**Kingsnorth Medical Practice**

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**Job Description**

**Title:** Practice Nurse

**Hours of duty:** Part Time/Full Time

**Responsible to:** Lead Practice Nurse

**Accountable to:** Lead Practice Nurse, Practice Manager and GP Partners

**Job summary:**

The post holder is responsible for the delivery of general practice nursing to the whole practice population. The focus of the role is both the delivery of evidence-based practice for patients presenting with a chronic condition, and the provision of preventative health care to the practice population.

As an autonomous practitioner the post holder is responsible for the care delivered, demonstrating critical thinking and skills in clinical decision-making in the management of patients. In addition, they will work collaboratively within the general practice team to meet the needs of patients, support the delivery of policies and procedures, and provide nurse leadership as required.

The post holder will be a front line advocate for The Kingsnorth Medical Practice in line with practice policies and guidelines.

**Key responsibilities:**

**Clinical practice**

* Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being in line with evidence based practice.
* Assess, plan, implement and evaluate individual treatment plans for patients with a known chronic condition.
* Proactively identify, diagnose and manage treatment plans for patients at risk of developing a chronic condition as appropriate.
* Work with patients in order to support adherence to prescribed treatments.
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care in line with scope of practice.
* Support patients to adopt health promotion strategies that promote patients to live healthily, and apply principles of self-care.
* Support and manage health needs of women presenting for family planning and cervical cytology consultations.
* Implement and participate in immunisation and screening programmes for the practice population.
* Meet the needs of patients presenting for wound care.
* Provide emergency resuscitation

**Communication**

* The post-holder will communicate effectively with nursing colleagues and other members of the practice team regarding patients to maintain the high standards within the Practice.
* Demonstrate sensitive and appropriate communication styles to ensure patients are fully informed and consent to treatment, using effective supportive literature where appropriate.
* Anticipate barriers to communication and take action to improve communication.
* Maintain effective communication with individuals and groups within the practice environment and with external stakeholders.
* Act as an advocate when representing patients and colleagues.
* Ensuring that confidentiality is maintained at all times, including the storage of records as well as the transfer of verbal and written information.

**Professional Practice**

* Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC).
* Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
* Prioritise, organise and manage own workload in a manner that maintains and promotes quality of care.
* Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required in line with re-validation requirements.
* Collaborate on improving the quality of health care in partnership with other clinical teams, responding to local and national policies and initiatives as appropriate.
* Support and participate in shared learning across the practice and wider organisation.
* Participate in the management and review of patient complaints, and identify learning from clinical incidents and near-miss events using a structured framework (e.g. significant event reporting)
* Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance.
* Take responsibility for own development learning and performance including

Participation in clinical supervision and acting as a positive role model.

**Team working**

* Understand own role and scope, and identify how this may develop over time.
* Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.
* Delegate clearly and appropriately, adopting the principles of safe practice.
* Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team.
* Participate in team activities that create opportunities to improve patient care.

**Management of risk**

* Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
* Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
* Ensure safe storage, rotation and disposal of vaccines and clinical stock.
* The post holder will take responsibility for ensuring they have undertaken mandatory and statutory training requirements as per Practice policy.
* Apply infection-control measures within the practice according to local and national guidelines.

**Utilising information technology**

* Use accurate SNOMED codes to ensure easy and accurate retrieval for monitoring and audit processes.
* Use templates where appropriate for coding clinical issues
* Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition.

**Learning and development**

* Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments.
* Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
* Keep up to date with the current developments in patient care and evidence based practice and be able to demonstrate this during the appraisal process.
* In conjunction with your appraiser, form your own Personal Development Plan and ensure your own training needs are regularly reviewed and updated.
* Participate in clinical supervision as per re-validation requirements.
* Assess own learning needs and undertake learning as appropriate.

**Equality and diversity**

* Identify patterns of discrimination, take action to overcome this, and promote diversity and quality of opportunity.
* Enable others to promote equality and diversity in a non-discriminatory culture.
* Support people who need assistance in exercising their rights.
* Monitor and evaluate adherence to local chaperoning policies.
* Act as a role model in the observance of equality and diversity.
* Accept the rights of individuals to choose their care providers, participate in care and refuse care. Assist patients from marginalised groups to access quality care.

NB: The job description is not intended to be restrictive and may change as a result of service requirements in consultation with the post-holder. The job description will be formally reviewed as part of the Annual Appraisal process.