Title: Practice Nurse – Specialising in Respiratory

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| **Job Overview** |
| The Respiratory Practice Nurse role is an integral part of the General Practice team and is responsible for providing nursing treatments to patients in liaison with GPs, Allied health professionals or independently according to agreed protocols. The Practice Nurse will be professionally accountable to patients under the NMC.  The successful candidate will:   * Undertake the role of a general practice nurse, with a focus on respiratory and collaborate with colleagues in the planning and delivery of respiratory care in line with Practice need. * Hold or be working towards ARTP certification. * Utilise their respiratory knowledge and skills to provide support for both patients and colleagues in the delivery of patient care * Work closely with the wider nursing team, clinical admin team and Lead GP to meet quality standards such as QOF. |
| **Candidate Overview** |
| The successful candidate will want to help develop and maintain systems that improve outcomes and experiences for the practice population. They will be proactive, have excellent organisational skills and be able to prioritise their own and others’ workloads to enable them to work under pressure and meet deadlines effectively.  Effective communication skills and teamwork are crucial in a multidisciplinary environment, helping ensure the quality and consistency of the services the practice provides. The post requires a pleasant and approachable manner with the ability to exercise tact and discretion as well as being able to use initiative.   * You will have an enthusiasm for primary care nursing * You will work be pro-active with a multi-disciplinary team approach. * You will provide holistic, high quality, clinical care working always in accordance with NMC professional guidelines and scope of competence. |
| **Organisation Overview** |
| We endeavour to provide high quality health care to our practice population, underpinned by a patient centred approach, in a responsive, supportive, courteous manner. We will:   * Provide a service which puts patient welfare at the heart of all we do * Work within the framework of NHS Primary Care Services to provide professional medical, nursing and other services which meet the identified needs of patients * Promote best practice through collaboration with relevant agencies will be fostered in order to achieve maximum gains for our local health economy * To continue to encourage the continuous professional development of all members of the practice team * Nurture a culture which is innovative, forward looking and adaptable   This will be supported and complimented by the principles of:   * strategic development * effective use of available resources * teamwork * Ongoing monitoring and evaluation of outcomes.   Reach Healthcare is a multi-sited GP practice in the heart of Medway.  The practice has a multidisciplinary team consisting of GP Partners, Salaried GP’s, Advanced Nurse Practitioners, Paramedics, Physician Associate and a Practice nurse team supported by Healthcare Assistants, Nursing Associates and a GP assistant. |

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| **Role Responsibilities** |
| In addition to regular clinics, the role will require an undertaking of and participation in chronic disease management and audit. Clinical responsibilities will be varied and dependent upon practice needs. Although not an exhaustive list, nursing duties include:   * Immunisation and vaccination of children and adults * Travel Immunisations * Wound care and dressings * First aid and management of emergencies * Health Promotion * Chronic Disease Management * Cervical smear screening * Health education * Care and maintenance of equipment and treatment rooms * Support students who are placed at the practice   **In addition, the Respiratory Practice Nurse will be required:**   * To use EMIS clinical system for recording consultations and for data capture. * To liaise with other primary healthcare team members. * To play an active role in the continuing development of the practice and support practice management plans. * To act in a nurse leadership role for respiratory disease areas under the Quality and Outcomes Framework of the GMS contract by pro-actively aiming to meet these targets * To actively support the development of chronic disease systems and processes across sites in liaison with ANP and GP Leads * To provide holistic, high quality, clinical care working always in accordance with NMC professional guidelines and scope of competence. * To be involved in the management of patients with chronic disease and evaluating their care where indicated using appropriate recall systems to actively signpost the patient to the correct professional |

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| * Partake in research and audit as appropriate re: named chronic disease area * To provide subject matter expertise on specific chronic disease matters as part of the practice quality improvement work in liaison with the clinical team * To use EMIS clinical system for recording consultations and data capture. * To attend and input to the regular practice meetings, as deemed appropriate. * Attendance at regular training / updates /meetings as identified in your Personal Development Plan * Attend Clinical supervision in line with professional and CQC requirements. * To maintain skills and develop competence in new areas depending on service needs. * Ensure professional knowledge and professional registration is kept up to date. * Attend clinical supervision in line with professional and CQC requirements. * To assist in formulating practice protocols/guidelines when appropriate * To keep up-to-date with the Policies and Procedures of the organisation * To play an active role in the continuing development of the practice and support practice management plans and support QoF and Enhanced Service targets * Undertake any tasks consistent with the level of the post and the scope of the role, ensuring that work is delivered in a timely and effective manner |

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| **Generic Responsibilities** |
| All staff at Reach Healthcare have a duty to conform to the following:  **Equality, Diversity and Inclusion**  A good attitude and positive action towards [Equality Diversity & Inclusion](https://www.england.nhs.uk/about/equality/workforce-eq-inc/) (ED&I) creates an environment where all individuals can achieve their full potential. Creating such an environment is important for three reasons – it improves operational effectiveness; it is morally the right thing to do and it is required by law.  Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, or sexual orientation.  Patients have a responsibility to treat other patients and our staff with dignity and respect.  Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.  **Safety, Health, Environment and Fire (SHEF)**  This organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing, and safety.  The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and 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.  All personnel have a duty to take reasonable care of health and safety at work for themselves, their team, and others and to cooperate with employers to ensure compliance with health and safety requirements.  All personnel are to comply with the:   * [Health and Safety at Work Act 1974](https://www.hse.gov.uk/legislation/hswa.htm), * [Environmental Protection Act 1990](https://www.legislation.gov.uk/ukpga/1990/43/contents), * [Environment Act 1995](https://www.legislation.gov.uk/ukpga/1995/25/contents), * [Fire Precautions (workplace) Regulations 1999](https://www.legislation.gov.uk/uksi/1999/1877/contents/made) * [Coronavirus Act 2020](https://www.legislation.gov.uk/ukpga/2020/7/contents/enacted) * Other statutory legislation which may be brought to the post holder’s attention   **Confidentiality**  The organisation is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality.  It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service.  **Quality and Continuous Improvement (CI)**  To preserve and improve the quality of this organisation’s outputs, all personnel are required to think not only of what they do but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.  The responsibility for this rests with everyone working within the organisation to look for opportunities to improve quality and share good practice and to discuss, highlight and work with the team to create opportunities to improve patient care.  Reach Healthcare continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.  Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.  All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.  **Induction**  At Reach Healthcare, you will be required to complete the induction programme and the practice management team will support you throughout the process.  **Learning and development**  The effective use of training and development is fundamental to ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role. All staff will be required to partake in and complete mandatory training as directed by [insert named individual]. It is an expectation for this post holder to assess their own learning needs and undertake learning as appropriate  The post holder will undertake mentorship for team members and disseminate learning and information gained to other team members to share good practice and inform others about current and future developments (e.g., courses and conferences).  The post holder will provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.  **Collaborative working**  All staff are to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.  Teamwork is essential in multidisciplinary environments and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working and work effectively with others to clearly define values, direction and policies impacting upon care delivery  Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.  All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.  Plans and outcomes by which to measure success should be agreed.  **Managing information**    All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care and presenting and communicating information.  Data should be reviewed and processed using accurate SNOMED/read codes to ensure easy and accurate information retrieval for monitoring and audit processes.  **Service delivery**  Staff will be given detailed information during the induction process regarding policy and procedure.  The post holder must adhere to the information contained within the organisation’s policies and regional directives, ensuring protocols are always adhered to.  **Security**  The security of the organisation is the responsibility of all personnel. The post holder must ensure they always remain vigilant and report any suspicious activity immediately to their line manager.  Under no circumstances are staff to share the codes for the door locks with anyone and are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and are not to be shared.  **Professional conduct**  All staff are required to dress appropriately for their role.  **Leave**  All personnel are entitled to take leave. Line managers are to ensure all their staff are afforded the opportunity to take a minimum of 25 days leave each year and should be encouraged to take all their leave entitlement.  Public holidays will be calculated on a pro-rated basis dependent on the number of hours worked. |

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| **Safety, Health, Environment and Fire (SHEF)**  We are committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for yourself and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.  **Confidentiality**  We are committed to maintaining a confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.  **Quality Improvement (QI)**  To preserve and improve the quality of our output, all are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone, to look for opportunities to improve quality and share good practice. We continually strive to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are encouraged to make suggestions and contributions to improve our service delivery and enhance patient care.  **Learning and Development**  The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery. We support the continuing education and professional development in the form of attendance at study days, courses and with in-house training, as deemed appropriate for the benefit of both the individual and the organisation.  **Collaborative Working**  All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables collaboration and sharing.  **Service Delivery**  All staff must adhere to the information contained within policies and directives, ensuring protocols are adhered to at all times.  **Security**  The security of the practices is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks with anyone and are to ensure that restricted areas remain effectively secured. |

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| **Professional Conduct**  All staff are required to dress appropriately for their role and in accordance with any uniform policy.  **Leave**  All personnel are entitled to take leave and line managers are to ensure all staff are afforded the opportunity and encouraged to take their leave each year. |

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| **Person Specification – Practice Nurse - Respiratory** | | |
| **Qualifications** | **Essential** | **Desirable** |
| NMC Registered Nurse |  |  |
| Educated to Degree Level |  |  |
| Diploma Level or equivalent in Respiratory |  |  |
| Independent Prescriber Qualification |  |  |
| **Experience** | **Essential** | **Desirable** |
| Experience working in a primary care setting |  |  |
| Evidence of working autonomously or as part of a team |  |  |
| Understanding and knowledge of healthcare provision in general  practice, including QOF and enhanced services |  |  |
| Good knowledge of clinical IT system – such as EMIS Web |  |  |
| **Skills** | **Essential** | **Desirable** |
| Ability to communicate complex and sensitive information effectively with people at all levels by telephone, email and face to  face |  |  |
| Knowledge of IT systems, including ability to use word processing  skills, emails and the internet |  |  |
| Ability to promote best practice regarding all nursing matters within  your scope of practice |  |  |
| Ability to follow legal, ethical, professional and organisational  policies/procedures and codes of conduct |  |  |
| Effective time management and adaptability |  |  |
| Demonstrate personal accountability, emotional resilience and work  well under pressure |  |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| Sensitive and empathetic in distressing situations |  |  |
| Able to get along with people from all backgrounds and  communities, respecting lifestyles and diversity |  |  |
| Ability to identify risk and assess/manage risk when working with  individuals |  |  |
| High levels of integrity and ability to maintain confidentiality |  |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to sometimes work outside of core office hours |  |  |
| Disclosure Barring Service (DBS) check |  |  |
| Evidence of continuing professional development |  |  |
| Access to own transport and ability to travel across the locality if  needed, including to visit people in their own home |  |  |

This document may be amended from time to time to facilitate the development of the role, the organisation and the individual.