Act in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with Taurus procedures / policies and current legislations.
* Act as a chaperone as needed.
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

This job description may be amended by management through consultation with the post holder in order to reflect changes in, or to, the job.

**PERSON SPECIFICATION**

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| Job Title: Practice Nurse (OOH services) |  | | | | |
| CRITERION | ESSENTIAL  (Should possess to do the job) | DESIRABLE  (Could also possess) | Tested @ INTERVIEW | Tested on APPLICATION FORM | WEIGHTING FOR EACH CRITERIA  High = 3  Medium = 2  Low = 1 |
| EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS | | | | | |
| RGN – current NMC registration with minimum 6 months years experience in primary care practice nursing | x |  |  |  |  |
| A demonstrable commitment to professional development | x |  |  |  |  |
| Recent mandatory training in immunisations (HPA standard) |  | x |  |  |  |
| Safeguarding adult and children level 3 |  | x |  |  |  |
| Contraception and sexual health qualification/training |  | x |  |  |  |
| Cervical cytology practitioner | x |  |  |  |  |
| Adult and paediatric asthma qualification |  | x |  |  |  |
| COPD qualification / training |  | x |  |  |  |
| Diabetic qualification |  | x |  |  |  |
| In date CPR training (within 18 months) | x |  |  |  |  |
| SKILLS | | | | | |
| Work autonomously and collaboratively, recognising when referrals are required | x |  |  |  |  |
| Excellent communication skills both written and verbal | x |  |  |  |  |
| IT skills – computer and keyboard literate | x |  |  |  |  |
| Time management and the ability to work to deadlines | x |  |  |  |  |
| Ability to prioritise workload | x |  |  |  |  |
| Relay clinical information and maintain accurate, comprehensive consultation records in line with NMC requirements | x |  |  |  |  |
| KNOWLEDGE/EXPERIENCE | | | | | |
| Experience of working in primary care | x |  |  |  |  |
| Experience of nurse led chronic disease management clinics |  | x |  |  |  |
| Experience of working in a multi-professional environment |  | x |  |  |  |
| PERSONAL QUALITIES OR ATTRIBUTES | | | | | |
| Work a flexible pattern of evenings weekends and bank holidays and cover team annual leave and sickness when applicable |  | x |  |  |  |
| Organised, friendly, approachable, polite and empathetic | x |  |  |  |  |
| Adaptable and comfortable dealing with changing priorities and be a team player | x |  |  |  |  |
| Current clean diving licence |  | x |  |  |  |