Minor Illness Nurse / Nurse Practitioner

Job Description

Minor Illness Nurse – Nurse Practitioner based at Stoke Gifford and Conygre Medical Practice

Accountable to the Business Manager and Practice Partners

Hours per week: 25

Salary: Band 7 depending on experience.

Job Purpose

The practice is keen to develop a more diverse clinical team and to build on a successful minor illness and nurse practitioner service. Working closely with GP colleagues, the post-holder will deliver 4-5 Minor Illness clinics per week – providing: assessment; treatment; screening; health education services and advice to patients. As a qualified prescriber, the post-holder will be encouraged to pursue CPD to qualify as a Nurse Practitioner. The post holder will have experience and competence in managing a General Practice caseload - including chronic case management, dealing with minor illness and injury and experience in diagnosing prescribing and referring.

We will consider applicants who already hold the Nurse Practitioner qualification.

Key Responsibilities and Accountabilities

Management Responsibilities:

- Support / lead on practice QOF strategy and management
- Supervise and assess staff performance and development
- Offer and provide clinical supervision to other members of the Practice nursing team and act as a clinical "expert"
- Develop a working environment that promotes healthy, safe and effective work outcomes

Clinical Responsibilities:

- Run autonomous minor illness clinics
- Identify, assess and diagnose patients with complex health needs across the Practice population
- Prescribe products to meet the needs of patients within the Practice population
- Support development of programmes to improve health and well-being and meet the specific needs of communities, groups and individuals
- Work with others to change policies to improve health and well-being and reduce inequalities
- Support the implementation and evaluation of evidence-based practice to improve the services offered by the Practice nursing team
- Support the team in quality assurance, development and clinical governance.
- Work with other members of the Practice team in the implementation of specific aspects of the NSFs
- Maintain all associated records, both clinical and manual.
- Oversee and administer formal written communication with patients.
- Supporting wider nursing team to cover for treatment room, immunisations, chronic disease clinics occasionally and in accordance with training.

Risk Assessment:

- Recognising issues and gathering sufficient information to refer (eg drugs; domestic violence; child protection; vulnerable adults; senior patients; social problems)

First Contact:

- Working as an autonomous practitioner on more complex cases and making recommendations as appropriate.
Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety:

The post-holder will manage their own health and safety and infection control as defined in the practice Health & Safety Policy, the practice Health & Safety Manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to Practice guidelines.
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines.
- Responsible for the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements.
- Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and ongoing correct usage by staff.
- Responsible for hand hygiene across the practice.
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across the practice.
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process.
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes.
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal.
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management.
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised.
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers.
- Undertaking periodic infection control training (minimum twice annually).
- Routine management of own team / team areas, and maintenance of work space standards.
- Waste management including collection, handling, segregation, container management, storage and collection.
- Spillage control procedures, management and training.
- Decontamination control procedures, management and training, and equipment maintenance.
- Maintenance of sterile environments.
Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people’s rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development:

The Practice would like to appoint a Minor Illness Nurse that aspires to become a Nurse Practitioner and will support the applicant in this process.

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that NMC professional development requirements for PREP are met, the post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Quality:

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources.

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people’s needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

The post-holder will:

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.

Review:

This is not a complete and final statement of duties and responsibilities, and may be subject to review and amendment in the light of changing needs of the practice.
# PERSON SPECIFICATION – Nurse Practitioner / Senior Nurse Manager

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<th>PHYSICAL REQUIREMENTS</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>EDUCATION AND QUALIFICATIONS</td>
<td>Qualifications/Certificates – Qualified Nurse&lt;br&gt;Independent Nurse Prescribing Qualification (V300)&lt;br&gt;A demonstrable commitment to professional development.</td>
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<th>PREVIOUS EXPERIENCE</th>
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<td>Leadership and management experience. Experience of working in accordance with the UKCC Code of Professional Conduct and The Scope of Professional Practice. Experience of EMIS Web clinical system and Microsoft Office software. Experience of dealing with the public/patients.</td>
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<th>SKILL, KNOWLEDGE AND ABILITY</th>
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<td>Ability to train and qualify as a Nurse Practitioner&lt;br&gt;Competent in nursing duties required for the post.&lt;br&gt;Experience of managing risk in association with service change.&lt;br&gt;Record of achieving deliverable objectives to timeframe and finding innovative solutions to complex problems.&lt;br&gt;Specific nursing skills / qualifications.&lt;br&gt;Excellent communication oral and written communication skills with ability to explain complicated concepts.&lt;br&gt;Experience of developing operational procedures in a clinical setting.&lt;br&gt;Experience of developing and delivering training packages.&lt;br&gt;Management of Chronic diseases COPD/Asthma and Diabetes QOF management.&lt;br&gt;Ability to demonstrate professional and clinical knowledge commensurate with the post.&lt;br&gt;Well organised and able to plan and prioritise, working well under pressure and to tight deadlines.</td>
<td>Excellent IT skills</td>
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<td>Able to demonstrate enthusiasm to developing nursing skills.&lt;br&gt;Highly enthusiastic and self motived.&lt;br&gt;Self aware and approachable.&lt;br&gt;An understanding, acceptance and adherence to the need for strict confidentiality.&lt;br&gt;Ability to use own judgement, resourcefulness and common sense.&lt;br&gt;Able to work in a changing environment.&lt;br&gt;Able to use own initiative.</td>
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<td>Satisfactory Occupational Health and clear Disclosure and Barring Assessment.&lt;br&gt;Flexibility of working hours/ able to work at the desired times&lt;br&gt;Experience of Primary Care&lt;br&gt;Car driver/clean licence</td>
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