We are looking for a Practice Nurse to join our supportive & friendly team.

We are a three-partner training GP practice based in Woosehill, Wokingham.

We provide GMS medical services to over 14,500 patients.

Qualifications & Experience

NMC (required)

2+ Years of Practice Nurse Experience (desirable)

EMIS knowledge (desirable)

Job Summary

To assist medical personnel in the care of practice patients to include treatment, preventative care, screening and patient education.

You will work collaboratively with the general practice team to meet the needs of patients, following policy and procedures while providing supervision to more junior staff.

Good communications are extremely important within the Practice, with patients and with outside agencies and you will be expected to help ensure that everyone who comes into contact with it holds the practice in high regard. Absolute discretion is required in protecting patients’ confidentiality.

Key Responsibilities

* To work alongside the clinicians in the provision of patient care
* Monitoring and development of individual management plans; agreeing these as appropriate with the patient and other health care professionals.
* Undertake annual reviews of patients on relevant chronic disease register.
* Provide general and specific health screenings to the practice patients (within agreed protocols) and referral to general practitioners as necessary.
* Advise patients on general health care and minor ailments with referral to GPs as necessary.
* Following appropriate training, undertake the collection, storage and dispatch of pathological specimens including but not limited to intravenous blood samples, swabs and smears. And ensure the cleanliness of any equipment used. Preform any investigatory procedures requested by the GPs.
* To recognise changes in the patients’ recordings which must be reported on and acted on.
* To work alongside clinicians in emergency management of patients
* Enable patients to access appropriate professionals in the practice team.
* Act as a chaperone
* Clearly present patients’ points of view to others

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessary if required within the organisation and the overall business objectives of the organisation.

Liaison with:

All Clinicians within the Practice; Management Team; all other reception and admin support staff; patients; visitors; all outside agencies who work with the Practice.

Mandatory Training

v Undertake safeguarding training

v Undertake information governance training

v Basic life support training

v Bluestream - GDPR

v Fire Safety

v Bluestream - Infection Control

v Bluestream - Complaints

Practice Management

v Produce accurate and complete records of patient consultation, consistent with legislation, policies, and procedures

v Ensure all QoF requirements are met and recorded.

v Maintain set standards of organisations in treatment rooms and take appropriate action is standards are not being met

v In Participation with other members of the nursing team ensure the maintenance of equipment and stock levels relating to patient care.

v Liaising with administration staff to ensure general stock items are ordered

v Ensure treatment rooms are fully stocked appropriately

v Follow infection control standards

v Undertake computer input data

v Contribute new ideas to improve patient care

v Work effectively in a team

v Interact with patients and colleagues in a professional manner

Communication

v Communicate effectively with other team members

v Communicate effectively with patients and carers, recognising their needs for alternative methods of communication

Teamwork

v Understanding own role and scope in the Practice and identify how this may develop over time

v Work as an effective and responsible team member, supporting others and exploring the mechanisms or develop new ways of working

v Recognise and understand the roles of individuals working within the team and how these interfaces with your own

v Prioritise own workload and ensure effective time management strategies are embedded in own practice

v Flexibility, willingness to adapt to change

Infection Control

Need to apply infection control measures within the practice and personal life. This includes:

v Universal hygiene precautions

v Assist patients and colleagues in adopting sound infection control measures

v Doing Lateral flows on a regular basis or when showing symptoms of Covid-19

v The collection and handling of laboratory specimens

v Segregation and disposal of waste materials

v Decontamination of instruments and clinical equipment

v Reporting and treatment od sharps injuries

v Dealing with blood and body fluid spillage

v Assist patients and colleagues in adopting sound infection control measures.

Collation of information

Support the practice team in achievement of keeping medical records updated by ensuring the following:

v Collation of patient information using EMIS Web medical information system

v Assist with the management of disease registers (where appropriate)

v Maintaining quality and accuracy of all data input

Working Environment

v Carry out routine checks to ensure your workstation is clean and tidy at the start and end of each shift

v Ensure all equipment in your workstation is operational and up to date and report any issues to your line manager.

v Ensure that confidential patient information is stored and handled according to protocol and report any concerns to your line manager

Health & Safety

v Assisting in promoting and maintaining your own and other health, safety and security as defined in the Practice Health and Safety policy

v Ensure that any hazards in your working area are reported immediately to your line manager

v Have a working knowledge of health and safety requirement

Confidentiality

v Ensure patient and Practice information is kept confidential and secure at all times, in accordance with the information security and confidentiality protocols.

Performance/ Professional Development

v To participate in training sessions to ensure administrative and computer skills are kept up to date with current technology and practice.

v To participate in regular appraisal meetings

v To participate in regular team meetings

v Understanding the benefits of supervision for the individual and the organisation

v Be aware of & undertake mandatory training & updates in anaphylaxis, basic life support, child protection, manual handling, fire safety, infection control & safeguarding

v To be DBS cleared.

Equality and Diversity

v To support the equality, diversity and rights of patients, carers and colleagues according to practice protocol.

Working with Patients

v To work in partnership with our patients to help them achieve better health outcomes

v To offer a polite, friendly, and efficient level of customer service to all our patients.

v Able to demonstrate an empathetic and carting approach to patients and relatives and work so that patients dignity & respect is maintained

Dignity and respect

v To treat patients, colleagues and visitors with dignity and respect always.

Feedback

v To listen to feedback from patients and colleagues whether this be a complaint, comment or compliment and if it cannot be dealt with immediately ensure it is reported immediately to a member of the practice management team.

CQC

v To work within the guidelines set by the CQC to ensure that the Practice is safe, efficient and provides the best possible care for patients

To offer suggestions to the practice manager on how we can improve, progress, and develop all processes relating to CQC.

Protocols

The following policies/protocols relate to my job description, I confirm that I am aware of them and have read and understood the latest version. I acknowledge this list is not exhaustive.

* Staff confidentiality policy
* Employee handbook
* Infection control policy
* Information governance policy
* Use of portable computer equipment policy
* Health and safety policy
* Fire policy
* Mobile phone policy
* Access to medical records policy
* Complaints procedure

Any other

Any other duties as may be determined by the Practice Management Team and Partners.

Job Type: Part Time

Salary: Based on skills & experience.

Benefits:

* Company pension
* On site parking
* Sick pay