

JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Practice Nurse
Band: 6
Responsible to: Nurse Team Leader
Responsible for:
Accountable to: Practice Manager
Place of work: Luther Street Medical Centre
Hours: 22.5 (Monday, Tuesday and Thursday)

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BACKGROUND

Luther Street Medical Centre (LSMC) is an award-winning GP surgery providing healthcare to people experiencing homelessness in Oxford City. The team provide care for around 500 adults from a city centre building, as part of a multi-disciplinary team which includes GPs, practice nurses, mental health practitioners, social prescribers, Turning Point (Oxfordshire's Drugs & Alcohol treatment service), dentistry, podiatry, acupuncture, administrative support and volunteers.

There are daily team meetings, together with an established programme of weekly meetings that include governance, audit, significant events, whole team meeting, clinical supervision and complex case review. The practice uses EMIS for clinical note keeping (the AMHT using Care Notes), LSMC has AccuRx to facilitate digital contact/consultations and Microsoft Teams for staff communications.

Oxford Health NHS Trust provides in house mandatory training in areas such as Resuscitation, Safeguarding, Infection Protection and Control.

JOB PURPOSE

- To ensure safe delivery of preventative primary care and pre-hospital emergency interventions to the homeless and vulnerable groups; in accordance with the Trust policies and procedures.
- To ensure effective daily operation of the primary care nursing service in clinics and other community settings e.g. hostels, voluntary groups, homeless day centres.
- To act as a mentor to junior clinical staff and nursing students, leading on clinical excellence and education.

DUTIES AND RESPONSIBILITIES

Clinical Skills

- Run nurse led clinics providing, when necessary, advice and support to junior nursing staff in conjunction with the Nurse Team Leader and GP team.
- Proactively undertake nursing assessment and treatment of patients, at Luther Street Medical Centre (LSMC) or other settings e.g. hostels in a professional and safe manner, in accordance with national and local guidelines and protocols on clinical care. Liaise with members of the primary healthcare team and other agencies to ensure appropriate care plan is in place in order to meet the needs of the patient.
- To provide chronic disease management either opportunistically or within booked appointments and maintain Chronic Disease Register, as appropriate.
- Prioritize health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations including initiation of effective emergency care. Ensure timely escalation to appropriate members of the multi-professional team when this is required.
- Demonstrate skills and knowledge to effectively work with clients and, where possible, their families / carers/ significant others. Advise on symptom management, problem solving, as well as delivering brief intervention and harm reduction initiatives.
- Be proactive in delivering public health nursing interventions e.g. immunization programmes, to the target patient cohorts.

- Offer information and education on long term conditions and other relevant health issues to the targeted vulnerable groups, in a format accessible to the patients.
- Responsible for effective daily operation of the clinic room, ensuring adequate levels of stock are maintained and to carry out and record routine equipment checks.
- To monitor and maintain emergency equipment in the practice, ensuring that emergency medication is available and in date.
- Demonstrate clear, effective, up to date and accurate record keeping.
- To participate in clinical audits as appropriate.

Leadership Skills

- Educate junior clinical staff on health inequalities and strive to reduce barriers to accessing healthcare.
- Have a clear understanding of Care Quality Commission (CQC) requirements and work to ensure compliance for the LSMC team and as an individual clinician.
- Identify, implement and evaluate areas for potential service improvement and lead on further action in conjunction with the Nurse Team Leader.
- Be a role model for clinical excellence in order to support a culture of continuous improvement within the nursing team and wider MDT.
- Take a lead role for agreed areas of work within the LSMC as required.
- Able to provide constructive feedback on junior staff performance both informally and through the PDR processes. Able to support the implementation of the resulting action plan.
- Lead on upholding clinical standards and participate in quality and audit initiatives, research and reviews of the service when requested.
- Maintain an awareness of the individual needs of the nursing team.
- Support patients' and public involvement within the service as appropriate.

Management Skills

- Able to prioritise own clinical workload and ensure effective time management strategies are utilised.
- Manage and assess risk within the area of responsibility, ensuring adequate measures are in place to protect staff and patients.
- Monitor work areas and practices, ensuring they are safe and free from hazards – especially recognising and managing the range of risks related to infection control.
- Identify how health and safety can be improved and take action to put this into effect.
- Have a complete knowledge of the practice policies and ensure they are implemented at all times.
- Ensure that effective incident reporting takes place; contribute to the significant events review.
- Contribute to the planning and implementation of practice change as a result of audit and/or critical incidents reviews.
- As a senior member of the Clinical Team, participate in the implementation of risk management policies and protocols, including specific action plans to address identified local risks.
- Actively participate in the orientation, training and supervision of registered and unregistered staff including students.

- Actively promote the workplace as a learning environment, encourage staff to learn from each other and from external good practices.
- Participate and support the development of local guidelines and protocols.
- To deputise for the Nurse Team Leader as required.

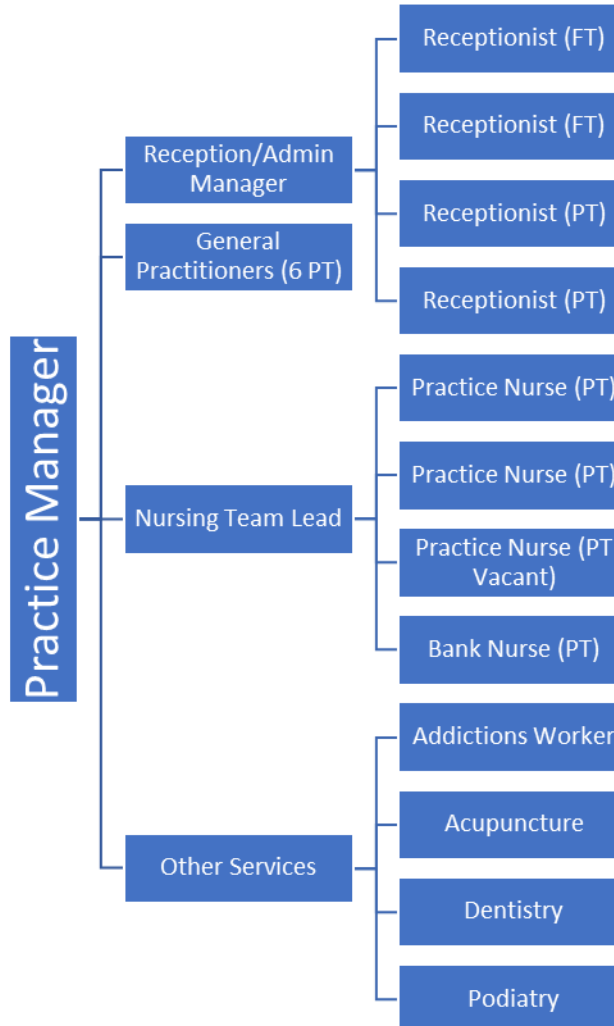
Professional and Education / Training Skills

- Proactively identify own areas for improvement and attend relevant study days, skills-based training and contribute to multidisciplinary meetings.
- Be aware and adhere to NMC standards for the Administration of Medicines. Recognise and work within own competence and the NMC Code of Professional Conduct.
- Prepare and partake in yearly appraisals and personal development plans. Set objectives in collaboration with appraiser and in line with service priorities.
- Actively engage in reflection on own practice as an ongoing process and through regular clinical supervision.
- Maintain clinical skills to demonstrate up to date knowledge and skills in line with the Knowledge and Skills Framework (KSF).
- Contribute to the development of the LSMC services, participating in projects, committees and meetings as required.

General Duties

- Present a positive image of self, the Team, service and the Trust.
- Ability to make autonomous decisions
- Suggest and implement improvements to practice systems, processes and procedures
- Be aware of own behaviour and professional boundaries with both patients and colleagues and ensure these are in accordance with Trust Policy and professional standards.
- Work effectively as a committed senior member of the wider multi-disciplinary team at LSMC to ensure continuous service delivery.
- The post holder is expected to actively participate in the development of service provision, working flexibly to support and meet the changing needs of the service.
- Provide and maintain nursing care to the optimum standard possible within the resources provided.
- Work with interpreters to ensure equality of care to all patients, being aware of cultural issues and barriers. Be sensitive to needs of vulnerable clients e.g. asylum seekers, refugees, the rough sleepers and hostel dwellers.
- Liaise with other statutory services as well as voluntary organizations in the interest of the patient within the boundaries of client confidentiality and seek guidance when unsure.
- Assist the multidisciplinary Team with planning any outreach sessions as requested by the Nurse Lead and working collaboratively with other relevant services.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Band: 6		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	<p>Can demonstrate evidence of continued professional development.</p> <p>Sound skills in clinical risk assessment and management</p> <p>Demonstrates skills in clinical leadership</p> <p>Demonstrates ability to manage change</p> <p>Handle complaints sensitively and effectively</p>	<p>Experience in addictions care</p> <p>Experience of chronic disease management</p>
Qualifications – Academic/Skills/Professional	<p>Registered Nurse – Adult (RN)</p> <p>Current NMC Registration</p>	<p>Training in clinical supervision</p> <p>Mentorship qualification</p>
Further Training or Job Related Aptitude and Skills	<p>Well developed communication and interpersonal skills.</p> <p>To be able to manage boundaries with challenging service users who require high levels of emphatic engagement at all times.</p> <p>To have an understanding of the needs of vulnerable groups.</p> <p>Physically fit for the demands of outreach work sessions in inclement weather on a frequent basis i.e. walking, climbing stairs; carrying equipment</p> <p>Able to cope with a working environment that is often interrupted and chaotic</p>	<p>Able to demonstrate effective triage skills</p>

Experience	<p>Proven ability of working in a team environment and delivering on team objectives</p> <p>Ability to work effectively under pressure, prioritize own workload and provide support to junior staff members in a challenging and demanding environment</p> <p>Proven ability to deliver a high standard of patient care</p> <p>Working within a Primary Care setting</p> <p>Working in a wider community setting</p> <p>Minimum requirement of 3 years experience working as a Band 5</p>	
Personal Qualities	<p>Good time management</p> <p>Is flexible</p> <p>Demonstrates initiative</p>	
Contractual Requirements or other requirements	<p>Ability to undertake Breakaway Training</p> <p>Good written English</p> <p>Good Computer skills</p>	