

SENIOR PRACTICE NURSE - JOB DESCRIPTION

JOB TITLE: ***SENIOR PRACTICE NURSE/
PRACTICE NURSE LEADER***

REPORTS TO: **THE PARTNERS (Clinically)**
THE PRACTICE MANAGER (Administratively)

HOURS: **UP TO 40 hours per week**

Job summary:

- To provide leadership to the practice nurse team, in collaboration with the general practitioners, and develop an effective, quality driven practice nurse service.
- To promote integrated nursing practice within wider nursing team (practice nurses, district nurses and health visitors) underpinned by the development of evidence-based practice guidelines, for shared delivery of care to the whole practice population. Further, to ensure clinical effectiveness by monitoring of key quality markers relating to guidelines.

Role and responsibilities:

Clinical practice:

- Practice independently in accordance with NMC code of conduct and with reference to practice guidelines, appropriately referring to GPs
- Maintain accurate documentation of care and utilisation of IT
- Ensure continuation of own personal and professional development, facilitated by utilisation of clinical supervision networks.
- Practice nurse team leadership.
- Provide focus for nursing expertise within practice, advising nursing staff, appropriate to level of competence
- Identify training needs of practice nurse team and actively promote life-long learning, including PREP requirements
- Develop annual appraisal system for practice nurse team
- Share responsibility for ensuring effective inter-practice communication



- Ensure skills of practice nurse team are appropriately and effectively used to deliver care.
- Ensure care is delivered by practice nurse team members with relevant and appropriate skills.
- Ensure an effective nurse appointment system, in collaboration with practice manager
- Ensure that efficient and appropriate stock control is in place.
- Ensure adequate and appropriate practice nurse cover is available within practice.

Wider primary health care team role

- Advance clinical nursing practice in the wider nursing team through the development of shared, evidence-based practice guidelines.
- Lead the development and monitoring of key quality markers for practice guidelines, thereby promoting clinical effectiveness.
- Actively participate in educational programmes for whole primary health care team, including medical students and GP registrar, in relation to areas of clinical and practice nursing expertise.
- Produce an annual review of practice activity relating to quality and clinical effectiveness.
- Co-ordinate and administrate monthly nursing focus meetings for wider nursing team, GP representative and practice development manager.
- Participate in practice research activity and develop knowledge base of clinical research that will create potential for collaboration with others in investigation, analysis of Practice problems and generation of research questions.
- Plan, develop, implement and evaluate new health promotion and chronic disease management services.
- Provide professional advice on practice developments, recommending changes to working practices in line with evidence-based knowledge.

Confidentiality:

- In the course of 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 implement and lead on a full range of promotion and management of their own and others' health and safety and infection control as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Responsible for the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Management and maintenance of Personal Protective Equipment (PPE) for the practice, including provision, ordering, availability and ongoing correct usage by staff
- Responsible for hand hygiene across the practice
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand-cleansing facilities, wipes etc. are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures, including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile way, safe and free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management



- Actively identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum twice annually)
- Routine management of own team / team areas, and maintenance of work space standards
- Waste management, including collection, handling, segregation, container management, storage and collection

- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

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

Personal/professional development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, with 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

In order to achieve our aim we rely on the hard work, and dedication of all our employees, and believe that the success of our Practice is driven by the following key values;

- Mutual trust and honesty
- Interpersonal effectiveness and team-work
- Working flexibility
- A high level of professional expertise
- Respect and courtesy for patients, Partners, and colleagues
- Discretion, sensitivity, confidentiality, and compassion It is important to us that you enjoy your work, and that we work together closely to achieve our goals.



The following are desirable, although not essential:

- Candidate is a prescriber, or willing to work towards this if required
- Specific knowledge and ability to manage the diabetic clinic including insulin initiation