

**AGENDA FOR CHANGE  
NHS JOB EVALUATION SCHEME**



**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

**Job Title:** Practice Nurse (Primary Care)

**Responsible to:** Practice Manager

**Department, Ward or Section:** Riverview Medical Practice, Wick

**Operational Unit/Corporate Department:** Highland HSCP, North and West Division

**Job Reference:** NWOUGPCAITLYBS02

**No of Job Holders:** 1

**Date:** February 2022

**2. JOB PURPOSE**

To provide a comprehensive nursing service to the practice population to meet healthcare needs, including specialist clinics, e.g. chronic disease management and INR tests.

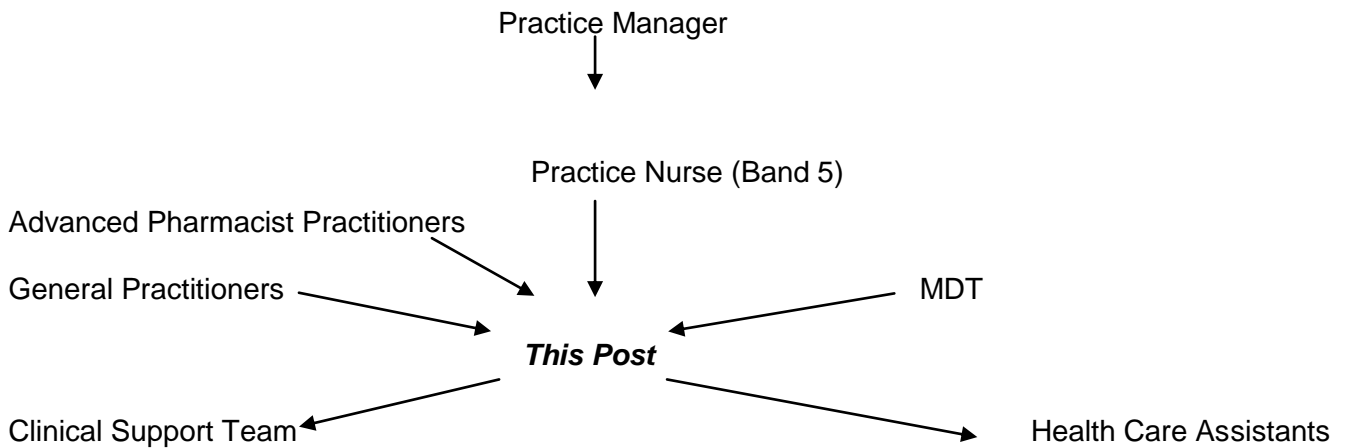
To take a role in clinical audit and service developments.

To work as an independent practitioner, as part of the Practice team, providing evidence based nursing care appropriate to the patients needs whilst working alongside the Multidisciplinary team.

**3. DIMENSIONS**

Responsible for providing nursing services to the GP Practice population including in the practice, at home and in Care / Residential settings.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

Provision of comprehensive primary health care services for practice patients including treatment, preventative care, screening and patient education.

To work with the GP, Practice Nurse, Dispensers, Receptionists, Practice Manager and other Healthcare professionals to provide new and appropriate services to the practice population.

#### 6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

##### 1. Chronic Disease Management

- To deliver chronic disease management clinics in accordance with the requirements of the General Medical Services Contract in Scotland to include CHD, COPD, Asthma, Diabetes and Hypertension (not inclusive).
- To routinely monitor blood levels and clinical conditions in stable thyroid disease, lithium treatment, antiepileptic treatment & DMARD drugs etc.
- To be involved in the call and re-call of patients for the above clinics.
- To be involved in development and review of protocols for the management of chronic disease.
- To be involved in updating computerised and manual patient records.

##### 2. Other Duties

- To provide contraceptive advice and services including pill checks, IUD check and removals and administer Depo-Provera injections.
- INR monitoring, dosing of warfarin using RAT software and the management of abnormal results.
- To provide well women clinics to include the undertaking of smear tests.
- To provide well man clinics.
- To provide health promotion advice including smoking cessation, weight reduction and alcohol brief intervention.
- To provide travel advice and vaccinations.
- To provide hypertension and BP checks and 24hr blood pressure monitor consultations.
- To initiate and investigate if BP is raised persistently according to national and practice guidelines.
- To provide new patients checks.

- To assist with minor surgery.
- To undertake general nursing duties including dressings, blood tests, treatment of warts, ear syringing, routine injections and vaccinations e.g. flu vac and pneumovac.
- Childhood Immunisations.
- Nurse prescribing.
- To undertake urine specimen testing.
- Doppler Studies.
- ECG.
- Chaperone as required.
- Mentor to student nurses.
- Support the training and development of health care assistants.

### **3. Emergency Treatment**

- To provide emergency treatment if required.
- To assess acute presentations at the Surgery.
- To provide telephone advice where appropriate.

### **4. Administrative Duties**

- To attend and participate in practice and staff meetings.
- To participate in appropriate training, including PLT afternoons.
- To stock the Nursing and GP rooms with dressings and medications, blood forms, blood tubes, etc.
- To record patient information on both a computerised and manual system.
- To be involved in audit and quality/performance management.
- To develop protocols and guidelines with GP's for use in the practice.
- Responsible for ensuring the practice's medical equipment maintenance programme is up to date and that all equipment is safe.
- Responsible for ensuring that all stocks are maintained.
- The practice nurse is responsible for maintaining own professional development by attending courses and study days as appropriate.
- The practice nurse will work in accordance with the NMC code of professional conduct.

### **7a. EQUIPMENT AND MACHINERY**

- Responsible for the daily checking and recording of temperatures for vaccine fridges.
- Routine checking and infection control.
- Responsible for emergency resuscitation equipment.
- Responsible for cleaning and checking of nebulisers.
- Responsible for calibration of the spirometer and CoaguCheck.
- Sphygmomanometers, ECG machine, drug and vaccine fridges, nebulisers and spirometer, blood glucose monitor, Doppler monitor, electronic thermometer, blood sampling equipment, cervical cytology, equipment, oxygen cylinders, ear irrigation machine, surgical instruments, diagnostic sets, defibrillator.

### **7b. SYSTEMS**

Vision, Docman, Rat software, Training Records, Audit Systems, SCI Store, SCCRS, NHS Mail, NHS Intranet, TURAS.

Responsible for the development and management of recall and management systems to monitor patients with chronic diseases.

Ensure that audit systems are in place to monitor own areas of work.

## **8. ASSIGNMENT AND REVIEW OF WORK**

As an independent practitioner, workload is generated by the demands of the GP and Practice population.

Annual appraisal takes place with the Practice Manager where objectives are reviewed and set for the following year. Practice Nurse is responsible for developing PDP.

## **9. DECISIONS AND JUDGEMENTS**

Advise and assist in suitable interventions.

Reviewing, assessing and interpreting risk factors relating to some Chronic Disease Management.

Attending to patients presenting opportunistically at the practice by assessing, monitoring, intervening and providing appropriate care or referral.

Provide evidence based advice to patients and carers by telephone or face to face.

Acts as a clinical lead within the practice for minor injuries, leg ulcers, foreign travel health, anti-coagulation monitoring and influenza vaccination programme.

Works at all times within the limits of professional competence and standards set by the NMC.

Practices autonomously, forming appropriate clinical judgements within own area of practice.

Sets and prioritises own workload.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

To work as a standalone practitioner providing evidence based nursing care appropriate to the patients needs.

Prioritising a varied and demanding workload on a daily basis to meet deadlines and targets.

Pressures of dealing with demanding patients at busy times.

To keep patient waiting times at an acceptable level.

To manage time to allow discussions with practice team and GPs to plan, develop and implement new services.

To develop his/her own special interests enhancing the provision of service from the Practice Nursing Team.

## 11. COMMUNICATIONS AND RELATIONSHIPS

The Practice Nurse will regularly communicate with various people through face to face and telephone contact:

### **Internal Contacts**

Clinical Director  
District Manager  
Primary Care Manager  
General Practitioners  
Clerical/Admin staff  
Dispensers  
Practice Manager  
Nurses/ANPs  
Physiotherapist

### **External Contacts**

Lead Nurse/ Associate Nurse/ Advanced Practitioner  
Community Pharmacy  
Local Hospital  
Social Work  
Voluntary Agencies  
Integrated Team  
District Nurses  
Other Community staff  
Health Visitors

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### **Physical Skills**

Venepuncture, injections, ear syringing, moving and handling.

### **Physical Demands**

Sitting, Walking, Standing, and light physical effort.

### **Mental Demands**

Concentration required when checking documents/patient notes, injections, scheduling visits, attending case conferences, lone working, multitasking.

### **Emotional Demands**

Imparting unwelcome news, distressed patients, bereaved patients, and language barriers, verbal and physical aggression.

### **Environmental working conditions**

Exposure to body fluids.

Infectious materials.

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- RGN registered with a minimum 2 years post registration experience.
- Diploma in Chronic Disease Management e.g. Asthma Care, COPD, or Diabetes.
- Experience in cardiovascular screening.
- Cervical cytology.
- Nurse Prescribing.
- Venepuncture.
- Childhood Immunisations.
- Knowledge of relevant IT databases, including Vision and Docman.
- Experience of audit in a general practice setting.
- Good organisational and communication skills.
- Ability to use initiative and control own workload.
- Ability to form good working relationships and adaptable to work within a multidisciplinary team.
- Enthusiastic and able to motivate others.
- Time management skills.
- IT skills.

**14. JOB DESCRIPTION AGREEMENT**

<p>I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.</p> <p>Job Holder's Signature:</p> <p>Manager's Signature:</p>	<p>Date:</p> <p>Date:</p>
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