Location: Staithe Surgery, Lower Staithe Road, Stalham NR12 9BU

Accountable to: Partners (Clinically) and Practice & Business Manager (Administratively)

Works with: All Staff and GP’s

1. Primary Objective
2. To autonomously treat patients in a minor illness/injury and chronic disease management clinic.
3. To diagnose, discharge or refer independently.
4. Encourage the development of management and prescribing protocols.
5. To be cost effective.
6. Assist with the development of Chronic Disease Management.
7. To participate in nursing needs assessment and to support Practice Nurses as required.
8. Roles and responsibilities

2.1 Clinical

* 1. To provide a holistic, autonomous and clinical service to practice patients. Advise patients on general health care and treat minor illness with referral to other members of the primary and secondary health care team as necessary. When appropriate to prescribe in accordance with local protocols and the BNF.
  2. To set standards of care by implementing protocols and encouraging new health promotion activities within the practice.
  3. With support of General Practitioners to assist in the development of Chronic Disease Management and where appropriate run clinics, referring as appropriate.

2.2 Professional

1. To maintain high standards at all times and in accordance with the [NMC Code](https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf).
2. To successfully maintain professional [revalidation](http://revalidation.nmc.org.uk/welcome-to-revalidation) as per current NMC regulations.
3. To participate in teaching trainee Nurses, medical students and other students as appropriate.
4. To attend relevant meeting, courses, seminars and keep professionally current.

2.3 Administrative

1. Participate in the administrative and professional responsibilities of the practice team.
2. Ensure the clinical computer system is kept up to date with accurate details recorded.
3. Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice.
4. Assist with collection and maintenance of statistical information required for regular and ad hoc reports and audit.
5. Attend and participate in practice nurse meetings as required.
6. Restocking and maintenance of your consulting room.

2.4 Training and personal development

1. Training requirements will be monitored by yearly appraisal and will be considered alongside practice requirements.
2. It is the individuals’ responsibility to remain up to date with recent developments.
3. Participate in the induction of all members of the practice staff where appropriate.
4. Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
5. Develop and maintain a Personal Learning Plan.

2.5 Liaison

1. As well as the nursing team there is a need to work closely with reception, office and dispensary staff to ensure the smooth running of the practice, reporting any problems encountered to the relevant person.
2. There is also the need to establish and maintain good liaison with other surgeries and agencies including secondary care.

2.6 Meetings

It will be necessary to attend and contribute to various Practice meetings as requested. The only reason for not attending will be annual, study or sick leave.

2.7 Other

Any other duties considered relevant to the Post.

1. Confidentiality
2. 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.
3. The post-holder will have access to confidential information relating to patients and their carers, practice staff and other healthcare workers, likewise financial information relating to the practice as a business organisation.  All such information from any source is to be regarded as strictly confidential.
4. 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.
5. Health & Safety
6. To implement and maintain adherence in promoting and maintaining their own and others’ health, safety and security as defined in the practice Health & Safety Policy.
7. Using personal security systems within the workplace according to practice guidelines.
8. Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
9. Making effective use of training to update knowledge and skills.
10. Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
11. Reporting potential risks identified.
12. Equality and Diversity
13. The post-holder will support the equality, diversity and rights of patients, carers and colleagues and act in a manner that recognizes the importance of people’s rights, whilst interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
14. Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
15. Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.
16. Quality
17. The post-holder will strive to maintain quality within the practice and alert other team members to issues of quality and risk. They are to assess own performance and take accountability for own actions, either directly or under supervision.
18. 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.
19. Work effectively with individuals in other agencies to meet patients’ needs.
20. Effectively manage own time, workload and resources.
21. Apply practice policies, standards and guidance. Discuss with other members of the team how the policies, standards and guidelines will affect own work.
22. Participate in audit where appropriate.
23. Communication
24. The post-holder is to recognise the importance of effective communication within the team, patients and carers.
25. Recognize people’s needs for alternative methods of communication and respond accordingly as per current policies.

This Job Description ordinarily is to be reviewed at the annual appraisal.

References:

1. <https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf>
2. <http://revalidation.nmc.org.uk/welcome-to-revalidation>