

# BRECON MEDICAL GROUP PRACTICE

## JOB DESCRIPTION

**JOB TITLE:** General Practice Nurse

**REPORTS TO:** Lead Practice Nurse

**HOURS:** 37.5 (over 5 days) or 36 (over 4 days)

### **Job summary:**

The post holder is responsible for the delivery of general practice nursing skills to the whole practice population as part of patient centred care.

The focus of the role is:

- The delivery of acute care in a treatment room setting.
- The provision of evidence based preventative care as well as opportunistic screening.
- Support for patient's management of long-term chronic disease, monitoring and review of health conditions including anticoagulation.

As an autonomous practitioner, the nurse is responsible for the care delivered, demonstrating critical thinking and skills in clinical decision-making in the management of patients. Working collaboratively within the dynamic general practice team to meet patient's needs, support the delivery of care in accordance with policy and procedures.

### **Key responsibilities:**

#### **Clinical practice**

- Prioritise patient care, recognise potential problems and act appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
- Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being.
- Screening including opportunistic screening: BP checks, height, weight, smoking status, urinalysis, venepuncture, STI screening, cervical cytology.
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition as appropriate.
- Chronic Disease Management: Assess, plan, implement and evaluate individual treatment plans for patients with a known long-term condition. Work with other health care professionals to diagnose, monitor, manage and treat long-term conditions, including non-drug-based treatment methods in line with national and local policies and practice needs.
- Support patients in order to support adherence to prescribed treatments.

- Provide information and advice on prescribed or over-the-counter medication, on medication regimens, side-effects and interactions.
- Health Promotion: Support patients to adopt health promotion strategies that promote patients to live healthily, and apply principles of self-care.
- Women's Health: Support and manage women presenting for cervical cytology consultations.
- Immunisations programme: Implement and participate in vaccination and immunisation programmes for both adults and children.
- Travel: Advise, support and administer vaccinations where appropriate for patients travelling abroad.
- Wound care: Meet the needs of patients presenting for opportunistic wound care, including aseptic technique, removal of sutures, minor surgery assistance.
- Assess patients with minor illnesses.
- Ear assessment: Provide ear care advice and signpost to self-referral for ear irrigation as needed.
- Point of Care/INR: Implement INR star, have an understanding of anticoagulation and provide patients with warfarin management plans.
- Support the audit of the practice environment, updating of policy and introduction of new measures which improve the quality of care.
- Acting in the capacity of link nurse as agreed and updating colleagues as required.
- Undertake any other general practice nursing duties as required.

### **Communication**

- Demonstrate effective communication styles to ensure patients are fully informed and consent to treatment.
- Communicate with and support patients 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.
- Anticipate barriers to communication and take action to improve communication.
- Estimate and maintain effective communication with individuals and groups within the practice environment and with external stakeholders.
- Act as an advocate when representing patients and colleagues.

### **Delivering a quality service**

- Recognise limitations and work within own competence and professional code of conduct as regulated by the NMC.
- Produce accurate, timely and complete records of patient consultation, consistent with legislation, policies and procedures.
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
- Deliver care according to NSF, NICE guidelines and evidence-based care.

- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation.
- Participate in the maintenance of quality governance systems and processes across the practice.
- Participate in the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
- Collaborate on improving the quality of health care in partnership with other clinical teams, 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 performance monitoring review of the team, providing feedback as appropriate.
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance.
- Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate.

#### **Leadership – personal and people development**

- Take responsibility for own development learning and performance including participating in clinical supervision and acting as a positive role model, in line with the NMC and revalidation.
- Support the development of others in order to maximise potential.
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
- Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency and actions that are not in the interest of the public and/or users of services.
- Participate in planning and implementing changes within the area of care and responsibility.
- Contribute and participate in the development of local guidelines, protocols and standards.

#### **Team working**

- Understand own role and scope, and identify how this may develop over time.
- Work as an effective and responsible strong team member, being a team player, supporting others and exploring the mechanisms to develop new ways of working.
- Delegate clearly and appropriately, adopting the principles of safe practice and assessing competence.
- Ensure clear referral mechanisms are in place to meet patient needs.

- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team.
- Work effectively with others to clearly define values, direction and policies which impact upon care delivery.
- Participate in team activities that create opportunities to improve patient care.

## **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.

### **Management of risk**

- Using personal security systems within the workplace according to practice guidelines.
- Making effective use of training to update knowledge and skills.
- 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.
- Oversee the monitoring, stock control and documentation of controlled drug usage according to legal requirements.
- Support members of the nursing team to undertake mandatory and statutory training requirements.
- Apply infection-control measures within the practice according to local and national guidelines e.g the correct disposal of sharps.
- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all.
- Participate in the local implementation strategies aligned to the values and culture of general practice.

### **Utilising information**

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information.
- Review and process data; accurately coding to ensure easy and accurate retrieval for monitoring and audit processes.
- Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition e.g Patient.co.uk
- Understand the responsibility of self and others regarding information governance in accordance with legislation and guidance.

### **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 their 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 legislation.

### **Learning and development**

- Act as mentor to students, assessing competence against set standards as requested (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.
- 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.
- Participate in any training programme implemented by the 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.
  - Be willing to learn new skills. Taking responsibility for own development learning and performance and demonstrating skills and activities to other who are undertaking similar work.

### **Equality and diversity**

- 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 the observance of equality and diversity good practice.
- 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.

### **Safeguarding Vulnerable People**

The post-holder will take personal responsibility for safeguarding; acting in accordance to Practice Policy and local arrangements in respect of Adult and Child Protection and in accordance with their role.

### **Disclosure & Barring Service Check**

This post is subject to the Rehabilitation of Offenders (Exceptions) Order 1975 which makes certain regulated activity (for example work with children, young people and/or vulnerable adults) exempt from the Act, therefore requires individuals seeking to work with those groups to be subject to disclosure. The post-holder will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check for any previous criminal convictions.

### **Pension**

The post-holder will be eligible to join the NHS Superannuation Scheme: There are several rates of member contribution, which are set against nationally agreed rates based upon actual annual pensionable pay. These range from 5.2% to 12.5% (Employers contribution 20.6%).