

JOB DESCRIPTION

Practice Nurse - Broadford Medical Centre

1. JOB IDENTIFICATION

Job Title: Practice Nurse

Reports to : Practice Manager

Department, Ward or Section: Broadford Medical Centre

CHP, Directorate or Corporate Department:

Job Reference:

MD GP 2C BRFD 01

No of Job Holders: 1

Last Update (insert date): not known

2. JOB PURPOSE

To provide a comprehensive nursing service to the practice population to meet healthcare needs, including specialist clinics, wound care and health promoting activities.

To perform clinical audits and to take a leading role in service developments.

To work as an independent practitioner providing evidence based nursing care appropriate to the patients needs.

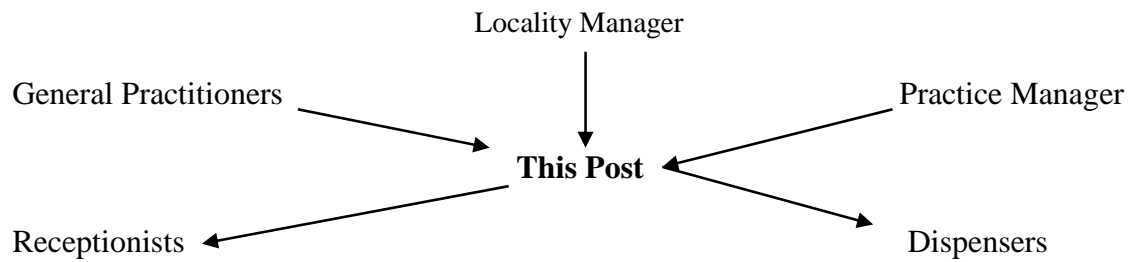
3. DIMENSIONS

Provide nursing care to a population of approximately 1900 patients of a mixed population (though predominantly elderly), rising during the summer months.

Aims are to enhance population health through chronic disease management, educate, advise and support the practice population with lifestyle modification including – smoking cessation, weight management and alcohol awareness.

To support the GPs and other healthcare professionals to enhance the provision of services.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To plan, organise and deliver comprehensive nursing care for patients, including treatment, preventative care, screening, and patient education. Advise and support according to practice policies.

To work with the GPs, Practice Manager and other Healthcare professionals to provide new and enhanced services to the practice population.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

To provide assessment, screening and treatment services which are relevant to patients and their families. The emphasis on improving diet and exercise routines whilst actively discouraging cigarette smoking, drug and alcohol abuse. This is achieved through offering health promotion advice and activity and education with referral to GP or other agencies as practice policy dictates.

To plan, implement and evaluate the nursing care needs of patients identified by the nurse or where care has been transferred to the nurse by the GP or other healthcare professional.

Search patient records, both written and electronic, to provide accurate information for compiling chronic disease registers and to maintain the accuracy of the registers.

Responsible for developing and organising chronic disease management programmes in the practice, including asthma care, diabetes and cardiovascular monitoring, thyroid and rheumatology therapy monitoring, anticoagulation monitoring and to assess the risk factors leading to ill health and advise and assist in suitable interventions.

Manage the cervical cytology programme, ensuring all women who are eligible for screening are offered the opportunity to have the procedure performed. To follow up abnormal results and to give patients the opportunity to discuss anxieties or queries regarding any aspect of the subject.

To develop and carry out clinical audit and research in relation to patient care and nursing practice, which will help to attain and demonstrate high standards of clinical practice.

To develop protocols and guidelines with the GPs and Practice Manager

To provide support and advice to dispensing staff and to provide cover during holidays and sickness.

To deputise for the Practice Manager during his absence.

To participate in the recruiting of nursing and clerical staff.

Responsible for ensuring the medical equipment maintenance programme is up to date, that all equipment is safe and that stocks of consumables are maintained on a monthly basis.

To have adequate IT skills and knowledge for inputting patient information and data extraction.

The practice nurse is responsible for maintaining her own professional development via the PDP and review process. To work in accordance with the NMC Code of Professional Conduct.

7a. EQUIPMENT AND MACHINERY

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,

emergency drugs bag, anaphylaxis tray, major incident bag, emergency cardiac bag, ESR kit, centrifuge.

Office equipment including the telephone system, fax machine, computer system, printers, server, photocopier, shredder

7b. SYSTEMS

Responsible for the maintenance of the cervical cytology recall system, written and electronic.

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

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

Clinical data entry via GPASS

8. ASSIGNMENT AND REVIEW OF WORK

As an independent practitioner the nurse's workload is generated by the demands of the GPs, practice population and secondary care.

Fortnightly meetings are held with the nurse, practice manager, community nursing team and Gps to discuss ongoing issues and patient care.

Fortnightly meetings are held between the nurse, GPs and practice manager to discuss practice development.

Annual appraisal takes place with the practice manager, where objectives are reviewed and set for the following year and practice development plan is reviewed.

9. DECISIONS AND JUDGEMENTS

Attending to patients presenting opportunistically at the practice by assessing, monitoring and commencing intervention 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, smoking cessation programme, 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 workloads.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To work as a stand alone 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.

11. COMMUNICATIONS AND RELATIONSHIPS

The practice nurse will regularly communicate with various healthcare providers, patients, relatives/carers.

Internal Contacts

GPs

Practice Manager

Clerical/admin staff

Dispensers

District Nurses

Health Visitors

CPN

External Contacts

Pharmacy

Local Hospital

Social Work

Voluntary Agencies

Secondary care

Practice Nurses

IT Engineers

NHS Highland Estates

NHS Highland Stores

Scottish Ambulance Service

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

Physical Demands

Moving and Handling of Patients

Moving and Handling of equipment, stock and patient records.

Mental Demands

Concentration is required when checking drugs etc.

Multitasking.

Lone working

Emotional Demands

Caring for distressed patients

Dealing with bereaved patients

Imparting unwelcome news

Providing support to colleagues in times of crisis

Working Conditions

Exposure to body fluids

Infectious materials

Exposure to verbal/physical aggression

Working in a confined space with no natural light

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

First level registered nurse

Ability to work autonomously

Cervical cytology – a recognised certificated course

Chronic disease management skills – Diabetes, Asthma and coronary heart Disease.

Relevant IT knowledge

Experience of audit in the general practice setting

Good organisational and communication skills.

Ability to use own initiative and manage workload

Ability to form good working relationships and be adaptable to work within a small multidisciplinary team

Enthusiastic and able to motivate others.

Time management skills

Anaphylaxis and BLS updates

14. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Date:

Manager's Signature:

Date: