

Tranent Medical Practice

Job Description

Job Title:	Practice Nurse
Reporting to:	Practice Manager & Staff Partner
Hours of Work:	30 hours (can be flexible)
Contract Type:	Permanent
Role Summary:	The post holder will provide chronic disease management reviews, family planning services and general nursing services to the patients of Tranent Medical Practice.
Location:	Based at Tranent Health Centre.
Salary:	Equivalent of AfC band 6/Band 5 if training role.

Job Purpose

To undertake the role of General Practice Nurse, utilising agreed levels of decision making and clinical judgment to triage, assess and treat a diverse range of paediatric and adult patients presenting in General Practice.

To work collaboratively with the multi-disciplinary general practice team to meet the needs of patients, supporting and delivering policy and procedures and contributing to the development and implementation of nursing services.

Main Duties

Carrying out the following clinics:

- Asthma
- COPD Clinic
- Diabetic review
- Hypertension Review
- Holiday Vaccination Clinic
- Vaccinations
- Cervical Smears
- Family Planning

Managing the monitoring of patients with chronic diseases; Asthma, COPD, Diabetes, ensuring appropriate recall systems for review are in place using Practice systems.

Carry out diagnostic tests for asthma/COPD. Diagnose patients (code as appropriate), initiate treatment (including issuing prescriptions – where applicable) and review patients. Refer on to GP or other agencies when needed.

Carry out Sexual Health consultations. Discuss the different methods of contraception as appropriate. Initiate and change contraception as needed, issuing prescriptions where appropriate.

Initiating and maintaining health screening and promotion, recognising where modification of patient care or referral is necessary.

The post-holder will work within her competency for prescribing and will have a core formulary of medications which will be added to through time and experience. Where applicable.

Accurate and efficient input of data for nGMS contract purposes as required.

Maintaining efficient liaison with all areas of the primary care team and other agencies to assure continuity of care where necessary.

Involvement in practice policy-making, by participation in regular Practice Nurse team meetings and clinical meetings, providing nursing input to other practice meetings as required or appropriate.

Provide specialist advice to healthcare professionals, other agencies, carers, clients and relatives. The General Practice Nurse role encompasses that of clinician and educator.

Practice Development Facilitated Learning

Teaching students, junior members of staff from the perspective of an experienced nurse, through tutorials, practical sessions and informal discussions as required.

Able to work within own limits of clinical competency/expertise.

Identifying own training needs and attending courses as appropriate. Ability to evaluate methods chosen to meet nursing care needs of patients and monitor changes necessary.

Policies / Procedures / Audit

- Apply National and practice policies, standards and guidance
- Contribute towards the development and implementation of new standards, policies and procedures that are/will be required of GP Practices now and in the future
- Participate in clinical audit and quality improvement projects where appropriate
- Work with the Partners and Management Team to achieve standards of quality without compromising levels of patient healthcare

TRANENT MEDICAL PRACTICE

PERSON SPECIFICATION

JOB TITLE Practice Nurse

RECRUITING MANAGER: Practice Manager and Staff Partner

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
NMC Registered	✓	
EXPERIENCE	ESSENTIAL	DESIRABLE
Minimum 3 years post- registration	✓	
Experience of working in a GP Practice environment		✓
KNOWLEDGE	ESSENTIAL	DESIRABLE
Insight and understanding of current issues in nursing		✓
Evidence of appropriate knowledge base	✓	
Chronic Disease Management	✓	
Awareness of national service framework guidelines		✓
Prescriber		✓
Demonstrate an understanding of audit	✓	
SKILLS	ESSENTIAL	DESIRABLE
Evidence of problem solving and decision making skills	✓	
Good interpersonal skills, writing and face-to-face	✓	
Comfortable with IT solutions (Vision experience an advantage)	✓	
Good organisational skills	✓	
Ability to work within a multi-disciplinary team	✓	
Flexible and adaptable to the needs of the service	✓	
Practical nursing skills e.g. venipuncture/BP/wound management.	✓	
QUALITIES / ATTRIBUTES	ESSENTIAL	DESIRABLE
An understanding , acceptance and adherence to the need for strict confidentiality	✓	
Ability to work without direct supervision and determine own workload priorities	✓	
Able to work under pressure	✓	
Willingness to learn and acquire new skills	✓	
Ability to be reflective and act constructively	✓	
Uses initiative	✓	