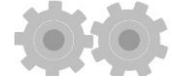




The Leiston Surgery
Main St, Leiston, Suffolk, IP16 4ES
Tel 01728 830 526
Fax 01728 832 029
www.leistonsurgery.com
sec.leistonsurgery@nhs.net

Dr Sally Simmonds
Dr Karen Blades
Dr Nicola Maggs
Dr Samir Pai
Dr Imran Qureshi
Dr Lucy Jackson



Job description: Nurse Practitioner

Status: Permanent

Salary: £35000 - £45000 depending on experience

Term: Full time

Location: Leiston & Yoxford Surgery

Job summary

Responsible for attending to patients who wish to be seen by a health care professional; diagnosing and treating patients presenting with minor illness seeing and advising people in respect of their continuing medical and nursing needs. These patients will have booked appointments at ten-minute intervals. There is a requirement to see extra or emergency patients.

The nurse practitioner will need to prioritise and triage the needs of patients accordingly making any necessary referrals for investigations in the appropriate manner. Patients with problems needing referral to secondary care should be discussed with the registered GP before making such referral.

Job responsibilities

- Diagnosing and treating patients presenting with minor illness.
- Triage and treat patients wishing to see a health care professional making any necessary referrals to other members of the primary health care team.
- Ensure clinical practice is safe and effective and remains within boundaries of competence and to acknowledge limitations.
- Advise patients on general health care and minor ailments with referral to other members of the primary and secondary health care team as necessary.



Working as part of Suffolk Primary Care
Fred Archer Way, Newmarket, CB8 8NU

Providing assessment, screening treatment services and health education advice

- Dietary advice.
- Blood pressure checks
- Urinalysis
- Health screening
- Ear syringing
- Dressings
- ECG
- Phlebotomy
- Routine injections
- Contraception
- Minor injuries
- Routine immunisations and vaccinations
- Removal of sutures / clips
- Baby immunisations
- Assisting with the fitting of IUCD / IUS
- First registration checks / health surveillance / general health advice
- Assisting with minor procedures in the treatment room
- Organise and coordinate the provision of nursing services for the practice to include the delegation of duties to other members of the practice nurse team as appropriate
- Provide general and specific health screenings to the practice patients (within agreed protocols) with referral to other members of the primary and secondary health care team as necessary
- Pathological specimens and investigatory procedures



- Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. Perform investigatory procedures requested by the GPs

Administration and professional responsibilities

- Participate in the administrative and professional responsibilities of the practice team
- Ensure accurate and legible notes of all consultations and treatments are recorded in the patients notes
- Ensure the clinical computer system is kept up to date with accurate details recorded and amended
- Ensure appropriate items of service claims are made accurately, reporting any problems to the practice administrator
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit
- Attend and participate in practice meetings as required
- Restocking and maintenance of clinical areas and consulting rooms

Minor operations

- Management of the theatre and recovery suite for minor operations including maintenance of equipment and stock, adequate staffing and ensuring appropriate items of service claims are made
- To assist the doctor to carry out minor operations as required.
- Report any problems to the practice manager

Supplies and equipment

- Maintenance of equipment and stock relating to patient care



Training and personal development

- Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the practice. It is the individuals' responsibility to remain up to date with recent developments.
- Participate in the education and training of students of all disciplines and the introduction of all members of the practice staff where appropriate.
- Develop and maintain an in house nurse-training programme reporting to the practice manager.
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development ensuring PREP requirements are met.
- If it is necessary to expand the role to include additional responsibilities, full training will be given.
- Develop and maintain a Personal Learning Plan.

Liaison

- 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 and ensuring everyone is aware of the different roles within the nursing team.
- There is also the need to establish and maintain good liaison with other surgeries and agencies including secondary care.

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.



Manage, supervise, co-ordinate and guide the nursing team

- To manage the nursing service in participation with the practice manager ensuring relevant information is disseminated to and from the nursing staff.
- In participation with the practice manager carry out yearly appraisals of all the nursing staff producing a training programme.
- Ensure adequate nursing cover is provided while within the practice guidelines, keeping the practice manager informed of any problems.
- Develop and maintain practice policies and protocols for all nursing activity.
- To be the infection control lead in the practice and ensure all staff are aware of current procedures.
- Plan, chair and minute management and training meetings for all nurses following the training programme.
- Ensure agreed practice audits are carried out.
- Ensure the practice manager informed of any matters arising or problems / potential problems.
- Ensure all surgery produced nursing leaflets are kept up to date.
- Produce a 6 monthly nursing newsletter for patients.

Confidentiality

- 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.
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- 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.



Health & safety

The post-holder will implement and lead on a full range of promotion and management their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines.
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines.
- Responsible for the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements.
- Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and ongoing correct usage by staff.
- Responsible for hand hygiene across the practice.
- Ownership of infection control and clinically based patient care protocols and implementation of those protocols across the practice.
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process.
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes.
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc. are sufficient to



ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.

- Safe management of sharps procedures including training, use, storage and disposal.
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management.
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised.
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers.
- Undertaking periodic infection control training (minimum twice annually).
- Routine management of own team / team areas, and maintenance of work space standards.
- Waste management including collection, handling, segregation, container management, storage and collection.
- Spillage control procedures, management and training.
- Decontamination control procedures, management and training, and equipment maintenance.
- Maintenance of sterile environments.

Equality and diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.



- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional development

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Quality

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for own actions, either directly or under supervision.
- 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.
- Work effectively with individuals in other agencies to meet patients' needs.
- Effectively manage own time, workload and resources.

Communication

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.



- Recognize people's needs for alternative methods of communication and respond accordingly.

Contribution to the implementation of services

The post-holder will:

- Apply practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate.

Scope and Purpose of Job Description

The job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The practice is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

This is an exciting opportunity for the 'right' person wishing to develop their clinical and management practice in a fast moving practice in the heart of the community. The supervising team have a wealth of experience in general practice which will undoubtedly provide the opportunity for the new appointee to develop their knowledge and shape the position within a dynamic clinical team.

Other Information

General

The duties of this post are a guide to the range of responsibilities that may be required. These may change from time to time to meet the needs of the service and/or the development needs of the post holder. This job description will be revised regularly to take account of changes within the organisational structure and the practice business plan.

Other duties

The post holder will be required to undertake any other duties according to the needs of the service. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. Any reasonable changes will be discussed and agreed with the post holder before any variations to the job description are made.



Travel to other sites

The post holder may be required to travel.

Medical Examinations

All appointments are conditional upon prior health clearance by the practice
Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

Professional Registration

Staff undertaking work which requires professional/state registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and, if renewable, proof of renewal must also be produced.

Criminal Records Bureau

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. Further information is available from the Criminal Records Bureau and Disclosure websites at www.crb.gov.uk and www.disclosure.gov.uk

Equal Opportunities

Leiston Surgery is an equal opportunities employer and you will be expected to comply with all relevant policies and procedures in this area together with all other policies and procedures as initiated by the practice.

Work Visa/ Permits/Leave to Remain

If you are a non-resident of the United Kingdom or European Economic Union, you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Practice is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

Code of Conduct

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

Confidentiality

All information obtained in the course of the post holder's duties should be treated as strictly confidential. Any breach of confidence or disclosure of such information, without express permission, may lead to disciplinary action. The post holder has a responsibility to comply with the

Data Protection Act 1998, Access to Health Records Act (1990) and Code of Practice on Confidentiality.



Health and Safety at Work

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to ensure that statutory and practice safety regulations are adhered to Health and Safety at Work Act 1974

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection.

Clinical staff, on entering and leaving clinical areas and between contacts with patients, must apply alcohol gel to their hands and also wash their hands frequently with soap and water. Staffs are required to communicate any infection risks to the practice manager.

Complaints

From time to time, complaints may occur, no matter how professional the approach of our staff. All complaints are investigated promptly, and the full co-operation of staff is required. The current guidelines amplify the above points with policies and procedures explained.

Clinical Governance and Risk management

The Practice believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the practice you are expected to take a proactive role in supporting the Practice's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following polices, guidelines and procedures
- Maintaining continued professional development
- Clinical staff making entries into patient health records are required to follow any Practice standards of record keeping

Information Quality Assurance

As an employee of the Practice it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Practice requirements and instructions.

Freedom of Information

The post holder should be aware of the responsibility placed on employees under the Freedom of



Information Act 2000 and is responsible for helping to ensure that the Practice complies with the Act when handling or dealing with any information relating to Practice activity.



Working as part of Suffolk Primary Care
Fred Archer Way, Newmarket, CB8 8NU