**Job Description:** To work as part of the primary healthcare team to provide high quality care to the practice population, delivering minor illness clinics and working closely with GP colleagues.

**Key Responsibilities: Clinical:**

· Assess, diagnose and treat patients presenting with minor illness

· Evaluate clinical information from examination and history taking and initiate appropriate treatment and/or referral.

· Undertake and interpret diagnostics and take appropriate action to manage patient care, whilst distinguishing between abnormal and normal findings in order to relate them to a possible diagnosis. To use broad clinical guidelines (NICE etc) relating them to individual cases, aiding and feedback to the organisation and others on how these should be interpreted.

· Refer patients as necessary to other members of the healthcare team

· Carry out telephone triage

· Carry out assessment and management of minor injuries

**Professional:**

· Maintain annual registration with the Health and Care Professions Council, and adhere to the code of professional conduct

· Maintain accurate patient records in line with professional standards of record keeping, using READ codes to ensure accurate retrieval of information for monitoring and audit purposes

· Communicate effectively with other team members, patients and their carers, recognising the need for alternative methods of communication

· Organise and prioritise own workload and manage effectively, being adaptable to deal with emergency situations when needed

* Act always in a way to protect the confidentiality of patients and maintain the integrity of the patient/health carer relationship.
* Demonstrate knowledge and apply principles of Information Governance
* Work effectively as a member of a team, maintaining a caring environment through the support of colleagues.

**Equality and Diversity:**

· Support the equality, diversity and rights of patients, carers and colleagues, respecting their privacy and dignity needs

· Behave in a manner which is welcoming to everyone, is non-judgmental and respects their circumstances, feelings, priorities and rights

***This job description is not exhaustive and is intended to be an outline only. Changes may be made by agreement at any time.***

Job Types: Part-time, Permanent

Salary: Negotiable

Benefits:

* Company pension
* On site parking