PUDDLETOWN SURGERY

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| **JOB TITLE:** | Integrated Primary Care Nurse |
| **MAIN PURPOSE OF POST:** | To work as a Registered Nurse with the Puddletown Surgery Nursing Team to provide evidence-based, high quality, holistic and patient centered nursing care for patients in the practice population, both in the surgery setting and in their own homes. |
| **ACCOUNTABILITY** | Professionally to patients under the NMC Code of Professional Conduct.  Managerially to Practice Manager.  Clinically to the Nurse Team Leader and GPs. |
| **QUALIFICATIONS** | Registered General Nurse |

# KEY CRITERIA

* Awareness of the role of the Primary Care Nurse within the Primary Health Care Team.
* Good communication skills and ability to work within a team.
* Commitment to training to acquire the skills needed as a primary care nurse. - including accredited training in chronic disease management as required e.g. diabetes, asthma, COPD, spirometry.
* Ability to work alone without supervision when trained, following practice protocols, under own initiative, prioritising workload and effective time management.
* Willingness to be flexible and work nursing sessions according to the practice need to cover for training, holidays and sick leave as required.

##### MAJOR DUTIES AND RESPONSIBILITIES OF THE POST

PROFESSIONAL RESPONSIBILITIES

* Be accountable for your own professional actions, and work within the boundaries of the NMC Code of Conduct - maintaining courtesy, discretion, and patience at all times. Maintain patient confidentiality and respect privacy and preferences.
* Attend MDT meetings and training sessions as necessary to ensure professional competency and continuous professional development is maintained.
* Undertake Mandatory training as required.
* Have an annual appraisal with their line manager, which will include setting personal objectives and a development plan.
* Contribute to the assessment, supervision, development and teaching of junior staff and pre-registration student nurses if required.
* Have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

# CLINICAL

* Assess the needs of patients in a variety of settings and formulate a plan of care.
* This may involve liaison with the wider multi-disciplinary team e.g. GPs, consultants, hospital nurses, carers, social workers, hospice staff and cancer care nurses, voluntary and statutory workers.
* Provide evidence-based nursing care in the surgery and community settings.
* Evaluate individualised care packages in all environments, to ensure efficiency.
* Proactive and opportunistic screening for chronic diseases, e.g. diabetes, asthma, coronary heart disease.
* Chronic disease patient management, monitoring, regular reviews and pt education for Diabetes, Asthma,COPD etc.
* Recognise patients readiness to change unhealthy behaviour, supporting health promotion, giving advice and information on lifestyle issues and refer appropriately.
* Perform venepuncture.
* Record ECG, BP and other observations as required.
* Wound care / Leg ulcer management / Doppler / dressing techniques / removal of sutures etc.
* Ear examination and irrigation.
* Perform cervical screening procedures and promote breast awareness.
* Advise on continence management, and make appropriate referrals.
* Catheterisation and bowel procedures.
* Provide palliative support for patients and carers at the End of Life, including administration of drugs and use of syringe drivers.
* Pressure area care.
* Undertake INR monitoring.
* Administer adult and paediatric injections, including immunisations, under an individualised prescription or Patient Group Direction, ensuring safe storage, rotation and disposal of vaccines and drugs.
* Deliver a holistic travel health service, including vaccinations and travel advice.
* Assist the GPs with Minor surgery and chaperone during intimate procedures.
* Undertake first aid and management of emergencies, e.g. burns, haemorrhage, hypo/hyperglycaemic emergencies/asthma attacks.
* Undertake annual training and demonstrate competency in anaphylaxis and resuscitation techniques

ADMINISTRATIVE

* Maintain detailed, accurate, contemporaneous patient records of care given, adhering to Practice policy and in line with NMC guidelines.
* Have a working knowledge of the practice computerised notes system. (SystmOne)
* Contribute to the identification of health needs and service provision for the practice population.
* Contribute to the development of policies / protocols / guidelines within the practice.
* Assist GPs to help deliver effective management of patient care as detailed by the Quality and Outcomes framework / Frailty and other enhanced services.

SAFEGUARDING and RISK ASSESSMENT

* Awareness of Adult and Child safeguarding - Recognise the signs of child abuse, family violence, vulnerable adults, substance abuse, addictive behaviours, suicidal tendencies and be aware of local, referral procedures.
* Be aware of risks to your own safety and security whilst working, especially in the community setting.
* Carry out your own risk assessments of patient’s homes for the benefit of the patient and for the benefit of your own safety, and report any concerns to your Lead Nurse.

INFECTION CONTROL

* Support patients and colleagues in adopting sound infection control measures.
* Apply infection control measures when collecting and handling of laboratory specimens, disposing of waste materials, dealing with blood and body fluids spillages and report and treat sharps injuries.
* Participate in Infection Control audits

CONFIDENTIALITY AND DATA PROTECTION

* Confidential and personal information related to staff, patients and Puddletown Surgery must not be disclosed within or outside the place of work, except in the proper discharge of duties. It is the responsibility of all staff to be aware of their obligations in respect of the practice policies.

The content of this Job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities.

The duties and responsibilities listed above may change in the light of developments within the Practice and are subject to regular review and amendment.