



JOB DESCRIPTION

Job Title:	Practice Nurse with a focus on Chronic Disease/Family Planning (or trainee)
Normal Place of work:	Frome Medical Practice
Accountable to:	Lead Nurse
Salary:	Competitive dependant on skills and experience
Job Purpose:	To offer a high standard of evidence based care to patients, to include health promotion, treatment, screening and disease management

Frome Medical Practice and PCN has a patient population of nearly 30,000, based in a modern purpose built facility working on integrated care. We are an innovative practice with a strong focus on patient care and safety. The practice are looking to recruit a nurse with Chronic Disease experience or someone who is highly motivated to develop their skills in this area with support from the practice. There are also opportunities to develop skills in cervical screening, family planning and sexual health

MAIN DUTIES

- To undertake clinics working in an autonomous role including the management of chronic diseases.
- To undertake other clinics in areas of training including Family planning, cervical screening and sexual health.
- To undertake clinics for the management of essential hypertension including titration
- To support the delivery of vaccination programmes as required

- To provide telephone support to patients who attend or cannot attend the clinics.
- To undertake the mentorship and training of other Nursing staff and HCAs taking responsibility for quality and training.
- To be responsible for the collection and presentation of data that will lead to development and improvements for the team
- Undertake the collection of pathological specimens including intravenous blood samples and manage results.
- All procedures requiring collection of pathological specimens are performed within agreed NHS Somerset protocols and in accordance with the Health & Safety Executive.
- Participate in the induction, education and training of all members of practice staff of all disciplines.
- The post holder will work collaboratively with the whole general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and where necessary

Health & Safety

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to and that any hazards are reported to the appropriate officer immediately.

All post holders are expected to:

- Adhere to practice policies and procedures
- Promote Equality and Diversity in a non-discriminatory way.
- Adhere to the Data Protection Regulations, respecting confidentiality of patients and colleagues and the practice as a whole.
- Maintain personal and professional development in order to maintain their skill levels, participate in the appraisal process and any training and development that is recognised and agreed with Lead Practice Nurse.
- Respect and adhere to corporate and clinical governance principles
- Undertake a Disclosure and Barring Service (DBS) – criminal records and barring list checks
- Adapt to any changes made to the organisation structure/delivery of service

- Work within the operating hours of the surgery
- To work as an integral part of the whole practice team

This job description is neither definitive nor exhaustive and may be reviewed in the light of changing circumstances at a personal or organisational level. Any changes will be made in consultation with the post holder through the appraisal and review process.

Because of the nature of the work, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995.

Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

Person Specification: Chronic Disease/Family Planning Practice Nurse

Item	Description	E/D	Method of Assessment
Qualifications & Training	<p>Current Registration – RGN BSc (Hons)</p> <p>Two diplomas in the management of chronic disease or family planning or sexual health or commitment to work towards</p> <p>Cervical Screening (or willingness to work towards)</p> <p>Independent Nurse Prescriber</p> <p>ENB 998 – Teaching and assessing in clinical practice (or equivalent)</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	CV/Qualification certificates
Experience	<p>Dependent on role appointed to</p> <p>Minimum of one year post qualifying experience if undertaking a training role</p>	<p>E</p> <p>E</p>	CV/Interview
Skills & Attributes	<p>An understanding, adherence to the need for strict confidentiality.</p> <p>Ability to use own judgement, resourcefulness, common sense and local knowledge to respond to the needs of patients.</p> <p>Adopt a flexible approach to work including increasing working hours to provide cover during annual leave and/or sickness when able.</p> <p>The ability to respond positively to changes both within the practice and at ICS (formerly CCG) level</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	Interview

Personal Qualities	Excellent Communication Skills	E	Interview
	Flexibility	E	
	Team Player	E	