

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 7 surgeries: Cosham Park House (PO6 3BG), Crookhorn Lane (PO7 5XP), Hanway Road (PO1 4ND), Heyward Road (PO4 0DY), Kingston Crescent (PO2 8AL), Paulsgrove (PO6 4HJ), and Somerstown (PO5 4EZ).

We are our own Primary Care Network (PCN) with a list size of 58,000 patients. We have 13 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 a 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.

We were last inspected by the CQC in January 2020. We achieved a rating of 'Good' in all domains, with an overall rating of 'Good'.

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 and

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safe processes for our patients.

This Vacancy

Portsmouth Group Practice is a friendly, forward thinking, well established GP Practice supporting 58,000 patients across 7 sites in Portsmouth. We are currently looking for an experienced Women's Health Nurse to join our growing Nursing 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.

Working Pattern - To cover 16-20 hours over a minimum of 3 days.

Rate of Pay - £17.50

Teaching, Training and Development

The Practice has a long history of training both 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.

We reserve the right to close this advert early if we have appointed to the vacancy before the advertised closed date.

Job Description

Title: Women's Health Nurse

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 complete post-natal check of birth mothers.
- To provide advice and assessment on hormonal contraception and hormone replacement therapy.

Duties & Responsibilities of the Post:

Women's Health Nurse:

- To ensure that the Practice undertakes post-natal checks of babies and their birth mother in line with national guidance
- To ensure paperwork is completed and recorded appropriately
- To liaise with health visitors as appropriate
- To remain up to date on health check requirements and processes
- To develop efficient ways of delivering post-natal health checks
- To remove and fit ring pessaries (training will be provided for a suitable candidate)
- To undertake prolapse assessment and advise patients on suitable treatment
- To advise and assess 'morning after' contraceptive pill
- To provide advice and assessment for initiation of contraceptive pill
- To provide advice and assessment for initiation of Hormone Replacement Therapy

General Duties:

- Ensure clinical records are maintained and use appropriate Read Codes where necessary
- Undertake home visits on housebound and limited mobility patients
- Deliver and exceed Practice targets, such as QOF
- 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
- Adhere to 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 suspected 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 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 within the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- 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.
- Regular lunchtime teaching and training sessions
 Both CCG and in house Target events
 Bluestream / CPD / e-lfh

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 their own performance and take accountability for their own actions, either directly or under supervision.
- Participate in the induction and training of new staff at site, if required
- Contribute to the effectiveness of the team by reflecting on their own and their team's 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 their own time, workload and resources.

Communication/Information:

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

will strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognise peoples' 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 their 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 and procedures 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 Practice is open between the hours of 0700 – 2100 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.

Successful applicants will be invited for interview as soon as possible, this may be via telephone/TEAMS/video or face to face.

Please ensure that you are free on these dates when applying, as we may be unable to re-arrange interview dates.

Further Information / Practice visits

If you would like to arrange an informal chat and / or visit please contact Maria Martin via email maria.martin3@nhs.net