



FROME MEDICAL PRACTICE

JOB DESCRIPTION

Job Title:	Chronic Disease Specialist Nurse and Quality Outcome Framework (QOF) Nurse lead
Normal Place of work:	Frome Medical Practice
Accountable to:	Lead Nurse
Salary	Competitive
Job Purpose:	To offer a high standard of evidence based care to patients, to include health promotion, treatment, screening and disease management.

The Practice delivers primary care services to over 29,000 patients in the attractive market town of Frome and surrounding villages. Frome is ranked as one of the ten best places to live (Sunday Times and The Times) and the best place to live in the South West (Sunday Telegraph). Our last CQC inspection was rated outstanding and we are Somerset practice of the Year 2017. Frome Medical Practice functions in a fantastic purpose built surgery with excellent facilities and a large supportive team around the GP. It has out-patients department, mental health services, district nurses, pharmacy, gym, and health connectors, all on the premises.

MAIN DUTIES

- To lead nurse delivery of QOF for chronic disease at Frome Medical Practice as part of clinical governance team
- To attend monthly QOF meetings to review practice performance against QOF targets To undertake nurse led quality improvement projects as specified in QOF requirements
- To support patient centred and appropriate goals setting for those with multiple long term conditions particularly those with frailty
- To ensure teams are using appropriate coding from patient contacts and shared decisions reached .
- To encourage critical evaluation of systems to ensure that hard to reach patients are supported to manage their health
- To educate and support all practice staff to engage in supporting achievement of QOF

- To facilitate co-ordinated timely and appropriate clinic bookings for those with multiple long term conditions
- To undertake surgeries working in an autonomous role including the management of chronic diseases.
- To undertake chronic disease reviews for those whose conditions may have resulted in an acute admission.
- Management of essential Hypertension including initiation of drug therapy.
- To provide telephone support to patients who attend or cannot attend the clinics.
- To work with home visiting team to ensure that patients who are housebound have appropriate care and relevant coding.
- To work collaboratively with our hub and health connections team
- To encourage patient empowerment and resilience for self care
- To facilitate identification and support of carers ensuring they are signposted to community support
- To undertake the supervision of Nursing staff and Health Care Assistants taking responsibility for quality and training. This will include participating in the induction and education sessions and delivering cross practice education.
- To be responsible for the collection and presentation of data that will lead to development of the service and to use quality improvement methodology to ensure that resources are used effectively and efficiently
- 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.
- 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
- Work as an integral part of the whole practice team
- Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

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 and QOF nurse lead

Item	Description	E/D	Method of Assessment
Qualifications & Training	<p>Current Registration – RGN BSc (Hons)</p> <p>To work in accordance with the NMC Code of Conduct.</p> <p>At least 2 Diplomas in the management of Diabetes, Asthma COPD, Heart failure or the Management of patients with Coronary Heart disease.</p> <p>Professional knowledge degree, diploma supplemented by short courses plus further specialist training in Diabetes</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>Minimum 5 years post registration experience</p> <p>At least 2 years recent primary and community nursing experience</p> <p>Experience in nurse-led management of long-term conditions in a primary care setting</p> <p>Experience of QOF</p> <p>Evidence of using Quality Improvement Techniques to implement change</p> <p>Evidence of delivering staff training</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</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>E</p> <p>E</p> <p>E</p>	Interview/Task

	The ability to respond positively to changes both within the practice and at CCG	E	
Personal Qualities	Excellent Communication Skills	E	Interview
	Flexibility	E	
	Team Player	E	