Job Description

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| **Job title:** | IAS Practice Nurse |
| **Salary:** | £26 per hour |
| **Accountable to:** | IAS Clinical Lead |
| **Location:** | Multiple Hub Sites – will be confirmed in appointment letter |

**About us and our culture**

We are a not-for profit, social enterprise, membership organisation delivering NHS services. Our members are local GPs, practice managers, practice nurses and our own staff.

**We believe these things to be true**

* Care is something we can choose to show for ourselves and each other at any time. Care is not exclusive to an appointment or a medical intervention
* We have a right to take control of our lives
* It takes courage to step forward and effect change. The capacity to lead is within us all
* Every interaction can be powerful if we choose to engage consciously. We know the ripples from these movements can go on to create profoundly positive change
* True care is a way of living that creates meaning between us all

**Our Purpose in the World**

Care Unbound. To create more possibilities for care in every moment.

**How we work in service of our purpose**

* We strengthen our capacity to care for ourselves and each other
* We recognise each opportunity to help people make meaningful choices
* We encourage ourselves to be guided by our values in the work we do every day
* We develop the capacity for leadership in ourselves and with all those we engage with
* We make improvements quickly where we recognise the opportunity, rather than waiting for perfect solutions
* We bring together the right people organisations and ways of working to create true partnerships

We believe in enabling people to take control of their health care journeys – we help to change the way health and wellbeing services work so care can focus on what matters to individuals.

We work to ensure that our culture is one that allows everyone to come to work as their ‘whole’ selves. For most of us, work takes up a big part of our day. We want to ensure that it’s enjoyable and speaks to us on a level deeper than ‘just getting the job done’.

**JOB SUMMARY**

A wide range of primary care experience is essential as we are looking for someone to participate fully in our nursing team.

The post holder will deal with a wide range of health care needs in the primary care setting, ensuring the highest standard of care for all registered and out of area patients within Improving Access Services host sites.

The post holder is responsible for the delivery of general practice nursing care to the whole practice population. Key elements of the role are the delivery of evidence-based practice for patients presenting with an immediate nursing need or a long-term condition and the provision of preventative health care to the practice population. They will demonstrate safe clinical decision-making and provide expert care in the management of patients. The post holder is expected to work collaboratively with all members of the practice team to meet the needs of patients and support practice objectives, policies and procedures. The post holder will work within their scope of practice and in accordance with local policies and procedures and the NMC Code of Professional Conduct

**MAIN DUTIES AND RESPONSIBILITIES**

1. **Clinical**

To provide nursing services to patients of the service including treatment, screening and advice.

Responsible for the day to day running and duties of the treatment room.

Duties (where trained and competent) include:

* Cervical screening
* Child and adult immunisations
* Phlebotomy
* Wound care and management
* Blood pressure monitoring
* Contraception and sexual health screening and advice
* Travel advice and immunisation
* Monitoring and Management of long-term conditions
* Chaperoning and assisting clinicians with minor surgery and coil fitting
* Any other delegated duties appropriate to the post.
* To deliver chronic disease management to patients (including in clinic settings) in accordance with best practice and to deliver key performance indicators. The post holder with work with other health professionals to monitor, manage and treat these conditions using appropriate and agreed management plans. These services may be delivered in organised clinics and will include CHD, COPD, asthma, diabetes and hypertension.
* Proactively identify and manage treatment plans for patients at risk of developing a long-term condition as appropriate.
* Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being.
* Review medication for therapeutic effectiveness within their scope of practice, appropriate to patient needs and in accordance with evidence-based practice and national and local protocols.
* Work with patients in order to support adherence to prescribed treatments.
* Support patients to adopt health promotion strategies that enable them to live healthily, and apply principles of self-care.
* Be able to identify medical emergencies and take the appropriate action.
* Provide clinical care in line with agreed local and national protocols or guidance.
* Recording clear and contemporaneous consultation notes to agreed standards using the agreed computerised systems for all patient information.
* Read coding appropriately and collecting data for audit purposes and key performance indicators.
* Dissemination of highly complex and sensitive information to patients, including unwanted pregnancy, potential sexually transmitted illness, domestic violence, bereavement counselling and mental health in line with GDPR guidelines.
* To actively fulfil safeguarding role for adults and children as per national standards.
* To communicate effectively with patients and carers, recognizing the need to alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
* To follow local and national infection prevention and control guidance and policy.
* To encourage health promotion and education for all patients and advise them of other available services, including promoting self-care.

**2. Personal Development and Professional responsibilities**

* To provide a high standard of professional conduct and nursing care at all times in accordance to the NMC Professional Code of Conduct.
* Ensure all records are accurate, complete and permanent in line with service policies and NMC guidance.
* Be accountable for all decisions made and care provided to patients.
* Be aware of personal limitations in knowledge and practice and seek appropriate advice from senior nursing and medical colleagues.
* Monitor effectiveness of own clinical practice through audit and peer review.
* Participate in continuing professional development opportunities to ensure that up- to-date evidence based knowledge and competence in aspects of the role is maintained.
* To participate in clinical supervision and appraisal in accordance with local ICB guidelines.
* To promote the role of the Practice Nurse within the service and externally to key stakeholders and organisations.
* Work collaboratively with all colleagues within and outside of the practice.
* To take responsibility for own developmental learning and performance and highlight any learning needs to clinical leads.
* To attend and participate in service meetings including clinical, educational and developmental meetings. To undertake training as required including mandatory and statutory training, core skills training and ongoing developmental training. Assess own preferred learning methods and to adapt learning as required.
* To have an up-to-date revalidation portfolio available.
* To recognise and understand the roles and responsibilities of the whole primary health care team.
* To strive to maintain quality within the service.
* To alert clinical lead and on call delivery team members to issues of quality and risk.
* To assess own performance and take accountability for own actions.
* To contribute to the effectiveness of the team by reflecting on own and teams performance and making suggestions to improve and enhance activities.
* To effectively prioritise, organize and manage own time, workload and resources).

**3. Health and Safety / Risk Management**

* The post holder will be trained in and expected to use the personal security systems available within the host sites.
* To identify any risks involved in their work activities and undertake them in a way that manages the risks.
* The post holder must comply at all times with the service’s Health and Safety policies including Infection Prevention and Control policies.
* To use computers safely and appropriately in line with GDPR regulations.

**USE OF NEW TECHNOLOGY**

We will make use of computer technology. Staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more accurate communication within and outside of the organisation. Staff should highlight need for support with this if required.

**CONFIDENTIALITY**

As an employee of ‘Here’ you may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of patients, information affecting members of the public, matters concerning staff and details of items under consideration by ‘Here’. Under no circumstances should such information be divulged or passed to any unauthorized person. This includes holding conversations with colleagues concerning patients or staff in situations where the conversation may be overheard. Breaches of confidence will result in disciplinary action which may involve dismissal.

**EQUAL OPPORTUNITIES**

Our policies and practices are designed to ensure equality of opportunity in employment and service delivery. All staff are expected to comply with these policies and practices.

**HEALTH AND SAFETY**

All staff have a responsibility to perform their duties in such a way that accidents to themselves and to others are avoided, and to cooperate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will report any matters of concern, incidents or complaints through the service managers or clinical leads. Similarly, it is each person’s responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

**NO SMOKING POLICY**

We operate a no-smoking policy. This applies to all staff and visitors. This policy also includes travelling in ‘Here’ owned or leased vehicles during work time and whilst travelling in their own vehicles whilst on duty, in work time or whilst on ‘Here’ premises. It is a condition of employment for staff that they do not smoke whilst on duty or anywhere on the premises including the car park.

**TRAINING AND DEVELOPMENT**

All employees have a responsibility to undertake statutory and mandatory training that is required by the Improving Access Services on behalf of their commissioners.

**AGREEMENT**

This job description will be reviewed as necessary and may be amended to meet the changing needs of ‘Here’. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals. This job description has been agreed between the post holder and ‘Here’.

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| Print Name |  |
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| Date: |  |

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| Manager Signature: |  |
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| **JD author (name and job title):** | Pippa Halley, Clinical Lead  Isis d’Ascoli, Onboarding & Development Manager |
| **H** | September 2022 |
| **Brief description of reason for review (if applicable)** | Response to service changes  Removal of duties not specific to service  Addition of safeguarding responsibility |
| **Version number** | 4.0 |