



**Job Description**

<b>Job Specifics</b>	
Job Title	<b>Practice Nurse (18 month fixed term contract)</b>
Line Manager:	<b>Julia Steers (Nurse Practitioner)</b>
Responsible to	<b>Partners (clinically) Practice Manager (administratively)</b>

**MAIN PURPOSE OF THE JOB:**

The Practice Nurse will deliver high-quality, patient-centred nursing care within a primary care setting. Working as part of a multidisciplinary team, the post holder will provide treatment, screening, health education, and chronic disease management, supporting patients to achieve optimal health outcomes.

The role requires a proactive, organised, and compassionate individual who can work both independently and collaboratively, ensuring care is delivered in line with best practice and current clinical guidelines.

**Clinical Duties and Responsibilities**

- Deliver high-quality, evidence-based nursing care in line with national and local guidelines.
- Perform cervical screening in accordance with national screening programmes.
- Administer prescribed medications and treatments (e.g. Vitamin B12, Zoladex) in line with Patient Group Directions (PGDs) or prescribing qualifications.
- Undertake venepuncture and collect clinical specimens (e.g. blood, urine, swabs), ensuring safe handling and accurate documentation.
- Deliver wound care, including assessment and management of acute and chronic wounds.
- Perform routine procedures such as blood pressure monitoring and health checks.
- Deliver immunisation programmes, including childhood vaccinations, seasonal influenza, COVID-19, and travel vaccinations.
- Provide health promotion and lifestyle advice (e.g. smoking cessation, weight management, cardiovascular health, diet, and exercise).
- Respond appropriately to medical emergencies, providing first aid and immediate care.
- Maintain accurate, contemporaneous patient records in line with professional standards.
- Undertake opportunistic health promotion and screening during patient interactions.
- Work collaboratively with GPs, Nurse Practitioners, HCAs, and the wider multidisciplinary team.

- Maintain infection prevention and control standards across clinical areas.
- Ensure clinical rooms are stocked, equipment is maintained, and supplies are effectively managed.
- Carry out delegated duties within scope of practice, competence, and accountability.
- Act as a chaperone when required, in accordance with practice policy.
- Audit the emergency trolley on a weekly basis, delegating to colleagues during periods of annual leave

#### Desirable

- Lead and support the management of long-term conditions (e.g. asthma, COPD, diabetes), including structured reviews and patient education.
- Assess, plan, implement, and evaluate care for patients with acute and chronic conditions
- Monitor and support patients with diabetes, including blood glucose monitoring and education.
- Provide contraceptive advice and services, including monitoring and routine checks of long-acting reversible contraception (LARC).

#### Key Skills and Competencies

- Strong clinical knowledge and competence in primary care nursing.
- Ability to undertake holistic patient assessments and make sound clinical decisions.
- Excellent communication and interpersonal skills.
- Skilled in health promotion and supporting behaviour change.
- Effective organisation and time management skills.
- Ability to work both independently and as part of a multidisciplinary team.
- High level of accuracy and attention to detail in clinical documentation.
- Knowledge of infection prevention and control procedures.
- Competent in the use of clinical IT systems (e.g. EMIS, SystemOne).
- Flexible and adaptable approach to changing service demands.
- Practices in accordance with the Nursing and Midwifery Council (NMC) Code.
- Commitment to continuous professional development and reflective practice.

#### Team and Service Support

- Work collaboratively with GPs, nurses, and other members of the multidisciplinary team to deliver coordinated patient care.
- Support the training and development of colleagues, including GP Assistants and new clinical team members, helping them develop required clinical skills.
- Maintain accurate and timely patient records using SystemOne in line with practice policies and NMC standards.

- Contribute to infection prevention and control, clinical governance, and quality improvement initiatives.
- Assist with the ordering and maintenance of clinical stock, vaccines, and supplies to ensure safe and efficient service delivery.
- Participate in audit, data collection, and service development activities to enhance patient care.

### **Professional Responsibilities**

- Work within professional boundaries, recognising limits of competence and referring appropriately when required.
- Maintain professional registration and ensure mandatory training and clinical competencies are up to date.
- Adhere to all practice policies, protocols, and national standards including safeguarding, confidentiality, and information governance.
- Participate in annual appraisal and continuous professional development.

### **ADMINISTRATIVE AND PROFESSIONAL RESPONSIBILITIES**

- Participate in the administrative and professional responsibilities of the Practice Team
- Ensure the clinical computer system is kept up to date with accurate details recorded and amended
- Ensure accurate completion of all necessary documentation associate 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

### **Equality, Diversity and Inclusion**

A good attitude and positive action towards [Equality Diversity & Inclusion](#) (ED&I) creates an environment where all individuals can achieve their full potential. Creating such an environment is important for three reasons – it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.

## **Safety, Health, Environment and Fire (SHEF)**

The organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing and safety.

The post-holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.

All personnel have a duty to take reasonable care of health and safety at work for themselves, their team and others and to cooperate with employers to ensure compliance with health and safety requirements.

All personnel are to comply with the:

- [Health and Safety at Work Act 1974](#)
- [Environmental Protection Act 1990](#)
- [Environment Act 1995](#)
- [Fire Precautions \(workplace\) Regulations 1999](#)
- Other statutory legislation which may be brought to the post holder's attention

## **Confidentiality**

The organisation is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times.

It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service.

## **Quality and Continuous Improvement (CI)**

To preserve and improve the quality of this organisation's outputs, all personnel are required to think not only of what they do but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.

The responsibility for this rests with everyone working within this organisation to look for opportunities to improve quality and share good practice and to discuss, highlight and collaborate with the team to create opportunities to improve patient care.

This organisation continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice. All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.

## **Learning and development**

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake in, and complete mandatory training as directed. It is an expectation for this post-holder to assess their own learning needs and undertake learning as appropriate.

The post-holder will undertake mentorship for team members and disseminate learning and information gained to other team members to share good practice and inform others about current and future developments (e.g., courses and conferences). The post-holder will provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

## **Collaborative working**

All staff are to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.

Teamwork is essential in multidisciplinary environments, and the post-holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working and to work effectively with others to clearly define values, direction and policies impacting upon care delivery

Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner. All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence. Plans and outcomes by which to measure success should be agreed.

## **Managing information**

All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care and presenting and communicating information.

Data should be reviewed and processed using accurate SNOMED codes to ensure easy and accurate information retrieval for monitoring and audit processes.

## **Service delivery**

Staff will be given detailed information during the induction process regarding policy and procedure.

The post holder must adhere to the information contained within the organisation's policies and regional directives, ensuring protocols are always adhered to.

## **Security**

The security of the organisation is the responsibility of all personnel. The post-holder must ensure they always remain vigilant and report any suspicious activity immediately to their line manager.

Under no circumstances are staff to share the codes for the door locks with anyone and are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and are not to be shared.

## **Safeguarding**

The Practice is committed to safeguarding children, young people and vulnerable adults within its care. As an employee of the practice, you will be accountable for ensuring that you know how to

respond to concerns for the safety of a child, young person or vulnerable adult and are expected to undertake the required mandatory training as required.

The practice works in partnership with key agencies to protect children, young people and vulnerable adults. You should be aware of your responsibilities detailed in the Safeguarding Children and Young People Policy, and for vulnerable adults in the Safeguarding Vulnerable Adults Policy.