

THE BOVEY TRACEY AND CHUDLEIGH PRACTICE

JOB DESCRIPTION

Job Details:

Job Title: PRACTICE NURSE
Base: Riverside Surgery, Bovey Tracey and
Tower House Surgery, Chudleigh.

Job Purpose:

The purpose of the role is to work professionally and effectively as a member of the Practice Nursing Team to provide high quality patient focused care to meet the health needs of the practice population.

Reports to:

Professionally: N&MC Code of Conduct
Managerially: Practice Manager
Clinically: Practice Nurse Team Leader/GP Partners

Dimensions:

No direct budgetary responsibility, although an awareness of cost implications and the effective use of resources is required.

Key duties and responsibilities:

Complex Wound Management

- Provide the diagnosis, management plan and treatment of leg ulcers using Doppler Assessment.
- Perform wound care using aseptic technique
- Undertaken uncomplicated dressings, including leg ulcers
- Undertake suture and clip removal

Screening

- Undertake opportunistic screening – BP checks, Height, weight, BMI, Urinalysis, smoking status.
- Undertake opportunistic venepuncture, well person checks and new patient medicals.

Health Promotion

- Recognise patients' readiness to change in supporting their attempts to change unhealthy behaviour.
- Provide healthy eating advice to individuals or group, including the underweight.
- Provide smoking cessation advice individually in opportunistic consultations.
- Provide advice to patients about increasing activity and exercise.
- Offer advice on recommended safe limits for alcohol consumption.

Vaccinations and Immunisations

- Provide adult and childhood immunisation service
- Maintain a call and recall of patients
- Develop Practice Protocols

- Develop and works to Patient Group Directions for POM.
- Ensure safe storage, rotation and disposal of vaccines and drugs.

Travel Health Advice

- Offer holistic approach to travel health including comprehensive advice for patients prior to travel including
 - Vaccinations and medications
 - Malaria prophylaxis and bite avoidance
 - Safe sex
 - Food hygiene
 - Sun protection
 - First aid and emergency medication
 - Health insurance

Diabetes

- Initiates the process of diagnosis on patients with suspected diabetes.
- Manages patients newly diagnosed with diabetes under protocols.
- Undertakes annual review of patients understanding and ability to self manage.
- Provides the management of patients converting to or commencing insulin within protocols.
- Refers to dietician, podiatrist and specialist nurses.
- Support and provide education for diabetic patients
- Provide emergency treatment for hypo/hyperglycaemic emergencies
- Maintains disease register
- Audits outcomes of care against standards and initiates changes as necessary.

Respiratory Disease Management

- Manages newly diagnoses patients with COPD and asthma
- Maintains disease register
- Work within agreed local/BTS guidelines and patient group directions to manage patients with asthma, aiding diagnosis, reviewing inhaler technique and advising on treatment changes.
- Use spirometer to aid the diagnosis and management of COPD
- Management emergency treatment of asthma attacks
- Advise patients on their asthma control including the use of self-management plans.
- Teach and advise patients how to use various inhalers and peak flow meters.

Infection Control

- Apply infection control measures within the Practice according to local and national guidelines. This includes:-
 - Universal hygiene precautions.
 - The collection and handling of laboratory specimens
 - Segregation and disposal of waste materials
 - Decontamination of instruments and clinical equipment
 - Reporting and treatment of sharps injuries
 - Dealing with blood and body fluid spillages
- Assist patients and colleagues in adopting sound infection control measures.

Family Planning

- Provides a comprehensive family planning service and sexual health service to patients including:-

- Advise patients on available methods of contraception and refer patients as appropriate.
- Support patients attending for emergency contraceptive and refer patients as appropriate.
- Perform interval health check for patients using hormonal contraception
- Teach patients correct condom use
- Advise patients on reducing risk of sexually transmitted diseases and refer patients appropriately.

Women's Health

- Advise patients in the national and local Cervical Cytology and mammography screening programmes.
- Undertake a programme of cervical cytology sampling.
- Audit a minimum of twenty consecutive smears each year to demonstrate sampling rates.
- Promote breast self awareness, demonstrate self-breast examination and provide supporting literature to patients.
- Take swabs for microscopy as directed.
- Give patients basic advice about peri-menopausal and menopausal systems and make appropriate referrals.
- Advise on the increased peri-menopausal and post-menopausal risk of osteoporosis and heart disease. Offer health promotion/lifestyle advice to patients.
- Advise on basic incontinence management and make appropriate referrals

Men's Health

- Initiates opportunistic consultations with patients to cover issues of men's health including:
 - Testicular self examination
 - Incontinence and prostatic disease
 - Family Planning
 - Sexual Health

Child Health/Child Protection

- Recognise the signs, symptoms and categories of child abuse
- Understand the importance of recognition, observation, documentation and communication
- Is aware of child health procedures, statutory local procedures and points of referral.

Mental Health

- Recognise and is aware of appropriate referral mechanisms for family violence, vulnerable adults, substance abuse and addictive behaviours.
- Recognise psychological needs of patients presenting with depression or suicidal tendency.

Cardiovascular Disease

- Has a basic understanding of the pathophysiology of the cardiovascular system.
- Identify and advise patients on risk factors associated with cardiovascular disease i.e. BP, lipid, glucose monitoring, family history, smoking, diet and exercise.
- Understands the basic management of patients with hypertension, angina, myocardial infarction and cerebro-vascular accident.

Emergency Management

- Is competent in anaphylaxis and resuscitation techniques.

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 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 team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources.

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 recognises 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 that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

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

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, the practice health & safety manual, and the practice infection control policy and published procedures. This will 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, free from hazards
- Actively reporting health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified
- Demonstrate due regard for safeguarding and promoting the welfare of children.

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

Note:

This Job Description forms part of the Contract of Employment. Duties may be altered from time to time following discussion, and taking into account the developing and changing needs of the practice, and the individual development needs of the postholder.

**I CONFIRM THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE JOB DESCRIPTION
DETAIL LISTED ABOVE.**

Postholder:

Date:

Primary Care Manager:

Date:

