

Practice Nurse

- Oak Tree Health Centre, Tyne Ave, Didcot OX11 7GD
- Job Type: Permanent. Full time or Part time
- Working hours: normal hours of work are not variable. However, working pattern may vary. Your normal hours of work are between 7.30 am. and 8.00 pm. Monday to Saturday. Candidates who cannot commit to these hours may not apply
- Salary: dependant on experience

Purpose: To assist the GPs and practice nurse team in the service and delivery of the care management of the practice population.

Responsible to: Lead Practice Nurse, Business Manager and, ultimately, the GP Partners

About us

We are looking for a highly motivated practice nurse with good interpersonal and communication skills to join our busy and friendly team with a patient population of around 10,666 as of January 2022. Oak Tree Health Centre was opened in 1997 to offer a comprehensive range of health care services to the people of Didcot and its surrounding area, and in particular the residents of the Ladygrove Estate.

Would you like to be part of a Practice that value, recognise and celebrate staff members? Who work as a team to provide a high-level service? If yes, Oak Tree Health Centre is the place for you. What perks are we offering in return?

- 28 days' annual leave per year plus 8 public holidays *based on a full time 37.5h per week.
- Access to the NHS pension scheme
- Health and wellbeing support
- Flexible working options
- We offer plenty of tea, coffee, biscuits and healthy snacks to keep you going throughout the day.

Supported by our Lead Nurse and colleagues you will help deliver care within the boundaries of your role, focusing upon supporting patients to be healthy, monitoring of long term conditions, health promotion and screening activities. Experience of chronic disease management including diabetes and respiratory illnesses.

The position is available full time or part time. Salary is negotiable and dependent on experience. Please be advised that early application is recommended due to the potential demand for the position.

Job summary

The post holder is responsible for the delivery of general practice nursing to the whole practice population. The primary focus of the role is the delivery of evidence-based practice for patients presenting with long-term conditions, and the provision of preventative health care to the practice population. As an autonomous practitioner, the nurse is responsible for the care delivered and the demonstration of critical thinking in clinical decision-making. They will work collaboratively within the general practice team to meet the needs of patients and support the delivery of health policy initiatives.

Key responsibilities

Practice Nurse experience is required and key duties will include:

- Chronic disease management of Diabetes, Asthma, COPD and CHD.
- Assist in and perform routine tasks related to patient care as directed the GP.
- Cytology
- Wound care / Dressing Management
- Travel Clinic
- Spirometry
- Routine Immunisations / Childhood Immunisations
- Contraception Checks
- Ensuring nursing activity integrates and complements the objectives of the practice relating to the GMS contract, QOF and additional services.
- To carry out all duties in accordance with the NMC code of professional conduct and with regard to the various local and national policies guideline and protocols

Clinical responsibilities

- Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being
- Assess, plan, implement and evaluate individual treatment plans for patients with a known long-term condition
- Proactively manage patients at risk of developing long-term conditions using the Collaborative Care and Support Planning model.
- Work with other health care professionals to manage long-term conditions in line with national and local policies and practice needs
- Meet the care needs of housebound and residential home patients with long term conditions as required
- Support patients to adopt health promotion strategies that promote patients to live healthily, and apply principles of self-care
- Support and manage health needs of women presenting for family planning and cervical cytology consultations
- Implement and participate in vaccination and immunisation programmes for both adults and children
- Advise, support and administer vaccinations where appropriate for patients travelling abroad
- Meet the needs of patients presenting for routine primary care treatment procedures
- Meet the needs of patients presenting for opportunistic wound care.
- Delivering quality
- Recognise and work within own competence and professional code of conduct as regulated by the NMC
- Respect and maintain patient confidentiality
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to NSF, NICE guidelines and evidence-based care
- Participate in the maintenance of quality governance systems and processes across the practice
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
- Collaborate on improving the quality of health care in partnership with the practice clinical team, responding to local and national policies and initiatives as appropriate
- Support and participate in shared learning across the practice and wider organization

- Participate in the management and review of patient complaints, and identify learning from clinical incidents and near-miss events.
- Participate in the performance monitoring review of the team, providing feedback as appropriate
- Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate

Person Specification

Good standard of general education.

Current professional Registration.

Willing to participate in any relevant training identified to develop skills to carry out duties.

Practical experience of working with others.

Experience of using own initiative skills and knowledge.

Excellent communication skills (Written and Oral).

Interpersonal skills.

Competent IT skills.

Time Management and the ability to work to deadlines.

Conflict management.

Problem solving skills.

Maintain CPD portfolio in line with regulatory body standards.

Full UK driving license.

Undertake enhanced DBS check.

Desirable

Diabetes Diploma

Asthma and/or COPD Diploma

Immunisations/Travel Health

Family planning

Cytology

CHD Diploma

Experience of working within a General Practice

Practical experience of computerised recording systems

Some knowledge of the Practice clinical system

An understanding of a General Practice environment

Administration Responsibilities

- Ordering & maintaining appropriate levels of clinical stock

Information processes

- Record information and activities undertaken with patients and carers in an accurate and timely fashion using manual or computer systems as appropriate
- Maintain confidentiality of information relating to patients, relatives, staff and the practice
- Take the necessary precautions when transmitting information

Communication

- Communicate effectively with other team members

- Communicate effectively with patients and carers, recognising their needs for alternative methods of communication

Personal and people development

- Take responsibility for own developmental learning and performance, including participating in supervision
- Take responsibility for maintaining a record of own personal development
- Work with management on any new training requirements
- Participate in mandatory training e.g. resuscitation, infection control, first aid, fire awareness, information governance, child protection etc
- To recognise and understand the roles and responsibilities of individuals working in the primary health care team
- Be aware of the legal issues pertinent to the role of a basic HCA (band 2)

Health, safety and security

- Use the personal security systems within the workplace according to practice guidelines
- Identify the risks involved in work activities and undertake them in a way that manages the risks
- Use appropriate infection control procedures and maintain work areas in each clinical room so that they are clean, safe and free from hazards reporting of any potential risks identified, including:
 - hand washing
 - universal hygiene procedures
 - 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
 - Understand and apply the principles of the cold chain
 - Ensure safe storage, rotation and disposal of vaccines and drugs within area of responsibility
 - Know the general principles of first aid and resuscitation to be able to undertake initial actions as appropriate
 - Be aware of statutory child health procedures and statutory local guidance and referral criteria
 - Know the health and safety policies and procedures within the workplace, including fire procedures, maintaining documentation, monitoring and maintaining of equipment and furniture within your area of responsibility
 - Use the computer monitor safely
 - Be able to identify the risks to health of microbiological and chemical hazards within the working environment according to the Control of Substances Hazardous to Health

Clinical and Domestic Services

- Daily tidying & restocking consulting rooms
- Removal of clinical waste to central waste collection point
- Assist nurses with stock management and ordering.
- Fridge temperature monitoring.

Service improvement

- Be aware of and, if appropriate, assist in current clinical audit
- Work with colleagues in the team on the development of current and new services and other initiatives

- Maintain the notice board in the waiting room and promote good health with educational material
- Deal with requests from patients and clinical staff for health information leaflets
- Participate in coffee/tea-making rota

Quality

- Alert other team members to issues of quality and risk in the care of patients
- Ensure own actions are consistent with clinical governance systems
- Practice in accordance with agreed standards of care
- Enable patients to access appropriate professionals in the team
- Ensure stock items under your control are ordered and available in the treatment and consulting rooms
- Know how clinical governance affects the HCA role and bring to the attention of more senior staff any specific risk situation
- Know the practice's policies, especially the whistle-blowing policy, available in the practice staff handbook
- Be able to manage your own time effectively

Equality and diversity

- Act in ways that recognise the importance of people's rights, interpreting them in a way that is consistent with procedures
- Respect the privacy, dignity, needs and beliefs of patients and carers
- Understand basic legal and communication issues regarding child abuse, family violence, vulnerable adults, substance abuse and addictive behaviour
- Act as a chaperone