

## JOB DESCRIPTION

**JOB TITLE:** Practice Nurse

**LOCATION:** Broadmead Medical Centre

**RESPONSIBLE TO:** Lead Nurse

### Company Overview

BrisDoc is a proud provider of NHS Healthcare, and has been passionate about delivering excellent 'patient care, by people who care' for 20 years. We run a diverse range of Primary Care Services, including an Integrated Urgent Care Service, GP Practices and a Homeless Health Service. This enables BrisDoc to offer excellent healthcare 24 hours a day, 365 days a year.

Broadmead Medical Centre has a registered list of more than 10,000 patients and also hosts a nurse-led walk-in service serving around 22,000 patients per annum. The combined services are open across 7 days including bank holidays. Our practice population is primarily students, young families, homeless and more vulnerable people with a small elderly cohort. We provide all standard NHS services working closely with community and secondary care providers to offer holistic treatment to our patients.

### Job Summary

The post holder will be expected to cover clinical sessions in their relevant nursing competencies. To take on an aspect of leadership to suit their capabilities and interests and to support training and peer support to other members of the team where necessary, within their competencies.

The post holder will form part of a small, long established team of nurses, nurse associate and HCAs. The post holder will take an intrinsic role in all aspects of nursing practice and some lead responsibilities in areas of competency or interest. The team as a whole will be expected to support and provide mentorship for junior members of staff to support nursing development within the team.

The post holder will support some improved access / extended hours as part of a team on a fixed rota.

At all times the post holder must act in a manner consistent with the code of conduct and appearance representing BrisDoc and the NHS.

### Main duties and responsibilities:

- Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being
- Assess, plan, implement and evaluate individual treatment plans for patients with a known long-term condition
- Work with other health care professionals to diagnose, monitor, manage and treat long-term conditions, including non-drug-based treatment methods using a management plan, and in line with national and local policies and practice needs
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Support patients to adopt health promotion strategies that promote patients to live healthily, and apply principles of self-care
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly
- Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs
- Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan
- To provide clinical support to doctors within the practice where necessary..
- Continue to develop and expand own personal clinical expertise as autonomous/independent practitioner.
- In partnership with others, challenge and critically evaluate the boundaries of autonomous practice, such that patient access choice and outcomes will improve.
- Engage in continued personal development, keeping up to date with nurse competencies and revalidation requirements.
- Nurses as prescribers must maintain competencies for prescribing portfolio and have a regular audit of their prescribing.
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### **General Duties**

- The Post Holder may be required to work additional hours to cover holidays and sickness.
- The post holder will be expected to perform some extended hours / improved access sessions as part of their role.
- Maintaining regular consistent attendance, punctuality, personal appearance and adherence to relevant health and safety procedures.
- To attend all statutory and mandatory training courses and any courses specific to this role.
- To be available for staff meetings, Management Team meetings, Significant event review meetings and meetings with other senior leaders and managers within BrisDoc
- To have a good understanding and follow company policies and procedures.
- Establish and maintain effective working relationships with co-workers and the general public.
- Attend performance and development reviews with your line manager.

### **Flexibility**

This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role and in initial and ongoing discussions with the designated manager.

### **Confidentiality:**

Under the Data Protection Act 2018 (alongside the EU Data Protection Regulations), the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

- In the course of seeking treatment, patients entrust us with, or allow us to gather sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with BrisDoc's policies and procedures relating to confidentiality and the protection of personal and sensitive data.

### **Equality and Diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with BrisDoc's procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights

### **Health & Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed procedures are carried out to maintain a safe environment for patients, visitors and staff.

### **Infection Prevention and Control**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Completing mandatory infection prevention training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with BrisDoc's Infection Prevention and Control policy and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

### **Safeguarding**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within BrisDoc has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm. BrisDoc ensures that local Child Protection and Safeguarding Adult policies and procedures are adhered to by all members of staff.

### **Smoking**

Smoking, including vaping, will not be tolerated inside any BrisDoc building or vehicle.

### **Environment**

The post holder needs to be aware of BrisDoc's impact on the environment and be vigilant and proactive in ensuring they adhere to the management strategy i.e. recycling, waste management, use of vehicles etc.

### **Rehabilitation of Offenders Act**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

## **PERSON SPECIFICATION**

<b>QUALIFICATIONS AND EXPERIENCE</b>		
<b>Criteria</b>	<b>Requirement</b>	<b>Measurement/Testing Method</b>
RGN, current NMC registration	Essential	Application and Interview
Training in specific areas of chronic disease management to diploma level	Desirable	Application
Advanced Level (3) Clinical Assessment, Reasoning and Clinical Decision Making (PACR) or equivalent workplace experience	Desirable	Application and Interview
Independent nurse prescribing qualification	Desirable	Application
Experience of working with vulnerable groups	Desirable	Application and interview
Knowledge and understanding of diversity and patients with gender dysphoria	Desirable	Interview
Training in sexual health and contraception to diploma level	Desirable	Application and interview
leadership capability, either through a formal management qualification or previous experience	Desirable	Application and Interview
Substantial experience in working in a general practice setting.	Desirable	Application and Interview
Experience of working autonomously and as part of a team diagnosing and treating patients of all ages.	Essential	Application and Interview
Experience of working in multi-professional and multi-disciplinary settings and contributing to effective team working	Essential	Interview
Knowledge of equal opportunities and its significance for health care	Essential	Interview

Knowledge in the delivery of Health Care Advice and Health Promotion	Essential	Interview
Understanding of legal and ethical issues / responsibilities relating to nursing practice and especially with regard to autonomous practice	Essential	Interview
Understanding of Quality Outcomes Framework	Desirable	Interview
Understanding of the new evolving NHS structure	Desirable	Interview
Understanding of the key legislative frameworks relating to health service delivery including data protection, information governance, consent and capacity.	Essential	Application and Interview
Understanding of the Care Quality Commission and its role in Primary Care	Desirable	Interview

SKILLS AND ATTRIBUTES		
Criteria	Requirement	Measurement/Testing Method
Able to use motivational skills to bring about changes in behaviour and the best in people	Desirable	Application and Interview
Evidence of computer literacy and keyboard skills	Essential	Application and Interview
Excellent written and verbal communication skills	Essential	Interview
Excellent interpersonal skills	Essential	Interview
Ability to maintain accurate records	Essential	Application and Interview
Able to work within a team and give and take instruction as required. Able to quickly establish rapport and credibility with others in the team	Essential	Interview
Tactful and diplomatic	Essential	Application and Interview
Able to use own initiative and achieve measurable improvement against stated objectives	Essential	Interview
Able to work under pressure and to deal with emergency situations and/or difficult clients and stressful situations professionally	Essential	Interview
Able to maintain confidentiality at all times with regards to staff and patients	Essential	Interview
Familiarity with EMIS Web	Desirable	Interview
Able to provide coaching and mentoring	Desirable	Application and Interview

#### PERSONAL QUALITIES / BEHAVIOURAL ATTRIBUTES

<b>Criteria</b>	<b>Requirements</b>	<b>Measurement/Testing Method</b>
Motivated to provide high quality patient care	Essential	Interview
Organised, systematic and flexible. Good time management being able to prioritise work, multi task and work under pressure	Essential	Interview
Positive attitude towards innovations and change. Adaptable and able to respond to a changing situation	Essential	Interview
Can self-analyse own work and performance - Ability to recognise own limitations and act upon them appropriately	Essential	Interview
Able to achieve objectives through influence and partnership	Essential	Interview
Willingness to learn new skills and to problem solve	Essential	Interview
Able to remain impartial and non-judgmental during times of sensitivity, stress and potential conflict.	Essential	Interview
Able to maintain professionalism	Essential	Interview
Demonstrable commitment to continuing personal and professional development	Essential	Application and Interview
Good team player who is able to support, value and respect the contribution of all members	Essential	Application and Interview

**Created / Last updated: Aug 19**

By signing this declaration, you are acknowledging receipt of your job description and accepting the roles and responsibilities that this position entails.

**Declaration (to be completed by post holder):**

<b>Acceptance</b>
<b>Signed (job holder)</b>
<b>Please print name</b>
<b>Date</b>

Please return signed version to the HR Department, Unit 20 Osprey Court

