Park House Medical Centre

Prescribing Nurse Job Description

**Job Title:** Practice Nurse Prescriber

**Hours/Pay:** Negotiable

**Reports To:** GP Partners (for clinical practice), Executive Partner (for admin)

**Contract:** Permanent Post

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

**Duties and Responsibilities of Post**

**Providing assessment, screening treatment services and health education advice**

- Assist with the organisation and co-ordination of the provision of nursing services for the practice.
- Provide nursing treatment to patients in participation with general practitioners or independently agreed protocols, including cervical smears.
- Provide general and specific health screening to the practice patients (within the agreed protocols) with referral to general practitioners as necessary.
- Be competent in administration of childhood immunisation and travel vaccination.
- Be competent and confident in managing people with long term health conditions
- Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis
- Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate)
- Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice
- Work with patients in order to support compliance with and adherence to prescribed treatments
- Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care.
- Implement and participate in vaccination and immunisation programmes for both adults and children
- Meet the needs of patients presenting for opportunistic wound care
- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment

**Delivering a quality service**
• Recognise and work within own competence and professional code of conduct as regulated by the NMC
• Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
• Prioritise, organise and manage own workload in a manner that maintains and promotes quality
• Deliver care according to NSF, NICE guidelines and evidence-based care
• In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate
• Evaluate patients’ response to health care provision and the effectiveness of care
• Support and participate in shared learning across the practice and wider organisation

Treatment room supplies and equipment

• Maintain and control injectable and oral drug stocks in the treatment room and doctors surgeries.
• Maintenance and supervision of sterile procedures throughout the surgery.
• Advice to manager regarding health and safety aspects.

3. Pathological specimens and investigatory procedures

• Undertake the collection of pathological specimens including intravenous blood samples, swabs, smears, etc. Perform investigatory procedures requested by the GP's (within the scope of personal experience and training only).
• Oversee the duties undertaken by the HCA and assist with training and mentoring as and when required.

4. Administrative and professional responsibilities

• Participate in the administrative and professional responsibilities of the practice team.
• Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
• Support staff development in order to maximise potential
• Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
• Take a lead role in planning and implementing changes within the area of care and responsibility
• Contribute to the development of local guidelines, protocols and standards
• Create clear referral mechanisms to meet patient need
• Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
• Work effectively with others to clearly define values, direction and policies impacting upon care delivery
• Discuss, highlight and work with the team to create opportunities to improve patient care
• Ensure accurate notes of all consultations and treatments are recorded adequately on the computer.
• Ensure acute completion of all necessary documentation associated with the patient healthcare and registration of the practice.
• Ensure collection and maintenance of statistical information required for regular and ad hoc reports.
• Assist in the formulation of practice philosophy, strategy and policy.
• Maintain a notice board in the waiting area designated for patient health care education.

5. Education and training of students and practice staff

• Participate in the education and training of students of all disciplines.
6. Liaison

- Maintain effective liaison with other agencies and staff concerned with patient care and all other disciplines within the practice, with appropriate regard to confidentiality.

7. Professional Development

- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences)
- Assess own learning needs and undertake learning as appropriate
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

8. General

- Staff must behave in a professional and discreet manner at all times.
- Patient and professional confidentiality is of prime importance. Any breach of confidentiality can result in immediate suspension/dismissal.
- Appropriate attire must be worn at all times in line with practice policy.
- Full details of conditions of employment are shown in the contract of employment.

Requirements of the post

1. Registered General Nurse

2. Membership of a professional body

3. To work in accordance with the UKCC Code of Conduct

4. Ability to self motivate, organise and prioritise workloads

5. Excellent communication skills

6. Good sense of humour

7. Ability to motivate the nursing team
PERSON SPECIFICATION

- UK registered nurse with significant post registration experience
- Nurse Practitioner qualification (desirable)
- Nurse Prescriber qualification (essential)
- Minor Illness/ Injuries qualification (essential)
- Extensive clinical experience in Primary Care
- Ability to maintain and monitor high standards of care
- Ability to direct and co-ordinate programmes of care working autonomously and collaboratively
- Understanding of the roles, values, procedures and standards of the GP Practice
- Effective organisational skills
- Evidence of experience in embracing and implementing change to provide high quality health outcomes
- The ability to work in a changing, demanding and stressful situation
- Communication skills - both verbally and in writing at all levels
- IT systems skills
- Friendly and approachable
- Good presentation of self, enthusiastic, innovative and flexible
- Self motivated, positive and committed
- Continue education by attending courses/study days as deemed useful for professional development
- Must keep abreast of changes and progress in nursing care.
- Have ability to work on own initiative, acknowledging limitations and recognising when referral is needed.
- Maintain accurate, comprehensive records of all consultations and treatment
- Be flexible in order to cover annual leave and sickness of team members.

This job description is not definitive or exhaustive. It is a reflection of the present requirement and may be subject to review and amendment in light of future changes or developments. The post holder may, therefore, be required to undertake other duties commensurate with the post agreed with their line manager.

If you are passionate about putting patients first, delivering a high quality service to patients and committed to the new healthcare agenda, please send your CV and covering letter to Janet.baker@gp-c84709.nhs.uk

Further information about Park House Medical Centre can be seen on our website www.parkhousemedicalcentre.com