

Job Description – Lead Practice Nurse

Temple House Practice, Keynsham
Partners: Dr Lockyer, Dr Branfoot, Dr Eccles and Dr Jewell

Job summary

We are looking for a Lead Practice Nurse to join our friendly team here at Temple House Practice in Keynsham. This is the perfect opportunity for someone looking to combine clinical and managerial skills by leading a mixed team of Nurses and HCAs.

The Lead Practice Nurse will be responsible for a number of clinical areas such as infection prevention and control, health promotion, chronic disease management (diabetes and learning disabilities in particular), vaccination and immunisations as well as supporting the practice management team in the reviewing and delivery of clinical policies and procedures. As part of your working week, you will have dedicated management time to successfully lead your team. Alongside this, you will exercise your clinical skills and continue to deliver primary care services in the practice in the form of chronic disease clinics.

About us

Temple House Practice is based in Keynsham, at the purpose-built Health Centre. We have a growing list size of approx. 7700 patients and are part of the Keynsham Primary Care Network. We have an extended clinical team, which includes Clinical Pharmacists, and Physiotherapists working alongside the GPs, Advanced Nurse Practitioners and Nursing team, supported by a dedicated management and admin team. The Practice advocates a friendly and positive working environment and we're looking for an equally friendly, motivated and versatile individual to join our team.

Job responsibilities

Our nursing team offers a range of clinical services including health promotion and long-term condition management, NHS Health Checks, hypertension management, contraception and sexual health advice, cervical screening, wound management, travel advice, administration of national childhood and adult vaccinations and phlebotomy.

Main duties:

- Provide care to the practice's patients as per the areas listed above.
- Management of long-term conditions: involvement, implementing and using protocols and clinical guidelines by
- Provide leadership and mentorship to the Nursing Team.
- Work with patients to support compliance with, and adherence to, prescribed treatments
- Lead in supporting patients with a learning disability and patients with diabetes
- Lead in Infection Prevention Control (IPC) within the practice
- Lead in Vaccinations and Immunisations (childhood and adult)
- Lead in reviewing and the delivery of clinical policies and procedures
- Ability to monitor, audit, manage maintenance of stock and equipment to include refrigeration, single use equipment and general treatment room equipment

- Support the practice's fulfilment of the Quality Outcomes Framework and local Quality Improvement Schemes.
- Undertake clinical audits
- To take responsibility for own professional development and undertaking training for specific clinical tasks
- Attend mandatory training courses and updates and any study days as appropriate to post
- Participate in yearly appraisal, personal development plan and revalidation

You may be requested to undertake other duties/tasks that have not been identified in this job description and these will be discussed prior to undertaking them.

Person Specification

Qualifications

Essential

- Registered RGN/Full NMC pin
- Evidence of continued professional development

Desirable

- Management / leadership training / experience
- Recognised qualification/training of chronic diseases
- Diabetes/COPD/Asthma training/qualifications
- Understanding of QoF and Chronic Disease Management
- Infection Prevention Control training / experience
- Learning Disabilities
- Cervical Cytology trained
- Vaccination and Immunisation trained
- Wound Management
- Nurse Prescriber
- Experience of clinical audits
- Experience of SystmOne/TPP, and Ardens.

Skills & Experience

Essential

- Experience of caring for people with Asthma / COPD / Diabetes
- Able to demonstrate enthusiasm and commitment to professional development and supporting others
- Motivated, forward thinker
- Problem solver with the ability to process information accurately and effectively, interpreting data as required.
- High levels of integrity and loyalty.
- Effectively able to communicate and understand the needs of the patient
- Ability to work without direct supervision and determine own workload priorities.
- Can work well in a team, ability to work as part of an integrated multi-skilled team as well as autonomously
- Adherence to the need for strict confidentiality.

- Flexibility of working hours / able to cover for nursing colleagues when required / ad-hoc clinics (flu or Covid vaccination clinics)
- Able to maintain accurate records

Desirable

- Experience of working within a primary care environment
- Experience of working as a Practice Nurse or Community Nurse

Other Responsibilities within the Practice:

- Awareness of and compliance with all relevant practice policies / guidelines, e.g. prescribing, confidentiality, data protection, health and safety.
- A commitment to life-long learning, evaluation and audit to ensure evidence-based best practice.
- Contributing to evaluation/audit and clinical standard setting within the organisation.
- Contributing to the development of computer-based patient records.
- Contributing to the summarising of patient records and Read-Coding patient data.
- Attending training and events organised by the practice or other agencies, where appropriate.

Confidentiality:

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

Personal/Professional Development:

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for revalidation are met, 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.

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
- Recognise 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.