

GENERAL PRACTICE NURSE CORE JOB DESCRIPTION

POST: GENERAL PRACTICE NURSE

SALARY: Band 6 equivalent

REPORTS TO:

RESPONSIBLE TO:

JOB PURPOSE

The General Practice Nurse post-holder will provide nursing services to the practice population by evidence based, quality focused care. The post-holder will undertake a range of nursing assessments and provide appropriate care/treatment in conjunction with GPs, Advanced Nurse Practitioners and Senior General Practice Nurses OR independently as appropriate for the need, according to practice policy, protocols and DoH service frameworks. The post-holder will strive to improve standards of care and be involved in identifying practice population needs.

The General Practice Nurse will be involved in Long Term Conditions management. The post-holder will have knowledge of the GMS contract, NICE Guidelines and The Quality and Outcomes Framework (QOF). NMC requirements will be met and the individual will work within the current NMC Code to agreed practice standards and protocols. The post-holder will facilitate clear communication between clinical, administrative and community teams

MAIN DUTIES/RESPONSIBILITIES

CLINICAL PRACTICE

The post-holder will:

1. Provide assessment, treatment, screening and health education services and advice, working in accordance with local and national protocols, guidelines, NICE guidelines, and NMC Code including the QOF.
2. Provide person-centred nursing care which encompasses the core HSC values of Compassion, Openness and Honesty, Collaboration and Excellence (DoH 2018) and NMC Code.
3. Provide day-to-day supervision and/or clinical supervision to members of the General practice team.
4. Evaluate and adapt care using evidence- based practice, in consultation with colleagues for ongoing care delivery and team education, quality improvement and audit.

5. Provide nurse-led clinics for a range of long term conditions and public health activities including: Diabetes; Asthma & Chronic Obstructive Pulmonary Disease¹; Cardiovascular Disease; Chronic Kidney Disease; and Hypertension.
6. Keep accurate, contemporaneous records in accordance with the General Practice policies, GDPR (2018), General Practice IT Systems, NMC Code and current NI standards for nursing and midwifery practice.
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. Communicate effectively with all members of the multi-disciplinary team, including General Practice Nurses and GPs to ensure the delivery of quality integrated care.
9. Provide brief focused lifestyle advice to enable self-management for patients whose health, including mental health, could be at risk
10. Adhere to Department of Health and Nursing and Midwifery Council's guidance² for the safe handling, administration, storage, cold chain, custody and disposal of medicinal products including vaccines.
11. Adhere to the General Practice guidelines, policies and procedures.
12. Participate in public health initiatives to improve the health of the practice population including health promotion, prevention of ill health and accidents.
13. Investigate concerns raised, act in accordance with the current NMC Code and the General Practice guidance and escalate if necessary. Ensure appropriate feedback to those concerned and implement recommendations.

EDUCATION AND LEARNING

The post-holder will:

1. Maintain professional registration on the NMC register and revalidate every three years.
2. Take responsibility for own personal/professional development, providing sufficient evidence of the achievement of set objectives through individual performance and the review process.
3. With line manager plan and identify personal development needs to meet any gaps in clinical practice and develop a personal plan to address any knowledge and/or skill deficits.
4. Participate in clinical supervision, appraisal and other development opportunities and support.
5. Participate in the preceptorship and supervision of others.
6. Undertake Quality 2020 Level 1 and Level 2 Attributes Framework training.

¹ if undertaking spirometry the practitioner must have completed an approved spirometry training course in line with NI Respiratory Services Framework (2014)

² 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. Report any signs of ill health in colleagues.
3. Delegate appropriately to staff in accordance with the DoH Delegation Framework (2019)
4. Prioritise work in order to be an effective member of the general practice team.
5. Monitor and evaluate the provision of nursing care against local governance arrangements.
6. Contribute to General Practice team meetings and other multi-disciplinary forums.
7. Report any adverse incidents, accidents or near misses and undertake analysis, in line with local policies and professional duty of candour.
8. Adhere to the local whistleblowing policy and raise concerns appropriately.
9. Adhere to financial and resource allocation to ensure budgets are not overspent.
10. Take charge when necessary as part of continuing professional and managerial development.

GENERAL RESPONSIBILITIES

The General Practice Nurse 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 to treat those with whom the post-holder comes into contact with in a courteous and respectful manner.
2. Demonstrate their commitment by regular attendance and 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 GP Federation policy and procedure 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, 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 Federation 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 ie 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: GENERAL PRACTICE NURSE
Band 6 Equivalent**

LOCATION:

ESSENTIAL CRITERIA		
<p>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.</p>		
Factor	Criteria	Method of Assessment
Qualifications/ Registration	<ul style="list-style-type: none"> • Registered Nurse: first level, on the NMC register. • 2 years post registration experience 	
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 risk situations. • 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.	
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	<i>Include equivalencies where necessary</i>	
Qualifications	<i>Include equivalencies where necessary</i>	
Other		