

TREATMENT ROOM NURSE CORE JOB DESCRIPTION

POST: TREATMENT ROOM NURSE

SALARY: Band 5 equivalent

REPORTS TO:

RESPONSIBILITIES:

JOB PURPOSE

The post-holder will work as an effective member of the General Practice Team and will receive patient referrals from the GP team and other Health Care Professionals aligned to the Practice. The post-holder is responsible for the assessment, treatment, management and evaluation of care for patients within the General Practice setting. The post-holder will also undertake clinical consultations, deliver and record care in line with the NMC Code (2018), General Practice guidelines and GP clinical systems, without direct supervision. The Treatment Room Nurse will also act as a supervisor for registered and non-registered staff and/or students.

MAIN DUTIES/RESPONSIBILITIES

CLINICAL PRACTICE

The post-holder will:

1. Assess, plan, implement and evaluate evidence-based clinical care for patients according to agreed care pathways and in line with NICE guidelines, other national and local policies, including the Quality and Outcomes Framework (QOF).
2. Ensure that person-centred nursing care is delivered as per the current NMC Code.
3. Provide skilled care for patients during routine consultations and also for those requiring triage/emergency treatments, making accurate, contemporaneous records and in accordance with General Practice policies, GDPR (2018), General Practice IT Systems, NMC Code and current NI standards for nursing and midwifery practice.
4. Develop clinical skills in wound assessment; dressings; leg ulcer assessments; compression bandaging; Doppler scanning – ABPI; nebulize with air/oxygen; therapeutic monitoring to include 12 lead ECG procedure; 24 hour blood

pressure monitoring; toxicity monitoring; Glucose Tolerance Test; sepsis identification and management; suture or clip removal; urinalysis; venepuncture and ear care.

5. Provide brief focused lifestyle advice to enable self-management for patients whose health, including mental health, could be at risk.
6. Communicate effectively with all members of the multi-disciplinary team, including General Practice Nurses and GPs to ensure the delivery of quality integrated care.
7. Communicate effectively with patients, families/carers ensuring they are involved in decisions about their care/treatment and where relevant support the patient with self- management of their condition.
8. Adhere to Department of Health and Nursing and Midwifery Council's guidance¹ for the safe handling, administration, storage, cold chain, custody and disposal of medicinal products including vaccines.
9. Adhere to the General Practice guidelines, policies and procedures.
10. Participate in clinical audit and quality improvement activities to enhance patient care and services.
11. Participate in public health initiatives to improve the health of the practice population including health promotion, prevention of ill health and accidents.
12. Take all concerns raised seriously and act in accordance within the current NMC Code.
13. Provide information on access to voluntary and statutory services for patients and their families/carers.

EDUCATION AND LEARNING

The post-holder will:

1. Maintain professional registration on the NMC register and revalidate every three years.
2. Identify personal development needs and any gaps in clinical practice and develop a personal plan with line manager to address any knowledge and/or skill deficits.
3. Participate in orientation and induction programmes, including clinical supervision, appraisal and other development opportunities.
4. Participate in the preceptorship/ mentorship and supervision of others.
5. Give and receive feedback on the performance of self and others.
6. Participate in General Practice or regional Treatment Room Nursing networks and events, as appropriate, to enhance and share learning and professional support.

¹ NB. The development of guidance specific to Northern Ireland is currently under review.

RESEARCH AND EVIDENCE BASED PRACTICE

The post-holder will:

1. Participate in research, data collection, audit and quality improvement activities to support continuous improvement of patient care and services.
2. Seek feedback from patients, their families and carers to inform improvements in care and services. Be able to communicate to patients the evidence underpinning their care.

LEADERSHIP AND MANAGEMENT

The post-holder will:

1. Adhere to Health and Safety policy and statutory regulations
2. Delegate appropriately to staff in accordance with the DoH Delegation Framework (2019).
3. Prioritise her/his time to work effectively within the general practice team.
4. Monitor and evaluate the provision of nursing care in keeping with local governance arrangements.
5. Contribute to General Practice Team meetings and other multi-disciplinary forums.
6. Report any adverse incidents, accidents or near misses and undertake analysis, in line with local policies and professional duty of candour.
7. Adhere to the local whistleblowing policy and raise concerns appropriately.
8. Adhere to financial and resource allocations to ensure budgets are not overspent.

GENERAL RESPONSIBILITIES

The post-holder is required to promote and support the mission and vision of the service for which they are responsible:

1. At all times provide a caring service and treat those with whom they come into contact with, in a courteous and respectful manner.
2. Demonstrate their commitment by the efficient completion of all allocated tasks.
3. Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
4. Adhere to Equality and Good Relations duties throughout the course of their employment, as in Section 75 of the Northern Ireland Act 1998.
5. Ensure the ongoing confidence of the public in-service provision.
6. Support the organisation in complying with its obligations under Human Rights legislation.
7. Maintain high standards of personal accountability.

RECORDS MANAGEMENT

All employees are legally responsible for all records held, created or used as part of their business, including patient, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998 and General Data Protection Regulations (GDPR). Employees are required to be conversant with the General Practice policies and procedures on records management and to seek advice if in doubt.

ENVIRONMENTAL CLEANING

Recognise, adhere to and promote the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners”. Whilst there are staff employed who are responsible for cleaning services, all employees have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

INFECTION PREVENTION AND CONTROL

The General Practice is committed to reducing Healthcare associated infections (HCAIs) and staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:

1. Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
2. Using the correct ‘7 step’ hand hygiene technique;
3. Being ‘bare below the elbows’ when in a clinical environment;
4. Following General Practice policies and the Regional Infection Control Manual;
5. Wearing the correct Personal Protective Equipment (PPE);
6. Ensuring correct handling and disposal of waste (including sharps) and laundry;
7. Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
8. Ensuring compliance with High Impact Interventions.

Clause: This job description is not meant to be definitive and may be amended to meet the changing needs of the Employer

We are an Equal Opportunities Employer.

Date:

PERSONNEL SPECIFICATION

**JOB TITLE: TREATMENT ROOM NURSE
Band 5 Equivalent**

LOCATION:

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

| Factor | Criteria | Method of Assessment |
|-------------------------------------|--|----------------------|
| Qualifications/ Registration | <ul style="list-style-type: none"> • Registered Nurse: first level, on the NMC register <li style="color: red;">(Those due to register within the next {insert number} month(s) may also apply) • In addition to the above if your NMC has lapsed and/or if you have not been employed in a nursing position within the last 5 years you must have completed a Return to Nursing course to be eligible for shortlisting. | |
| Knowledge | <ul style="list-style-type: none"> • Applicants must demonstrate full understanding of the current NMC Code and Scope of Professional Practice • Applicants must demonstrate sound clinical knowledge of current nursing practice • Applicants must demonstrate understanding of the roles and responsibilities of the post | |
| Skills / Abilities | <ul style="list-style-type: none"> • Applicants must demonstrate the ability to communicate assertively, effectively and sensitively with patients and clients and across a range of workplace situations. • Applicants must demonstrate the ability to take responsibility for their own personal and continuous development. Applicants must demonstrate the ability to identify, challenge and report potential risk / clinical | |

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|--------------|---|--|
| | <p>risk situations.</p> <ul style="list-style-type: none"> • Applicants must demonstrate the ability to effectively organise and plan their work. • Applicants must demonstrate the ability to analyse and assess situations and make judgements to make informed decisions. • Applicants must demonstrate the ability to work effectively as part of the multi – disciplinary team. • Applicants must be able to demonstrate IT literacy | |
| Other | | |

DESIRABLE CRITERIA

SECTION 2: these will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted

| Factor | Criteria | Method of Assessment |
|-----------------------|---|-----------------------------|
| Experience | <ul style="list-style-type: none"> • <i>Include equivalencies where necessary.</i> | |
| Qualifications | <ul style="list-style-type: none"> • <i>Include equivalencies where necessary.</i> | |