

JOB DESCRIPTION

JOB TITLE: NURSE PRACTITIONER

REPORTS TO: GP Nursing Team Lead (Clinically)
Practice Manager (Administratively)

HOURS: Approx 30 hours per week (negotiable)

Job Summary:

Responsible for diagnosing and treating patients presenting with acute minor or chronic illness. Consulting with and advising patients in respect of their continuing medical and nursing needs. Prioritise and triage, generally via telephone consultation, the needs of patients making any necessary referrals for investigations and diagnostic testing as appropriate. Manage a range of long term conditions and engage in the Practice's recall system. Play a central role in service improvement and redesign, generating opportunities for service expansion and innovation. As appropriate, prescribe according to local and national formularies.

Job Responsibilities:

Diagnosing and treating patients presenting with minor and chronic illness

- Triage and treat patients wishing to see a health care professional making any necessary referrals to other members of the primary health care team
- Ensure clinical practice is safe and effective and remains within boundaries of competence and to acknowledge limitations.
- Advise patients on general health care and minor ailments with referral to other members of the primary and secondary health care team as necessary

Providing assessment, screening treatment services and health education advice:

- Chronic disease review and medication updating
- Minor injuries/illnesses
- Fitting or assisting with the fitting of IUCD / IUS, if appropriately qualified
- Chlamydia screening and contraception
- Cervical smears
- Organise and coordinate the provision of nursing services for the Practice to include the delegation of duties to other members of the Practice nurse team as appropriate

Administration and professional responsibilities

- Participate in the administrative and professional responsibilities of the Practice team
- Ensure accurate and legible notes of all consultations and treatments are recorded in the medical records
- Ensure the clinical computer system is kept up to date with accurate details recorded and amended
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the Practice
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit
- Attend and participate in Practice meetings as required

Training and personal development

- Training requirements will be monitored by yearly appraisal and will be in accordance with Practice requirements. Personal development will be actively encouraged and supported by the Practice. It is the individuals' responsibility to remain up-to-date with recent developments.
- Participate in the education and training of students and GP trainees and the introduction of all members of the Practice staff where appropriate
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development ensuring PREP requirements are met.

Meetings

- It will be necessary to attend and contribute to various Practice meetings as requested and appropriate to the role.

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 people's 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 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
- 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 improve 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 team's 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 people's 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.