



# BURNHAM & BERROW MEDICAL CENTRE

Love Lane  
Burnham-on-Sea  
Somerset  
TA8 1EU  
Tel: 01278 795445

## **JOB DESCRIPTION**

Job Title: Practice Nurse  
Responsible to: Practice Manager / Nurse Manager

## **JOB SUMMARY**

The purpose of the role is to take part in delivery of services and care to patients without direct referral via another senior nurse or doctor.

## **KEY RESPONSIBILITIES**

### **1.0 CLINICAL DUTIES**

- 1.1. Management/care planning of patients with chronic diseases, subject to completion of training and competencies. This list is an indication of the type of clinics and is not exhaustive:-
  - 1.1.1. Asthma
  - 1.1.2. COPD to include interpretation and reporting on Spirometry results
  - 1.1.3. Diabetes
  - 1.1.4. CVD
  - 1.1.5. Hypertension
- 1.2. Management/care planning of other patients, subject to completion of training and competencies. This list is an indication of the type of clinics and is not exhaustive:-
  - 1.2.1. INRs
  - 1.2.2. Family planning
  - 1.2.3. Women's sexual health clinics
  - 1.2.4. Travel clinic
  - 1.2.5. Young people's services
  - 1.2.6. Vaccination and immunisation programmes - adults and children
- 1.3. Provide support to colleagues, as necessary
- 1.4. Prepare and maintain environments and equipment before, during and after patient care interventions
- 1.5. Cleaning blood and body fluid spillages
- 1.6. Refer to appropriate agencies eg the Village Agent, Independent living Team, the Pro Active Team
- 1.7. Act as a chaperone

### **2.0 Communication & Working Relationships**

- 2.1. Communicate effectively with patients and carers, recognising the need for alternative methods of communication, where appropriate
- 2.2. Communicate effectively with other team members
- 2.3. Communicate with other agencies and suppliers
- 2.4. Participate and contribute to team meetings as required
- 2.5. Delegate clearly and appropriately using the principles of good delegation

### **3.0 Personal and people development**

- 3.1. Take responsibility for your own developmental learning and performance, including participating in supervision
- 3.2. Maintain a record of your own personal development
- 3.3. Active participation in regular performance review, including appraisal
- 3.4. Active participation in training to update knowledge and skills to maintain competencies, including mandatory training
- 3.5. Disseminate learning and information to other team members
- 3.6. Demonstrate skills and activities to other team members
- 3.7. Recognise and understand the roles and responsibilities of individuals working in the primary health care team
- 3.8. Act as a positive role model
- 3.9. Wear the correct uniform as agreed by the Practice

### **4.0 Service Implementation/Improvement**

- 4.1. Involvement with safeguarding for both children and vulnerable adults using local guidance and referral criteria
- 4.2. Participate in audit as required
- 4.3. Work with colleagues on the development of current and new services and other initiatives and assist with implementing changes
- 4.4. Contribute new ideas to improve patient care
- 4.5. Work with the practice to ensure targets are met

### **5.0 Quality**

- 5.1. Recognise and work within own competence and professional code of conduct as regulated by the Nursing & Midwifery Council (NMC), or other regulatory body
- 5.2. Alert other team members to issues of quality and risk in the care of patients
- 5.3. Participate in the maintenance of clinical governance
- 5.4. Prioritise, organise and manage own workload in a manner that maintains and promotes quality, whilst ensuring effective time-management strategies are embedded in own practice.

### **6.0 Review of this job description**

- 6.1. This job description is intended as an outline indicator of the general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **GENERAL INFORMATION**

### **7.0 Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to the Practice, individuals and patient information. The post holder will be expected to comply with all aspects of the Data Protection Act

### **8.0 Equality & Diversity**

Burnham & Berrow Medical Centre is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunities policies/procedures and promote the equality and diversity agenda of the Practice.

**9.0 Risk Management / Health & Safety**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

**10.0 Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Practice policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

**11.0 Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Practice to provide high quality services.

**12.0 Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Practice Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

**13.0 Smoking**

The Practice operates a “non-smoking” policy. Employees are not permitted to smoke anywhere within the premises of the Practice or when outside on official business.

**14.0 Policies & Procedures**

Practice employees are expected to follow Practice policies, procedures and guidance as well as professional standards and guidance. Copies of Practice policies can be accessed via the Practice Intranet or via your manager.

Signed: .....

Date: .....