

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Senior General Practice Nurse (GPN)</b>
<b>Grade:</b>	<b>Band 7</b>
<b>Responsible to:</b>	<b>Practice Manager / Lead GP</b>
<b>Accountable to:</b>	<b>GP (Clinical Matters)</b>
<b>Hours of work:</b>	<b>As per contract</b>
<b>Salary:</b>	<b>As per contract</b>

### **Job Summary**

The post holder is responsible for ensuring the delivery of safe and effective nursing care to the whole practice population. As the team leader for the Nursing team, the post holder is accountable for nursing service delivery.

#### **Purpose**

They will lead and manage all the nursing resource, working closely with the practice manager and GPs to deliver the practice priorities. Clinically, the focus of the role is the delivery of evidence-based practice for patients with long-term conditions and management and preventative nursing interventions to all patients. As autonomous practitioners the nurse is responsible for the care delivered, demonstrating critical thinking and skills in clinical decision-making. They will work collaboratively with the whole general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing leadership and direction for the nursing team.

### **Key Responsibilities**

#### **Clinical Practice**

- Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being.
- Assess, plan, implement and evaluate individual treatment plans for patients with a known long-term condition.
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition as appropriate.

- Work with other health care professionals to diagnose, monitor, manage and treat long-term conditions, including non-drug-based treatment methods using a management plan, and in line with national and local policies and practice needs.
- Review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols.
- Work with patients in order to support 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 patients to live healthily, and apply principles of self-care.
- Support and manage health needs of women presenting for family planning and cervical cytology consultations.
- Recognise, assess and refer patients presenting with mental health needs in accordance with the NSF for Mental Health.
- Implement and participate in vaccination and immunisation programmes for both adults and children.
- Advise, support and administer vaccinations where appropriate for patients travelling abroad.
- Promote and deliver evidence-based care for patients presenting with aural conditions.
- Meet the needs of patients presenting for opportunistic wound care.

## **Communication**

- Demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment.
- Communicate with and support patients receiving 'bad news'.
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
- Anticipate barriers to communication and take action to improve communication.
- Estimate and maintain effective communication with individuals and groups within the practice environment and with external stakeholders.
- Act as an advocate when representing patients and colleagues.
- Participate in practice team meetings, delivering the nursing agenda.

- Produce written documents that evidence the contribution of the nursing team to the practice priorities.
- Ensure awareness of sources of support and guidance (eg PALS) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate.

### **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 and other's workload in a manner that maintains and promotes quality.
- Deliver care as an individual and team according to NSF, NICE guidelines and evidence-based care.
- Assess effectiveness of care delivery for the nursing team through peer review, benchmarking and formal evaluation.
- Lead on the maintenance of quality governance systems for the nursing team.
- Implement and review the application of evidence-based practice in nursing.
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
- Lead the quality agenda in responding to local and national policies and initiatives as appropriate.
- Evaluate patients' response to health care provision and the effectiveness of care.
- Lead and participate in shared learning across the practice and wider organisation Lead in the management and review of patient complaints, and identify learning from clinical incidents and near-miss events utilising a structured framework (eg root-cause analysis).
- Assess the impact of policy implementation on care delivery.
- Monitor the performance of the Nursing team in accordance with local policies.
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance.
- Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behavior, and refer as appropriate.

- Interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.

### **Leadership – personal and people development**

- Take responsibility for own development, learning and performance including participating in clinical supervision and acting as a positive role model.
- Support the development of others in order to maximise staff potential.
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
- Lead others to make realistic self-assessment of their knowledge and skills, challenging any complacency and actions that are not in the interest of the public and/or users of service.
- Act as a clinical leader in the delivery of Nursing services to patients, ensuring that the needs of the patient are the priority.
- Lead on annual appraisal of nurse colleagues to meet requirements of the NMC nurse revalidation process.
- Lead in the planning and implementation of changes within the area of care and responsibility.
- Lead and participate in the development of local guidelines, protocols and standards.
- Lead the nursing team in the planning and engagement of practice-based commissioning or similar initiatives.
- Promote the role of the nursing team in the provision of care.

### **Team Working**

- Understand own role and scope in the practice and identify how this may develop over time.
- Work as an effective and responsible team leader, supporting others and exploring the mechanisms to develop new ways of working.
- Delegate appropriately, adopting the principles of safe practice and assessment of competence of nurses.
- Ensure clear referral mechanisms are in place to meet patient need.
- Prioritise own and other's 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.

- Lead nursing team activities that create opportunities to improve patient care.
- Participate in and support local projects as agreed with the practice management team.

### **Management of Risk**

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
- Ensure the safe storage, rotation and disposal of vaccines and drugs. Oversee the monitoring, stock control and documentation of controlled drug usage according to legal requirements.
- Act as a role model to support members of the nursing team to undertake mandatory and statutory training requirements.
- Apply infection-control measures within the practice according to local and national guidelines.
- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all.
- Participate in the local implementation strategies that are aligned to the values and culture of general practice.

### **Utilising Information**

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information.
- Review and process data using accurate Read codes to ensure easy and accurate retrieval for monitoring and audit processes.
- Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition.
- Understand the responsibility of self and others regarding the Freedom of Information Act Collate, analyse and present clinical data and information to the team using appropriate charts and/or graphs to enhance care.

### **Learning and Development**

- Act as mentor to students, assessing competence against set standards as requested and if appropriately qualified.

- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments.
- Assess own learning needs and undertake learning as appropriate.
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information.
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

### **Equality and Diversity**

- Identify patterns of discrimination, take action to overcome this, and promote diversity and quality of opportunity.
- Enable others to promote equality and diversity in a non-discriminatory culture.
- Support people who need assistance in exercising their rights.
- Monitor and evaluate adherence to local chaperoning policies.
- Act as a role model in the observance of equality and diversity good practice.
- Accept the rights of individuals to choose their care providers, participate in care and refuse care.
- Assist patients from marginalised groups to access quality care.

**PERSON SPECIFICATION**

**Person specification General Practice Nurse Band 7**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Knowledge</b>	Knowledge of management of patients with long term conditions Knowledge of accountability of own role and other roles in a nurse-led service (HCSW) Knowledge of health promotion and national health policy Wider health economy awareness Knowledge of clinical governance issues in primary care Knowledge in patient group directions and associated policy Knowledge of QOF and enhanced services Leadership programmes Human resources (HR) awareness Business planning of surgery and income generation	Knowledge of public health issues Ability to identify determinants of health in the local area Knowledge of local public health issues	Application form Interview
<b>Skills</b>	Clinical leadership skills Skills in management of staff and team Negotiation skills Clinical skills – cytology, immunisation and vaccination, ear irrigation, travel advice, wound management lead Nurse clinical lead in		Application form Interview

	<p>chronic disease management</p> <p>Management of INR clinic</p> <p>Lead nurse for enhanced services within the practice</p> <p>Change management skills and ability to support patients to change lifestyle</p> <p>Communications skills, both written and verbal</p> <p>Negotiation and conflict management skills</p> <p>Ability to provide teaching and mentorship in a clinical setting</p> <p>Ability to communicate difficult messages to patients and families</p> <p>IT skills</p>		
<b>Experience</b>	<p>Minimum 5 years post registration experience</p> <p>At least 3 years recent general practice</p> <p>Experience of nurse-led management of long-term conditions</p> <p>Experience of implementing protocols and clinical guidelines</p>	Team leader experience	Application form Interview
<b>Qualifications</b>	<p>Registered first level nurse</p> <p>Relevant nursing/health degree</p>	<p>Mentor/teaching qualification</p> <p>Clinical supervision training and experience</p> <p>Independent prescribing qualification</p> <p>Relevant diploma modules (e.g. minor illness/respiratory/diabetes)</p> <p>Nexplanon and / or IUD/S fitter</p>	Application form Interview



<b>Other</b>	Self directed practitioner Highly motivated Flexibility Enthusiasm Team player Ability to network with other health care professionals		Application form Interview References
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