**Job Description**

**Long Term Conditions / Practice Nurse**

Line manager: Nurse Lead

Accountable to: Practice Manager and Partners

**Qualifications and Experience**:

* Registered Nurse
* Currently on NMC register
* Post registration experience working in primary care
* Evidence of ongoing CPD

**Key features of role:**

* Direct clinical involvement in long term condition/chronic disease management
* Delivery of nursing care to patients in the practice population
* Providing advice, support and liaison with other practice staff
* Involvement in QOF management

**Management of long term conditions:**

* Management of long term conditions:
	+ Diabetes
	+ Hypertension
	+ cardiovascular disease management - hypertension, CHD, Stroke/TIA, PVD and heart failure
* Enable individuals with long term conditions and their carers to make informed choices concerning their health and well being and to organise their own support, assistance and action and promoting self care
* Support individuals with long term conditions and their carers to change their behaviour and to reduce the risk of complications
* Manage programmes of care for patients with acute and chronic disease by planning and evaluating care
* Work across boundaries and in partnership with primary and secondary care clinicians and social services, coordinating care promoting a multi-disciplinary approach.
* Review prescribed medication and provide advice on all aspects of medicines management, within scope of practice. Refer to relevant clinicians where appropriate.

**Treatment room practice:**

* Complex wound management
* Vaccinations and immunisations
* Infection, prevention and control (potential Lead)
* Assess, plan, provide and evaluate nursing care to meet the needs of individuals and groups in the practice population.
* Undertake diagnostic health screening, health surveillance and therapeutic interventions within a broader health promotion / public health strategy

**Care and patient management:**

* Contraception
* Women's Health including cervical screening/ swabs

**Special requirements of the post:**

* An understanding, acceptance and adherence to the need for strict confidentiality
* Adherence to the principles of information governance and the maintenance of high quality reporting and data quality standards
* Ability to use own judgement, resourcefulness and common sense
* A commitment to maintain a high professional standard of nursing care and keep up to date with all aspects of nursing care relevant to the post
* To ensure all health and safety requirements and infection control measures are met and to report any problems to the practice manager
* A commitment to the effective use of practice and NH S resources
* An awareness of own limitations and experience
* To work only in accordance with the NMC code of conduct and within the scope of professional practice
* To have a written professional development plan and to maintain an up to date portfolio which meets the requirements of registration with the NMC
* Cooperate with annual appraisal meetings

**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:**

* Use the personal security systems within the workplace according to practice guidelines
* Identify the risks involved in work activities and undertake them in a way that manages the risks
* Make effective use of training to update knowledge and skills
* Use appropriate infection control procedures and maintain work areas in each clinical rooms so that they are clean, safe and free from hazards reporting any potential risks identified, including:
	+ Hand washing
	+ Universal hygiene procedures
	+ Wearing PPC whenever required
	+ Collection and handling of laboratory specimens
	+ Segregation and disposal of waste materials
	+ Decontamination of clinical equipment
	+ Reporting and treatment of sharps injuries
	+ Dealing with blood and body fluid spillages
	+ Assist patients and colleagues in adopting sound infection control measures
* Understand and apply the principles of the cold chain
* Ensure safe storage, rotation and disposal of vaccines and drugs within area of responsibility
* Know the general principles of first aid and resuscitation to be able to undertake initial actions as appropriate
* Be aware of statutory child health procedures, and statutory local guidance and referral criteria
* Know the health and safety policies and procedures within the workplace, including fire procedures, maintaining documentation, monitoring and maintaining of equipment and furniture within your area of responsibility
* Use the computer monitor safely
* Be able to identify the risks to health of microbiological and chemical hazards within the working environment according to the Control of Substances Hazardous to Health
* Know how to use the personal security system at the practice

**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 recognises 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 that 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 recognise the importance of effective communication within the team and will strive to:

* Communicate effectively with other team members
* Communicate effectively with patients and carers
* Recognise 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

**9. Additional hours**

* To undertake additional hours when required by the practice for example to provide additional services and/or to cover staff absences

*This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners or management team.*