

WYE SURGERY JOB DESCRIPTION

Part-time Practice Nurse – 17.5 hours per week

Reporting to: Lead Practice Nurse

Responsible to: Practice Manager

Professionally accountable to: Dr Miles and Partners

MAIN PURPOSE OF THE JOB

- Deliver a high-quality nursing service for the practice population of Wye Surgery.
- Be responsible for the smooth running of the practice treatment room.
- Supervision of Health Care Assistants.

SCOPE

- Work at a highly skilled level, within the scope of professional practice of a registered nurse.
- Practice autonomously within areas of expertise and recognise own limitations.
- Manage own clinical practice and that of other members of the nursing team to ensure safe, effective evidence-based care.

HOURS OF DUTY

- Need to be varied and flexible according to the needs of the practice, this will involve some evening working.

MAIN JOB DUTIES

- Immunisations and Vaccinations – children and adults.
- Cervical Cytology.
- Wound Care and Management, including dressings, removal of sutures, leg ulcer management.
- Warfarin/INR clinics.
- Health Screening /Education/Promotion.
- ECG's/24-hour BP monitoring/24-hour ECG monitoring
- Venesection/Specimen collection.
- Assisting with minor ops and vasectomies i.e. preparing patients and instruments ready for GP.
- Assessing and treating minor injury patients.
- Assisting with Consultant lead clinics.
- Assisting with Long Term Conditions eg Diabetes, Asthma, COPD.
- Supervising HCA's and ensuring smooth running of the treatment room.

RESPONSIBILITIES

- Assess plan, implement and evaluate clinical nursing care to meet patient's needs.
- Receive direct referrals from other healthcare professions.



Dr Miles, Dr Fox and Dr Crouch
Wye Surgery, Oxenturn Road, Ashford, Kent, TN25 5AY

- Maintain high standards of infection control to protect patients, self and colleagues in line with NMC guidance and CQC, including the reporting of incidents as required.
- Set and maintain high standards of record keeping for self and others within the team, to support the safe and effective delivery of patient care.
- Contribute to the development of practice policies and protocols in line with all guidance including CQC. Ensuring that polices and protocols are reviewed at least annually.
- Working within current Public Health Guideline and Patient Group Directions (PGD) when giving vaccinations and immunisations, attending regular training updates as required.
- Promote patients' rights and responsibilities ensuring that the practice does not discriminate but supports patients and carers who need assistance in exercising their rights.
- Monitor own and teams work areas and practice, ensuring safe and effective treatment whilst conforming to health and safety legislation, using risk assessment and taking necessary action when required.
- Undertake further accredited training as required to help improve knowledge and competencies in practice nursing.
- Take part in regular clinical supervision to encourage critical analysis and reflective practice.
- To supervise student nurses as required.

KNOWLEDGE, TRAINING AND EXPERTISE

- RGN qualification with NMC registration.
- Preferably experienced but full training will be given as required.
- Evidence of CPD

SKILLS AND ABILITIES

Essential

Competent keyboard and IT skills, ability to be flexible and respond to changing needs of the practice, evidence of good interpersonal skills. Ability to work unsupervised, using own initiative and prioritising workload. Ability to communicate, effectively both written and orally.

Desirable

Willing to learn

Use of EMIS web.



Dr Miles, Dr Fox and Dr Crouch
Wye Surgery, Oxenturn Road, Ashford, Kent, TN25 5AY