

JOB TITLE: PRACTICE NURSE

MAIN PURPOSE OF POST: To assist Medical personnel in the care of Practice patients to include treatment, preventative care, screening and patient education.

RESPONSIBLE TO: Senior Nurse

MAJOR DUTIES AND RESPONSIBILITIES

1. To provide Assessment, Screening Treatment Services and Health Education Advice

- i. Organise and co-ordinate the provision of Nursing services for the Practice which may include the delegation of duties to other Practice Staff as appropriate.
- ii. Provide Nursing treatments to patients in participation with General Practitioners or independently to agreed protocols.
- iii. Provide general and specific health screenings to the Practice patients (within agreed protocols) with referral to Senior Nurse or General Practitioner, as necessary.
- iv. Advise patients on general health care and minor ailments with referral to Senior Nurse or General Practitioner, as necessary.

2. Treatment Room Supplies and Equipment

In participation with the Senior Nurse, ensure the maintenance of equipment and stock levels relating to patient care.

3. Pathological Specimens and Investigatory Procedures

Undertake the collection of pathological specimens, including intravenous blood samples swabs, smears, etc. Perform any investigatory procedures requested by the General Practitioners or Senior Nurse.

4. Administrative and Professional Responsibilities

Participate in the administrative and professional responsibilities of the Practice team.

Ensure accurate notes of all consultations and treatments are recorded in the patients notes.

Ensure accurate completion of all necessary documentation associated with patient health care and registration with the Practice.

Ensure collection and maintenance of statistical information required for regular and ad hoc reports.

Attend and participate in all Practice Meetings as required.

Assist in the formulation of Practice philosophy, strategy and policy.

Assist in the formulation of Practice Nurse protocols/guidelines.

To have a thorough knowledge of all Practice procedures.

To work in accordance of written protocols.

5. *Research Projects*

Co-operate and participate as required in any research projects within the Practice.

6. *Education and Training of Students and Practice Staff*

Participate in the education and training of students of all disciplines and the induction of all members of Practice Staff.

7. *Liaison*

Maintain effective liaison with other agencies and Staff concerned with patient care and with all other disciplines within the Practice, with appropriate regard to confidentiality.

8. *Personal / Professional Development*

- a) The post holder will participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- b) Taking responsibility for own development within an agreed timeframe, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

We also expect you to carry out reasonable instructions as issued by the employer.