

<b>JOB DESCRIPTION</b>	
<b>Job title:</b>	Practice Nurse
<b>Team/Department:</b>	Herstmonceux Integrative Health Centre
<b>Location:</b>	Herstmonceux
<b>Hours of work:</b>	22.5hrs (Monday, Wednesday and Friday)
<b>Job title the post holder will report to:</b>	Lead Nurse, Operations Manager
<b>Job titles reporting to the post holder:</b>	None applicable
<b>Date the role profile was revised:</b>	December 2023
<p><b>JOB PURPOSE</b></p> <p>To provide a comprehensive nursing service to the patients of the practice to include planning and delivery of care for individuals and groups of patients. To implement health promotion requirements identified by the practice and to help ensure that the clinical targets are reached. To be involved in the development of future services to the practice population. To be aware of current DOH guidelines, practice protocols, confidentiality and the Data Protection Act at all times and work within the NMC code of professional conduct.</p> <p>As a clinical member of the team, to be responsible for the safe and effective delivery and future development of the overall service, working towards the achievement of the Practice aims and objectives and supporting the delivery of the Practice business plan.</p> <p>To undertake duties without direct supervision whilst working within broad procedural guidelines.</p>	
<p><b>KEY RESPONSIBILITIES AND ACCOUNTABILITIES</b></p> <ul style="list-style-type: none"> <li>• Child and Adult Immunisations To provide adult and child immunisation services - to assess the patient, administer injections under an individual prescription of Patient Specific Direction or Patient Group Direction. Give advice to parents (where appropriate), in line with practice protocols and DOH guidelines and Patient Group Directions. Follow up children who fail to attend for immunisation and ensure effective recall. Ensure safe storage &amp; rotation of vaccines.</li> <li>• To undertake cervical cytology sampling in line with national and local PCSS cervical screening programme and attend an update every three years.</li> <li>• To provide advice on health promotion and recognise patients' readiness to change attitudes and behaviour detrimental. Provide support for their attempts to change.</li> </ul>	

- To provide smoking cessation advice and offer a structured smoking cessation programme in line with the Smoking Cessation LCS.
- To undertake NHS Health Checks as per the NHS Health Check LCS
- To offer health promotion advice and organise availability of suitable health promotional materials on all relevant areas including:
  - i. healthy eating, weight reduction/maintenance and provide information & support regarding cholesterol lowering
  - ii. BP lowering lifestyle interventions
  - iii. Immunisations
  - iv. Breast feeding
  - v. Cervical and breast screening programmes
  - vi. perimenopausal and menopausal symptoms (including osteoporosis and heart disease)
  - vii. safe limits for alcohol consumption
- To give contraceptive injections and sexual health education. Conduct annual oral contraception reviews, monitor patients for adverse effects or development of contraindications.
- To give travel health advice and administer appropriate injections as per practice policy. Assess patients' needs prior to travel and where indicated offer advice including recommended immunisations (according to destination and patient's medical history), malaria prophylaxis, and if appropriate, information on food hygiene, safe sex, sun protection and emergency medication.
- To give injections under individual prescription and ensure financial claims are initiated as per practice policy.
- To undertake new patient checks in line with practice protocol, referring to GP as necessary.
- To take blood pressures, 24-hour blood pressure monitoring using cardionavigator, blood tests and ECG recordings as requested and to perform appropriate opportunistic screening for BP, BMI, ECG, waist circumference and urinalysis.
- To undertake phlebotomy where required following practice protocol
- Wound Management. Provide a wound care service including management, advice and aftercare. Critically evaluate wound care products for efficacy and incorporate cost-effective practice. Perform wound care using aseptic technique. Perform Doppler investigation as required.
- To assess trauma injuries, and remove sutures, clips and steristrips. Prepare patient, equipment, premises and records to facilitate role of doctor.
- To give tetanus, B12, hormones, pneumococcal, influenza. To be aware of contraindications, side effects and correct dosages. To give vaccines in line with Patient Group Directions and current DH (Green Book) guidelines.
- To support elderly assessments of older people.
- Conduct chronic disease reviews in line with NSF and QOF and any relevant LCS.
- To provide asthma advice, education and to give an appropriate treatment regime. Initiate peak flow charting in the case of suspected asthma. To conduct asthma reviews when required. To refer to GP as necessary.

- To provide COPD advice, education and assess whether current treatment regime is effective. To refer to GP as necessary.
- To perform spirometry and reversibility testing using appropriate software, including explanation and preparation for patient and assessment of contraindications to the procedure.
- To help review and develop protocols and patient information literature.
- To assist in audit and research, and ensure all record keeping is complete and appropriately coded for the purpose of maintaining a reliable electronic health care record and to facilitate audit and claims for payment.
- To chaperone.
- Infection Control  
To keep Treatment Room to the highest standards of hygiene and cleanliness to prevent cross infection. Work within and adhere to sound infection control principles at all times.
- To ensure that all appropriate colleagues are aware of any information which needs to be passed from one shift to another.
- To support the General Practice Assistants with stock ordering. Act as back-up for ordering stocks as necessary. Ensure that the doctor's consulting room is stocked.
- To take part in internal and external training, courses and meetings as may be necessary or available, including mandatory training and updates.
- To perform any other tasks required in keeping with skills and experience.
- Mental Health.  
Provide opportunity for patients to share emotional and psychological issues within consultations. Identify patients within routine consultations who may have undiagnosed depression or are displaying evidence of stress or compromised mental health and refer to GP.
- Child protection, elder abuse, domestic violence. Is aware of, understands and adheres to the Local Safeguarding policies and refers any child protection, elder abuse or domestic violence concerns to GP.
- Diabetes.  
To support the lead nurse in the management of patients with Diabetes via treatment reviews – using Diabetic Protocol and template. To ensure medication adherence and lifestyle modification.

## COMMUNICATION AND KEY WORKING RELATIONSHIPS

The post holder must be able to demonstrate excellent communication and interpersonal skills at all times and build and maintain good working relationships with all stakeholders.

## ENVIRONMENT

IC24 is a major not for profit Social Enterprise company currently providing innovative primary care services designed to deliver quality and affordability. IC24 is solutions-focused, providing a comprehensive portfolio of services aimed at improving access and reducing the demand on secondary care services by helping to avoid unnecessary admissions and facilitating early discharge.

Going forward, the company is committed to supporting and enabling better integration between health and social care and more effective alliances between partners from different sectors as essential to delivering seamless services. IC24 has considerable experience of working in complex, demographically challenged environments and the Board is keen for the organisation to be proactive in improving standards of care and patient safety, while delivering value for money too in the health economies it which it operates. Critical to this is building strong professional relationships and alliances with third parties; working with them in a way that maximises the benefits of their involvement.

We are proud of our status as an NHS primary care social enterprise, and how we deliver social value to the communities we serve and contribute to the wider NHS plans to deliver carbon 'Net Zero' and sustainability. To find out more on this and to view our Social Impact Report, please click [here](#).

## HEALTH AND SAFETY

The post holder will be required to comply with the duties placed on employees of IC24 as set out in the Health and Safety at Work Policy and related procedures. The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.

### All Colleagues

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must cooperate with managers and other colleagues to help everyone meet their legal requirements under health and safety law, and not to interfere with or misuse anything that's been provided for your health, safety, or welfare.

### Managers

You must ensure you know and understand your responsibilities as defined in our health & safety policies and associated guidance documents. You must identify and assess any risks to people, property, or the environment and ensure all colleagues you have responsibility for, are aware of all our health and safety policies, understand issues arising from risk assessments, site inspections etc. and deal with any associated concerns. You must ensure

that all accidents or incidents involving colleagues within your responsibility, are properly reported, and investigated and that regular inspections are undertaken and recorded to eliminate potential hazards and minimise risks.

Directors

You must ensure that all colleagues and teams within your region and/or department(s), effectively manage health and safety in line with all our health & safety policies and guidance documents.

### **EQUALITY AND DIVERSITY**

IC24 has a Diversity and Inclusion Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.

IC24 is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs.

### **INFORMATION GOVERNANCE**

Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable IC24 to handle personal and corporate information appropriately.

It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Data Security & Protection Policy.

### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

IC24 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All colleagues and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

### **DISCLOSURE AND BARRING SERVICE CHECKS**

IC24 will require a DBS check for appropriate roles which is a mandatory requirement and a condition of the employment offer.

All posts are assessed on their eligibility for the post holder to be required to undertake a DBS check. For posts that have been assessed as exempt from the provisions of the Rehabilitation of Offenders Act 1974, IC24 will require the post holder to undertake an enhanced DBS check with barred list checks. For posts that have been assessed as being in a position of trust, IC24 will require the post holder to undertake a basic DBS check.

This post has been assessed as requiring an enhanced DBS check with barred list checks.

### **REHABILITATION OF OFFENDERS ACT 1974**

Some posts have been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 and in these cases IC24 will require the post holder to disclose all convictions, whether spent or unspent.

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### **PERFORMANCE AND DEVELOPMENT REVIEW**

This job description will be used as a basis for conducting an individual Performance and Development Review between the post holder and the manager.

### **VARIATIONS**

This job description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.

This job description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment.

To reflect changing needs and priorities, some elements of this post may be subject to change and where required, any appropriate communication or consultation with the post holder will be undertaken prior to making any changes.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How identified
<b>Qualifications and training</b>	NMC Nursing Qualification	Experience leading a team  Experience of one to ones / appraisals  Experience of managing Infection Control procedures / protocols	Application, Interview & References
<b>Experience</b>	Understanding of confidential information  Good computer skills  Previous Nurse experience  Previous general practice experience	System One IT experience	Application, Interview & References
<b>Practical skills</b>	Excellent communication skills  Experience and ability to work with the general public		Application, Interview & References
<b>General</b>	Friendly and understanding manner  Confident  Able to work as part of a team or individually  A flexible approach to work  A patient centred focus		Application, Interview & References