

PORTSDOWN GROUP PRACTICE  
**WOMEN'S HEALTH NURSE**  
VACANCY PACK



## **Introduction**

### **Philosophy and Practice**

Everyone working within the Practice is committed to the provision of high quality primary care for the benefit of our patients, whom we respect and value. We strive to be an open-minded, friendly, caring and inclusive team.

### **Mission and Values**

The Practice aims to deliver our philosophy by;

- Providing readily accessible medical and preventative health care within a structured, efficient, open-minded and caring environment.
- Encouraging the professional and personal growth of the whole team, clinicians and their support staff, promoting job satisfaction whilst maintaining financial viability.
- Optimising the use of our resources, commensurate with the size of our very large Practice, creating opportunities not always available to Practices with a smaller list of patients. Our size and innovative approach enables us to encompass and evolve with an ever changing NHS.
- Challenging pre-conceived ideas, leading to more efficient ways of working for the benefit of our patients.

### **Practice Background**

Portsmouth Group Practice covers the whole of Portsmouth from postcode PO1 to PO7. The Practice operates out of 6 surgeries, Cosham Park House (PO6 3BG), Crookhorn Lane (PO7 5XP), Heyward Road (PO4 ODY), Kingston Crescent (PO2 8AL), Paulsgrove (PO6 4HJ), and Somerstown (PO5 4EZ).

We are our own Primary Care Network (PCN) with a list size of 43,900 patients. We have 12 Clinical Partners, 8 Salaried GPs and a comprehensive Nursing team overseen by our Nurse Manager and consisting of 8 Nurse / Paramedic Practitioners, 13 Registered Nurses, and 7 HCAs. The nursing team offers related range of clinical services from chronic disease management to dressings and phlebotomy.

The Practice is well established, financially secure and successful. Over the last few years we have earned maximum QOF points.

### **Team Approach / Organisational Structure**

Multi-disciplinary teams work across all sites.

Our organisational structure includes a Management Team, based at Kingston Crescent (Group Business Manager, Operations Manager, Business Intelligence Manager, Finance Manager, Nurse Manager and Management Support Team) and a surgery team at each site.

We recognise that our team needs to work as a strong anchor chain within the community we serve. Like a chain we acknowledge that every link has to be strong. We achieve this by working together, supporting each other and continuously inviting team members to make suggestions aimed at providing efficient, safe processes for our patients.

### **This Vacancy**

Portsmouth Group Practice is a friendly, forward thinking, well established GP practice supporting 44,000 patients across 6 sites in the Portsmouth area. We are currently looking for an experienced receptionist to join our growing administration team. If you can work, sometimes under pressure, to high standards, are flexible and reliable, with excellent interpersonal and communication skills, and can deliver a high quality of care in a busy professional environment, we would like to hear from you.

The 16 hour a week role will be predominantly at our popular Cosham Park House Surgery but there would be the expectation that cross cover at our other sites may be required to cover sickness and annual leave. Daily tasks will include greeting patients on arrival, booking patient appointments in a timely manner, processing repeat prescriptions and patient requests whilst maintaining a professional manner and treating all visitors to the Surgery with respect and dignity.

**Working Pattern** - TBA

**Rate of Pay** - £17.00

### **Teaching, Training and Development**

The Practice has a long history of training – we train GP registrars and student nurses. We are committed to the ongoing development of the entire team, including mandatory and developmental training for all our staff. Team members are encouraged to highlight any training they feel would benefit them in the achievement of their role. The Practice funds, via a “learning agreement”, any training which is felt will benefit the individual and the Practice.

### **Staff Benefits**

The Practice is a Real Living Wage Employer and believes in rewarding staff by offering the following benefits in addition to the candidate’s remuneration package.

- Annual Pay Review
- NHS Pension Scheme
- Generous Annual Leave Entitlement
- Additional Day’s Leave on Your Birthday
- Benenden Health Plan with Option to Add Family Members
- Cycle to Work Scheme
- Eyecare Vouchers
- Social Events
- Refreshments
- 50% Discounted Gym Membership

### **This Recruitment**

The successful candidate will be invited to start as soon as possible.

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**Job Description**

**Title:** Women's Health Practitioner

**Responsible To:** Nurse Manager

**Main Purpose of the Post:**

- To work as an autonomous practitioner to provide New born Infant Physical Examinations (NIPE) to babies at 6/8 weeks as well as their birth mothers.
- To provide advice and assessment on hormonal contraception and hormone replacement therapy.
- To assess prolapse and advise appropriate action / treatment

**Duties & Responsibilities of the Post:**

**Women's Health:**

- To ensure that the practice undertakes post-natal checks of babies and birth mother in line with national guidance
- To ensure paperwork is completed and recorded appropriately
- Liaise with health visitors as appropriate
- Remain up to date on health check requirements and processes
- Develop efficient ways of delivering post-natal health checks
- Remove and Fit ring pessary ( training may be provided for a suitable candidate)
- Undertake prolapse assessment and advice patients on suitable treatment
- Advise and assess 'morning after' contraceptive pill
- Provide advice and assessment for initiation of contraceptive pill
- Provide advice and assessment for initiation of Hormone Replacement Therapy as appropriate

**General Duties:**

- Ensure clinical records are maintained and use appropriate codes where necessary
- Undertake home visits on housebound and limited mobility patients, where appropriate
- Deliver and exceed Practice targets, such as QOF
- Challenge existing knowledge, current poor practice and be open to be challenged by others
- Fulfil requirements for maintaining professional registration
- Be prepared to undertake general treatment room duties i.e. basic dressings and injectable medication as required by the Practice
- Compliant with current Practice and national safeguarding guidelines
- Assess the presence of postnatal depression and refer as required

**Confidentiality:**

- As per both Government legislation and Practice policies ensure that all confidentiality, data protection and information governance policies and guidelines are followed and strictly adhered to. Reporting any infringements to the Operations Office immediately.

**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, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will 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
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified
- Demonstrating due regard for safeguarding and promoting the welfare of children and vulnerable adults.

**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 recognizes 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:**

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 staff performance review.
- 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.
- Participate in the induction and training of new staff at site
- 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 patient's needs.
- Effectively manage own time, workload and resources.

**Communication/Information:**

The post-holder should recognize the importance of effective communication within the practice and management 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

**Any other delegated duties considered appropriate to the post.**

This job description is not intended to be exhaustive, but to indicate the main areas of responsibility. It may be changed after consultation with the post holder. The employee shares with the employer the responsibility for review and modification of duties. Suggestions and discussions are welcome.

Policies and Procedures - the duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Practice, which may be amended from time to time. You are required to be flexible and the practice reserves the right to alter such fixed hours as may be considered necessary to ensure the surgery runs smoothly.

The surgery is open between the hours of 0800 – 2000 hours Monday to Friday (0800 – 1300 Saturday), with possible requirement for some future evening and weekend working as the business develops.

**How to Apply**

Please complete the online application via NHS Jobs.

Applicants who are successful following this process will be invited for interview.

**Further Information / Practice visits**

If you would like to arrange an informal chat and / or visit please contact Niki Newman via email on [niki.newman@nhs.net](mailto:niki.newman@nhs.net).