

<b>JOB DESCRIPTION</b>	
<b>Job title:</b>	Practice Nurse
<b>Team/Department:</b>	Primary Care
<b>Location:</b>	Hastings Primary Care Hub
<b>Hours of work:</b>	Bank
<b>Job title the post holder will report to:</b>	Primary Care Quality Manager Operations Manager
<b>Job titles reporting to the post holder:</b>	Health Care Assistant General Practice Assistant
<b>Date the role profile was revised:</b>	October 2023
<p><b>JOB PURPOSE</b></p> <p>Working in accordance with the NMC Code of Conduct, the post-holder will provide assessment, treatment, screening, health education services and advice to patients.</p> <p>The post-holder will work with reference to practice agreed protocols/policies and guidelines, providing nursing treatments to patients both independently and in participation with nurse colleagues and general practitioners.</p> <p>The post-holder will have the required level of training and competence and will work within patient group directions where these are available. A nurse with prescribing qualifications will use them appropriately.</p>	
<p><b>KEY RESPONSIBILITIES AND ACCOUNTABILITIES</b></p> <p><b>Management of chronic disease</b></p> <ul style="list-style-type: none"> <li>• Identifying significant abnormalities.</li> <li>• Diagnosis, monitoring and development of individual management plans; agreeing these as appropriate with the patient and other health professionals.</li> <li>• Ensuring that all investigations required for QOF or Enhanced services are carried out and coded efficiently in patient records.</li> <li>• Carry out appropriate tests (i.e) Spirometry, reversibility.</li> </ul> <p><b>Therapeutic monitoring</b></p> <ul style="list-style-type: none"> <li>• Checking compliance with and adherence to appropriate treatments using an holistic patient-centred approach.</li> <li>• Recognising abnormalities.</li> </ul>	

- Identifying the impact of treatment and implementing or recommending changes as appropriate.

### **Wound Care and management**

- Assessing routine wounds including trauma.
- Assessing [and prescribing] to support good wound management in complex situations (e.g. use of Doppler technique).

### **Patient health checks**

- Identifying significant abnormalities.
- Obtaining appropriate information using a lifestyle questioning approach and identifying appropriate health promotion issues.
- Working with patients to develop a management plan where health problems or potential health problems are identified.

### **Risk assessment**

- Recognising issues and gathering sufficient information to refer (e.g. drugs; domestic violence; child protection; vulnerable adults; senior patients; social problems).

### **Health screening**

- Recognising issues and gathering sufficient information to refer (e.g. women's and men's health, sexual health, older people).
- Undertaking monitoring tasks (e.g. smears) and providing advice as appropriate.
- Providing in depth monitoring and advice as appropriate to the level of the post-holder's specialty and working with the patient in deciding on management plans.

### **Travel health**

- Administering injections and providing guidance in accordance with guidelines.
- Identifying problems.
- Provision of specialist and evidence based support to the team.

### **Immunisation (adult and child)**

- Administering appropriate immunisation autonomously.
- Working with patients with more complex immunisation issues.

### **Minor operations**

- Assisting the general practitioner and/or undertaking some simple procedures.

### **Ear care**

- Providing routine ear care.
- Dealing with more complex problems and prescribing if appropriate.

### **Mental health**

- Communicating with key workers.
- Administering appropriate prescribed therapies and monitoring for side effects.

### **Phlebotomy**

- Provide a safe and comfortable environment for the patient.
- Clear awareness on patient consent.
- Follow practice policy.

### **Blood pressure monitoring**

- Follow practice policy.
- Awareness of safe and comfortable procedure.

### **Cardiovascular/NHS Health Checks**

- Awareness of National Framework & local objectives.
- Identifying significant abnormalities.
- Obtaining appropriate information using a lifestyle questioning approach and identifying appropriate health promotion issues.
- Working with patients to develop a management plan where health problems or potential health problems are identified.

### **ECG's**

- As per practice policy.

### **Blood sugar monitoring**

- Assessment.
- Follow practice policy.
- Carry out procedure safely and in line with Infection Control procedures.

### **Smoking Cessation**

- Carry out reviews following local policy.

### **Management**

- Leading Nursing Team.
- Holding one to one's/ supervision and appraisals.
- Supporting team members.
- Analysing workforce needs, training opportunities and further support required.
- Managing and supporting change.

### **COMMUNICATION AND KEY WORKING RELATIONSHIPS**

The post holder must be able to demonstrate excellent communication and interpersonal skills at all times and build and maintain good working relationships with all stakeholders.

### **ENVIRONMENT**

IC24 is a major not for profit Social Enterprise company currently providing innovative primary care services designed to deliver quality and affordability. IC24 is solutions-focused, providing a comprehensive portfolio of services aimed at improving access and reducing the demand on secondary care services by helping to avoid unnecessary admissions and facilitating early discharge.

Going forward, the company is committed to supporting and enabling better integration between health and social care and more effective alliances between partners from different sectors as essential to delivering seamless services. IC24 has considerable experience of working in complex, demographically challenged environments and the Board is keen for the organisation to be proactive in improving standards of care and patient safety, while delivering value for money too in the health economies it which it operates. Critical to this is building strong professional relationships and alliances with third parties; working with them in a way that maximises the benefits of their involvement.

We are proud of our status as an NHS primary care social enterprise, and how we deliver social value to the communities we serve and contribute to the wider NHS plans to deliver carbon 'Net Zero' and sustainability. To find out more on this and to view our Social Impact Report, please click [here](#).

## **HEALTH AND SAFETY**

The post holder will be required to comply with the duties placed on employees of IC24 as set out in the Health and Safety at Work Policy and related procedures. The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.

### All Colleagues

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must cooperate with managers and other colleagues to help everyone meet their legal requirements under health and safety law, and not to interfere with or misuse anything that's been provided for your health, safety, or welfare.

### Managers

You must ensure you know and understand your responsibilities as defined in our health & safety policies and associated guidance documents. You must identify and assess any risks to people, property, or the environment and ensure all colleagues you have responsibility for, are aware of all our health and safety policies, understand issues arising from risk assessments, site inspections etc. and deal with any associated concerns. You must ensure that all accidents or incidents involving colleagues within your responsibility, are properly reported, and investigated and that regular inspections are undertaken and recorded to eliminate potential hazards and minimise risks.

### Directors

You must ensure that all colleagues and teams within your region and/or department(s), effectively manage health and safety in line with all our health & safety policies and guidance documents.

## **EQUALITY AND DIVERSITY**

IC24 has a Diversity and Inclusion Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.

IC24 is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs.

## **INFORMATION GOVERNANCE**

Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable IC24 to handle personal and corporate information appropriately.

It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Data Security & Protection Policy.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

IC24 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All colleagues and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

## **DISCLOSURE AND BARRING SERVICE CHECKS**

IC24 will require a DBS check for appropriate roles which is a mandatory requirement and a condition of the employment offer.

All posts are assessed on their eligibility for the post holder to be required to undertake a DBS check. For posts that have been assessed as exempt from the provisions of the Rehabilitation of Offenders Act 1974, IC24 will require the post holder to undertake an enhanced DBS check with barred list checks. For posts that have been assessed as being in a position of trust, IC24 will require the post holder to undertake a basic DBS check.

This post has been assessed as requiring an enhanced DBS check with barred list checks.

## **REHABILITATION OF OFFENDERS ACT 1974**

Some posts have been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 and in these cases IC24 will require the post holder to disclose all convictions, whether spent or unspent.

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### **PERFORMANCE AND DEVELOPMENT REVIEW**

This job description will be used as a basis for conducting an individual Performance and Development Review between the post holder and the manager.

### **VARIATIONS**

This job description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.

This job description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment.

To reflect changing needs and priorities, some elements of this post may be subject to change and where required, any appropriate communication or consultation with the post holder will be undertaken prior to making any changes.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How identified
<b>Qualifications and training</b>	NMC Nursing Qualification	Experience leading a team  Experience of one to ones / appraisals  Experience of managing Infection Control procedures / protocols	Application, Interview & References
<b>Experience</b>	Understanding of confidential information  Good computer skills  Previous Nurse experience  Previous general practice experience	System One IT experience	Application, Interview & References
<b>Practical skills</b>	Excellent communication skills  Experience and ability to work with the general public		Application, Interview & References
<b>General</b>	Friendly and understanding manner  Confident  Able to work as part of a team or individually  A flexible approach to work  A patient centred focus		Application, Interview & References