

## 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 44,000 patients. We have 12 Clinical Partners, 8 Salaried GPs and a comprehensive Nursing team overseen by our Nurse Manager, consisting of 8 Nurse / Paramedic Practitioners, 13 Registered Nurses, and 7 HCAs. The nursing team offers a 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 and have recently been rated as 'Good' across all 5 domains by the CQC.

### 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**

An opportunity has arisen for an enterprising Practice / Treatment Room Nurse to join our clinical team at an exciting time for the Practice.

The role is varied and wide-ranging. We are looking for an established Practice / Treatment room Nurse with experience in Immunisations and Vaccinations, Cervical Cytology and leg ulceration dressings (including compression bandaging). A travel vaccination certificate would be beneficial.

If you have the drive and desire to be part of a new way of delivering Primary Care in a supportive environment, then we would love to hear from you. General practice can be fun!

**Working Pattern** - Full and Part Time Hours available with the expectation to provide appropriate cover between 0800 – 1830.

**Rate of Pay** - £15.50 Per Hour.

### **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.

**Job Description**

**Title:** Practice Nurse

**Responsible To:** Nurse Manager

<p><b>Main Purpose of the Post:</b></p> <ul style="list-style-type: none"> <li>• To provide and maintain a high standard of professional nursing care in adherence with all Practice protocols / policies and guidelines, and to provide nursing assistance to the GPs and other members of the primary healthcare team.</li> <li>• The role of the Practice Nurse needs to be flexible in line with the present changing needs of health service delivery. It is essential that the post-holder will work within her/his own level of competency and expand her/his role in accordance with practice requirements and scope of practice.</li> </ul>
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<p><b>Duties &amp; Responsibilities of the Post:</b></p> <ul style="list-style-type: none"> <li>• To assist and perform routine nursing tasks related to patient care as directed and agreed with senior nursing staff and GP's.</li> <li>• To provide essential treatment duties such as routine BP checks, new patient assessments, BMI and lifestyle advice including smoking cessation advice.</li> <li>• To provide holistic assessment of wounds and implement wound care in line with current evidence-based guidelines, inclusive of the treatment of minor traumatic wounds within own level of competency.</li> <li>• To offer advice about childhood and adult immunisations and to ensure vaccines / injections are administered under patient group directives or individual prescription where appropriate.</li> <li>• To undertake the collection of pathological and microbiology specimens including venepuncture, swabs and urine culture in line with local guidelines.</li> <li>• To perform a holistic assessment of patients attending for relevant investigatory procedures such as cervical cytology, ECG, and Dopplers (appropriate training will be given) in line with local guidelines.</li> <li>• To provide general health promotion education, advice on national screening programmes and guide / refer patients to appropriate services or other health professionals as appropriate.</li> <li>• To work independently, supported by the clinical team within the practice, focusing upon supporting patients to be healthy, monitoring of long-term conditions health prevention and reviewing screening activities</li> <li>• To provide appropriate self-care advice for patients presenting with minor illness within own level of competency and referring to a GP where appropriate.</li> <li>• To chaperone and assist patients where appropriate who are being examined by another clinician.</li> <li>• To assist GPs with minor surgery and well women procedures.</li> <li>• To offer a holistic approach to travel health by providing comprehensive advice to patients prior to travel including relevant vaccination within own level of competency.</li> <li>• To provide contraception advice and sexual health guidance, undertaking annual contraceptive reviews and injections in line with practice policies.</li> <li>• To maintain effective infection control measures in line with local guidelines and practice policy.</li> <li>• To be able to recognise and manage anaphylaxis, according to the current UK Resuscitation Council guidelines.</li> <li>• To be able to perform Cardio-pulmonary resuscitation and to be able to use correctly Automated Defibrillation following training, according to the current UK Resuscitation Council guidelines.</li> <li>• To ensure safe storage, rotation and disposal of vaccines and medication. To assist in the completion of monthly stock take and support the cost-effective use of disposable items.</li> <li>• To maintain adequate stock within own the treatment room during clinic and assist with the re-</li> </ul>
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stocking of other clinical rooms if required.

- To participate in developments within the practice and support QOF requirements.
- To work in accordance with NMC The Code for Nurses and Midwives (2018).
- To ensure that accurate notes of all consultations and treatments are recorded in the patient's notes and on computers, as per NMC guidelines.
- To attend and participate in practice meetings as required.
- To be aware of statutory protection procedures including referral and recognition of signs and symptoms of child abuse.
- To be aware of referral mechanisms for mental health issues, family violence, vulnerable adults and addictive behaviours.
- To take part in mandatory and internal / external training as requested.
- To adhere to and follow all policies and protocols as listed in the Staff Handbook and contract.

**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.

The vacancy will close once sufficient applications have been received.

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).