

# **SENIOR GENERAL PRACTICE NURSE CORE JOB DESCRIPTION**

**POST: SENIOR GENERAL PRACTICE NURSE**

**SALARY: Band 7 equivalent**

**REPORTS TO:**

**RESPONSIBLE TO :**

## ***JOB PURPOSE***

The Senior General Practice Nurse post-holder is responsible for ensuring the delivery of safe and effective nursing care to the whole practice population. The post-holder will be a highly specialist resource providing clinical expertise in care, advice and support within General Practice. The post-holder will lead and/or work within the multi-disciplinary team in order to ensure a seamless, coordinated approach to person-centred care, across the clinical pathway, and timely onward referral to other professionals and agencies as appropriate.

Clinically, the focus of the role is the delivery of evidence-based practice for patients/families with acute and long-term conditions and their management including preventative nursing interventions. The Senior General Practice Nurse will work collaboratively with the whole general practice team to lead and/or participate in the provision of expert advice in developing, implementing and monitoring policies, procedures and protocols which meet national, regional and local requirements.

## **MAIN DUTIES / RESPONSIBILITIES**

### ***CLINICAL PRACTICE***

The post-holder will:

1. Lead in providing a person-centred holistic approach to assess both the physical, psychological and social needs of the patient/client, families and carers.
2. Act as a specialist expert resource within the General Practice Team in planning and communicating complex programmes of care to all disciplines and in partnership patients/clients, families and their carers, to support timely access to relevant care.
3. Make professionally autonomous decisions for which the Senior General Practice Nurse is accountable and provide safe, evidence based, cost effective, individualised patient care.

4. Make appropriate referrals to other members of the primary, community and secondary care teams.
5. Help the practice develop and deliver specialist primary nurse led services including long-term conditions management.
6. Undertake regular medication reviews for groups of patients deemed suitable by the clinical team.
7. Manage the nursing team to administer child and adult immunisations and vaccinations in accordance with national and General Practice programmes.
8. As a Non-medical prescriber: to ensure safe, effective and appropriate medication as defined by current legislative framework and General Practice guidelines.
9. Ensure accurate, contemporaneous records are kept in accordance with General Practice policies, GDPR, General Practice IT Systems, NMC Code and current NI standards for nursing and midwifery practice within the Nursing team.

### ***EDUCATION AND DEVELOPMENT***

The post-holder will:

1. Maintain professional registration on the NMC Register and revalidate every three years. Work within the latest NMC Code of Professional Conduct and maintain a live registration.
2. Lead in the development, delivery and evaluation of education and learning activities specific to the area of expertise, both internal and external to the organisation, as required.
3. Lead and/or support the development, delivery and evaluation of patient education, working in collaboration with the multidisciplinary team and colleagues as appropriate.
4. Work in collaboration with Education Providers as appropriate.
5. Undertake Quality 2020 Level1 and Level 2 Attributes Framework training and continue to develop Quality Improvement skills.

### ***RESEARCH AND EVIDENCE-BASED PRACTICE***

The post-holder will:

1. Promote a learning environment for patients, nurses and other health professionals and facilitate a research culture to support continuous improvement activities.
2. Facilitate the use of evidence-based practice, audit and peer review to enhance patient/client care and/or the service and disseminate relevant findings.
3. Lead and/or participate in research and clinical practice development projects, using appropriate research methodologies.

4. Lead and/or participate in analysing health and care technologies providing feedback to inform selection and use in own area of practice.
5. Facilitate the advancement of the body of knowledge through audit, service improvement, education, research and develop the practice of others.
6. Collate and record quantitative and qualitative data to demonstrate evidence of outcomes and quality and produces relevant reports.

### ***LEADERSHIP & MANAGEMENT***

The post-holder will:

1. Work as an effective and responsible team leader, supporting others and exploring the mechanisms to develop new ways of working.
2. Lead in the analysis of areas of need, working collaboratively to identify gaps in service provision, providing leadership in the co-design and development of new initiatives and management of services that takes account of the needs of patients/clients, their families and carers.
3. Prioritise own and other's workload and ensure effective time management strategies are embedded within the culture of the team.
4. Act as a role model to support members of the nursing team to undertake mandatory and statutory training requirements.
5. Provide clinical educational advice to support development of the team.
6. Manage nursing staff appraisals.
7. Contribute to the General Practice team meetings including the achievement of the Practice's GMS contract obligations.
8. Appropriately delegate, supervise and support others within the scope of everyone's role and in line with the current NMC Code and in accordance with the DoH Delegation Framework (2019) retaining responsibility and accountability for outcomes and act as a role model and change agent.
9. Contribute to the development of relevant clinical guidelines, agreed protocols and procedures for the service ensuring that they are embedded within the service and communicated to relevant personnel.
10. Report and act on any adverse incidents, accidents or near misses and undertake analysis in line with general practice policies and professional Duty of Candour.
11. Adhere to the local whistleblowing policy and raise concerns appropriately.

### ***GENERAL RESPONSIBILITIES:***

The Senior General Practice Nurse is required to promote and support the mission and vision of the service for which they are responsible:

The post-holder will:

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 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 emails. 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 ,Data Protection Act 1998 and General Data Protection Regulations (GDPR 2018).Employees are required to be conversant with the General Practice policies and procedures on records management and 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 sanitizer 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 sterilized;
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: SENIOR GENERAL PRACTICE NURSE  
Band 7 equivalent**

**LOCATION:**

ESSENTIAL CRITERIA		
<p><b>SECTION 1:</b> The following are <b>ESSENTIAL</b> 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
<b>Qualifications/Registration</b>	<ul style="list-style-type: none"> <li>• Registered Nurse: first level on the NMC register</li> <li>• 3 years post registration experience</li> <li>• Applicants must hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Organisation which will permit them to carry out the duties of the post.</li> <li>• Applicants must hold the NMC non-medical prescribing qualification V300 <b>OR</b> be willing to undertake this programme within a timescale agreed with their Manager.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Applicants must demonstrate full understanding of the current NMC Code and Scope of Professional Practice.</li> <li>• Applicants must demonstrate sound clinical knowledge of current nursing practice</li> <li>• Applicants must demonstrate understanding of the roles and responsibilities of the post</li> </ul>	

<p><b>Skills / Abilities</b></p>	<ul style="list-style-type: none"> <li>• Applicants must demonstrate the ability to communicate assertively, effectively and sensitively with patients and clients and across a range of workplace situations.</li> <li>• 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.</li> <li>• Applicants must demonstrate the ability to effectively organise and plan their work.</li> <li>• Applicants must demonstrate the ability to analyse and assess situations and make judgements to make informed decisions.</li> <li>• Applicants must demonstrate the ability to work effectively as part of the multi – disciplinary team.</li> <li>• Applicants must be able to demonstrate IT literacy.</li> </ul>	
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