

**DR P J BURNEY & PARTNERS
THE HEALTH CENTRE
EASTLAND ROAD
BRISTOL BS35 1DP**

JOB SPECIFICATION

PRACTICE NURSE: Grade F

**CLINICALLY ACCOUNTABLE TO: PARTNERS &
SENIOR PRACTICE NURSE**

MANAGERIALLY ACCOUNTABLE TO: PRACTICE MANAGER

SUMMARY

The Postholder will work with a Senior Practice Nurse, a Advanced Practice Nurse & Health Care Assistant.

To provide a high standard of nursing care to patients within the practice primarily supporting patients with chronic disease including any other treatment, preventative care, investigations, and advice within the professional competence of the postholder. Appropriate training will be provided before new duties are undertaken.

OUTLINE OF DUTIES

Provide nursing treatments to patients in co-operation with general practitioners, or independently to previously agreed protocols.

Provide general and specific health screening to the practice population (within agreed protocols) with referral to the general practitioners as necessary.

Triage, advise and treat, patients on general healthcare and minor ailments with referral to Nurse or general practitioners as appropriate.

Facilitate programmes of disease prevention by administering immunisations/vaccinations as and when required.

Visiting house bound patients where necessary.

To undertake general and specific health screening of the practice population working with current agreed protocols, referring to the senior practice nurse.

Monthly stock check of the practice drugs cabinet, removal and correct disposal of expired drugs and request for replenishment on regular stock items.

To attend staff, clinical and primary healthcare team meetings and other meetings that maybe relevant to your role.

To be responsible for organising your own appointments and the setting up of sessions on front desk on the in house Clinical Medical System (Synergy).

Accurate entry of patient data on the in house Clinical Medical System Synergy or manual recording in patients notes as appropriate. Audit and analysis of patient data, within specific disease areas.

Maintain a code of strict confidentiality when dealing with patient's records and any clinically related matters and comply in accordance with agreed Policies and Procedures in line with the Data Protection Act 1998 and the Caldicott Guardian.

All practice staff should be aware of their responsibilities under the Health and Safety at Work Act 1974.

SUPERVISION

Appropriate supervision will be provided where appropriately identified.

TRAINING

To maintain professional development by attending courses, study days and other training opportunities to be arranged with the practice.

TRAVEL

You will be expected to provide your own transport for home visits. Mileage will be paid at the rate of 40p per mile. To ensure relevant car Insurance is up to date and reflects work usage in respect of this position.

INSURANCE

Professional expenses i.e.NMC registration is the responsibility of the employee. It is necessary for the employee to maintain registration with the NMC.

TERMS AND CONDITIONS

SALARY *Grade F depending on experience
(salary range available on request)*

HOURS *37 hrs per week
The following being subject to review
1.5 days of patient Triage
3.5 days of patient Disease Management*

ANNUAL LEAVE *30 days, plus Bank Holidays*

PENSION *NHS Pension Scheme is available*

REVIEW

This is not a complete and final statement of duties and responsibilities, and may be subject to review and amendment in the light of changing needs.

JobDesc06/2010