**Practice Nurse**

**Dr Akester & Partners**

**The closing date is April 10th 2024**

**Job Summary**

We are looking to recruit a part- time practice nurse/nurse (minimum 20 hours) to our practice. The hours are between 8:30 -18:00 currently, exact days and hours, pay and holiday to be discussed at interview. We also run flu clinics on occasional Saturdays September-November. We have two sites so it is essential to have a driving licence as you will be working at both and some home visits when required. Some experience of working in Primary care is desired and it would be anticipated that applicants have some Treatment Room skills (including cervical cytology), able to perform venepuncture, wound care, ear syringing, immunisations and vaccinations (Adult and Child including travel) however additional training will be provided as necessary.

Enrolment into the NHS Pension Scheme is available.

This is an excellent opportunity for someone who shares our practice commitment to delivering high quality patient care.

**Main Duties**

The post holder will work as part of our established friendly team. They will support patients to be healthy, monitor long-term conditions, take smears and swabs, provide wound dressings, compression dressings, ear-syringing, vaccines and childhood immunisations to the practice population ensuring that the highest standard of care is afforded to patients at all times. The post holder would be required to provide cover where necessary Monday to Friday and be flexible to work across both sites at Masham and Kirkby Malzeard where necessary. During flu season this will also include some Saturday sessions. For the right enthusiastic candidate full training would be given whilst in post to allow them to fulfil the required duties and responsibilities.

**Job Description**

**Duties and Responsibilities**

* Provide a range of nursing services including; venepuncture, ECGs, blood pressure measurement, urinalysis, injections, swabs, health checks, suture removal, wound care, immunisation and cytology.
* Report to the Lead nurse.
* Chaperone and assist patients where appropriate.
* Safeguarding for both adults and children.
* Monitor QOF targets as required maintaining a high standard of achievement and prevalence.
* Actively participate in any relevant health promotions and screening activities to promote the health and wellbeing of patients.
* Provide nursing input to any decision making processes affecting the care of the patients.
* Treat patients with long term conditions and promote healthy ways of living.
* Maintain the treatment room: this includes ensuring that the room is tidy and clean at all times, that stock levels are maintained and items are rotated as necessary and clean any equipment used by the nurses.
* Maintain accurate records.
* Monitor the temperature of the treatment room fridge, ensuring the protocol is followed.

**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 the 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.

**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, to include:

* Using personal security systems within the workplace according to Practice guidelines.
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
* Making effective use of training to update knowledge and skills.
* Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
* Reporting potential risks identified.

**Equality and Diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

* Acting in a way that recognizes the importance of peoples rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation.
* Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the Practice/Lead nurse as part of this employment, such training to include:

* Participation in an annual individual performance review with the Lead nurse, including taking responsibility for maintaining a record of own personal and/or professional development.
* Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Quality:**

The post-holder will strive to maintain quality within the Practice, and will:

* Alert other team members to issues of quality and risk.
* Assess own performance and take accountability for own actions, either directly or under supervision.
* Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the teams performance.
* Work effectively with individuals in other agencies to meet patients needs.
* Effectively manage own time, workload and resources.

**Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

* Communicate effectively with other team members.
* Communicate effectively with patients and carers.
* Recognize peoples needs for alternative methods of communication and respond accordingly.

**Contribution to the Implementation of Services:**

The post-holder will:

* Apply Practice policies, standards and guidance.
* Discuss with other members of the team how the policies, standards and guidelines will affect own work.
* Participate in audit where appropriate.

This job description is intented as a guide to the main duties and responsibilities for the post and should not be considered an exhaustive list.

**Person Specification**

**Experience**

**Essential**

* Wound care/removal of sutures and staples.
* ECGs.
* Venepuncture.
* Chaperone procedure.
* Safe-guarding adults and children.
* Requesting pathology tests and processing the results, advising patients accordingly.
* Vaccinations
* Understands the importance of evidence-based practice.
* Ability to record accurate clinical notes.
* Ability to work within own scope of practice and to understand when to refer to GPs.
* Knowledge of health promotion strategies.
* Understands the requirement for PGDs and associated policy.
* Excellent communication skills (written and oral).
* Strong IT skills.
* Clear, polite telephone manner.
* Effective time management (planning and organising).
* Ability to work as a team member and autonomously.
* Good interpersonal skills.
* Problem-solving and analytical skills.
* Ability to follow clinical policy and procedure.
* Full driving licence and access to vehicle. Business Insurance required.

**Desirable**

* SystmOne user skills
* Understanding of Quality Outcome Framework (QOF)
* Chronic Disease Management
* Womens Health
* Experience of working in a primary care environment.

**Qualifications**

**Essential**

* Fully Qualified Registered First Level Nurse

**Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

**UK Registration**

Applicants must have current UK professional registration. For further information please see [NHS Careers website (opens in a new window).](https://www.healthcareers.nhs.uk/working-health/overseas-health-professionals)

**Employer details**

**Employer name**

Dr Akester & Partners

**Address**

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**Employer's website**

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