

Practice Nurse

Baildon Medical Practice, 10 Newton Way, Baildon, BD17 5NH.

The closing date is 29 February 2024

Job summary

We are looking to recruit an experienced practice nurse to join our friendly practice. We are a supportive, forward thinking 6 partner practice providing a high standard of traditional family medicine to a growing list size of 9300 patients. Baildon Medical Practice is a purpose-built practice located in a quiet rural village within easy commute of Shipley, Bingley, Keighley and North Leeds. We are part of the "Bingley Bubble" Primary Care Network. The nursing team includes 3 nurses and 2 healthcare assistants. The role includes preventative and treatment clinics. You should have experience in child and adult immunisations, dressings and wound care, cervical smear taking, and chronic disease management. Experience in family planning and travel immunisation are also desirable. The vacancy is for a minimum of 30 hours per week. For further information please contact Mrs Lizzie Lister (lizzie.lister@bradford.nhs.uk). Closing date 29th February 2024.

Main duties of the job

Due to the retirement of our lead practice nurse, we are looking to recruit an experienced practice nurse. Ideally a nurse who has managed and cared for patients with chronic diseases such as asthma, COPD, diabetes, and coronary heart disease and can do spirometry tests, childhood immunisations, travel health, cervical screening and sexual and reproductive health/contraception.

You will need to be a registered general nurse and have evidence of continued professional development. GP practice nurse experience is desirable.

Ideally candidates should be familiar with/have knowledge of the SystmOne computer system.

Salary is competitive and negotiable, depending on experience. NHS pension and six weeks' holiday entitlement pro rata.

Baildon Medical Practice is an equal opportunities employer, and will not discriminate on the grounds of disability, sex, sexual orientation, race, religion or age.

Job description

Job responsibilities

BAILDON MEDICAL PRACTICE

JOB TITLE: Practice Nurse

REPORTS TO: GP Partners/Practice Manager

HOURS: 30 hours per week - TBC

Job Summary

The post holder is an experienced nurse, who acting within their professional boundaries, will provide high quality, holistic care for their patients in a safe, multi-disciplinary environment. The role includes delivering nursing care including specialist clinics, health education and carrying out smears and immunisations. NMC requirements will be met and the individual will work within the NMC Code of Conduct to agreed practice standards and protocols.

Scope & Purpose of the Role

- To deliver a high standard of patient care using specialist practice skills.
- To manage a clinical case load, dealing with presenting patients' needs in a primary care setting.
- To ensure the highest standards of care are provided for patients.
- To help develop the nursing services offered by the practice.
- To help provide clinical leadership within the nursing team.

Primary Duties & Areas of Responsibility

Clinical Role

- Make professionally autonomous decisions for which he/she is accountable and provide safe, evidence based, cost effective, individualised patient care.
- Where necessary evaluate patient test results in conjunction with the patient and their GP and ensure the appropriate course of treatment is initiated.
- Make appropriate referrals to other members of the primary, community and secondary care teams.
- Help the practice develop and deliver specialist primary nurse led service, including chronic disease management (including for all areas of QOF). Initiates the role of diagnosis for patients suspected to have a chronic disease e.g. diabetes, COPD, asthma and CHD, referring to other clinicians as appropriate. Manages programmes of care for patients with chronic diseases by planning, providing and evaluating care under agreed guidelines and patient group directions. Maintains disease registers in liaison with administrative staff. Undertakes annual reviews of patients understanding and ability to self-manage.
- Provide comprehensive travel health advice for patients prior to travel including malaria prophylaxis, safe sex, sun protection, food hygiene, first aid and emergency medication, health insurance and vaccinations.

- Administer child and adult immunisations and vaccinations in accordance with national and local programmes. Competent in anaphylaxis and resuscitation techniques. Ensuring safe storage, rotation and disposals of vaccines and drugs and that adequate stock levels are maintained
- Undertake procedures including: venepuncture, BP management, urinalysis, peak flow, spirometry, new patient health checks, pregnancy testing, stitch/clip removal, ear syringing, cytology, wound management.
- Provide support and chaperoning to the doctors for minor surgery and other procedures/examinations.
- Promote health and wellbeing, giving general education advice on diet, contraception, smoking chronic disease management, exercise etc.
- Initiate and carry out programmes of health screening as agreed with the practice clinical team.
- Enables, supports and encourage individuals, families and groups to address issues which affect their health and social wellbeing.
- Contribute to the practice achieving its PMS contract obligations including quality, organisational and access targets.
- Where the post holder is an independent prescriber: to ensure safe, effective and appropriate prescribing within the scope of their own expertise as defined by current legislative framework.
- Maintain accurate records according to NMC rules.
- Ensure all data protection requirements are met when gathering, recording and storing patient data.
- Liaise and maintain good working relationships with all members of the practice team. Work within the multi-disciplinary team within the practice and across the wider health system.

Teaching & Mentoring Role

- Promote a learning environment for patients, nurses and other health professionals.
- Assist with the planning and implementation and teaching for practice staff including medical students, nurse students, nurses and health care assistants.

Professional Role

- Attend and contribute to relevant internal and external meetings as required including practice clinical meetings, nurse team meetings and gold standard framework meetings.
- Maintain a personal progress and training plan to keep up-to-date with current thinking and developments as well as identifying own training deficiencies and attending suitable courses and appropriate.
- Promote evidence based practice through use of the latest research based guidelines.
- Monitor the effectiveness of their own clinical practice through quality assurance strategies such as the use of peer audit and review.
- Maintain professional registration.
- Work within the latest NMC Code of Professional Conduct.

- Record accurate consultation data in patients records in accordance with NMC guidance and other standards.
- Keep up to date with pertinent health policy and work with the practice team to consider the impact and strategies for implementation.
- Work collaboratively with colleagues both internally and externally.
- Demonstrate leadership.
- Pro-actively promote the role of specialist nursing expertise within the practice and with the public.

General

- Complete insurance requests on behalf of the Practice.
- Participate in protocol development.
- Identify opportunities to delegate tasks to junior members of the nursing team (HCAs).
- Help the practice develop in a cost effective manner, monitoring and using resources appropriately e.g. stock control of dressings, vaccinations.
- Participate in meetings, taking on responsibilities and reporting back as required.
- Participate in audits and inspections as required.
- As part of the nursing team ensure all appropriate practice policies are fully implemented.
- Promotes effective communication, relationships and team working within the practice.
- Provides clinical educational advice to support develop of the team and range of services provided.
- Partakes in clinical supervision for own development purposes.
- Facilitates and promotes the use of up to date technology to develop practice.

Terms & Conditions

Superannuation: This post is superannuable

Health Assessment: This post is subject to a satisfactory pre-employment health assessment.

Criminal Records: The successful applicant will be required to complete a Criminal Records bureau (Disclosure) form. Because of the nature of the work, this post is exempt from the provisions of the Rehabilitation of offenders Act 1974. Applicants are not entitled to withhold information about convictions which for other purposes are spent and failure to do so could result in disciplinary action or dismissal.

NMC: The post is subject to the successful candidate holding a current, full NMC registration.

Data Protection: All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act of the confidential nature of the work of this post could lead to dismissal.

General: The post holder must comply at all times with the Practice health and Safety Policies and report any incidents to the Practice Manager.

Person Specification

Essential	Desirable
Adult nursing qualification Qualified to degree level (or DIP HE equivalent)	Holding or working towards qualifications in family planning, asthma, diabetes, CHD, COPD and cytology.
Be subject to an enhanced CRB check, the outcome of which must be satisfactory to the practice.	Independent Prescribing Qualification
Professional portfolio	
NMC adult nursing registration	
Behavioural competencies	
Be well motivated	
Can work well as a member of team	
Feels comfortable working in a multi-disciplinary environment	
Take a consultative approach to their work, appropriately involving relevant people	
Ability to take a leadership role in managing chronic diseases and QOF	
Ability to work under pressure	
A willingness to learn new skills and be open to suggestions	
Skills and Experience	
Understanding of role of the practice nurse.	Experience in primary care nursing or similar
Ability to contribute effectively to team meetings	Experience of teaching or mentoring
Ability to demonstrate application of evidence based practice.	
Good time management skills, punctual, able to manage and prioritise workload	
Excellent communication and interpersonal skills	
Ability to work unsupervised and prioritise own workload	

Evidence of IT literacy and keyboard skills (typing)	Experience working with SystmOne
Other	
Hold a current and full driving licence and have access to a car	
High level of self-awareness.	
Fit with culture of practice team.	
Motivated and able to motivate others.	
Reliability	
Flexibility	
Fitness to carry out duties manual handling and dexterity requirements	
Ability to deal with exposure to distressing circumstances or highly emotional events.	
Ability to cope with occasional aggressive behaviour.	

Employer details

Baildon Medical Practice
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 Tel: 01274 581979

Employer's website
www.baildonmedicalpractice.co.uk