



## JOB DESCRIPTION

JOB TITLE: Practice Nurse

### Job summary

To provide a high quality care to patients registered with Portree Medical Centre and assist in the assessment, planning, implementation, audit and evaluation of practice nursing care within the practice.

### Accountability

The practice nurse is wholly accountable to the general practitioners, and will report to the practice Lead nurse and a nominated GP partner for clinical issues and the practice manager for non-clinical issues.

### Main Responsibilities

#### Chronic Disease Management

- Be responsible for and coordinate and co-manage chronic disease management programmes. Examples of these conditions are:
  - Coronary heart disease
  - Hypertension
  - COPD
  - Asthma
  - Diabetes
  - Kidney disease
  - Heart failure
  - TIA/stroke
- Undertaking audit, evaluation, and agreed actions for the implementation and management of clinics
- To work in conjunction with colleagues to provide health promotion material and health education advice

#### Clinics

- To provide and assist with triaging and minor illness clinics, in line with Practice requirements
- To provide assistance and cover for:
  - Venepuncture
  - New patient checks
  - Cytology screening
  - Sexual health and contraception
  - BP, ECG and other patient monitoring equipment

### Professional responsibilities

- To ensure compliance with Health and Safety legislation and practice/health board policies
- Maintain professional registration
- Work within the latest NMC code of Professional Conduct



### **Communication**

- To assist in the development and maintenance of effective systems of communication and dissemination of information to staff, patients and other organisations both within and out with the NHS
- Operation of the in-house complaints procedure
- Maintain effective working relationships, both within and out with the Practice
- To liaise with colleagues in the provisions of services and the development of services

### **IT and Administration**

- To utilise the practice IT facilities in an appropriate manner
- Participate in the professional and administrative responsibilities of the team, thus ensuring high standards of service are provided and maintained by the medical centre
- To ensure accurate recording of all consultations and treatments on patients' electronic notes
- To ensure accurate collection of statistical information

### **General**

- Commitment to integrated team working
- To be an integral part of the management team and be an effective contributor to the overall achievement of the medical centre's aims and objectives
- Any other duties arising from or pertaining to the post