

Job Title	Lead Nurse
Location	As per contract
Reports to	Practice Manager
Hours	As per contract

### **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 general practice nursing team, the post holder is accountable for nursing service delivery. They will lead and manage all the nursing resources, working closely with the GPs and practice manager to deliver the practice priorities. Clinically, the focus of the role is the delivery of evidence-based practice for patients with acute and chronic conditions and management and preventative nursing interventions to all patients. You will work collaboratively with the whole general practice team to meet the needs of patients, supporting the delivery and procedures and providing leadership and direction for the nursing team.

### **Scope and Purpose of the Role**

- To help develop the nursing services offered by the practice
- To provide clinical leadership within the nursing team
- To ensure the highest standards of care are provided for patients
- To manage and develop a clinical acute and chronic case load, dealing with presenting patient's needs in a primary care setting
- Review medication for therapeutic effectiveness, appropriate to patients needs and in accordance with evidence-based practice and national and practice protocols.
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- To deliver a high standard of patient care using specialist practice Nurse skills

### **Primary Duties and Areas of Responsibility Clinical Role**

- Make professionally autonomous decisions for which he/she is accountable and provide safe, evidence based, cost effective, individualised patient care
- Where necessary evaluate patient test results in conjunction with the patient and their GP and ensure the appropriate course of treatment is initiated

- Make appropriate referrals to other members of the primary, community and secondary care teams
- Help the practice develop and deliver specialist primary nurse led services including chronic disease management. Initiate the role of diagnosis for patients suspected to have a chronic disease e.g. diabetes, COPD, asthma and CHD, referring to other clinicians as appropriate
- Manage programmes of care for patients with chronic diseases by planning, providing and evaluating care under agreed guidelines and patient group directions. Maintain disease registers in liaison with administrative staff. Undertake annual review of patients understanding and ability to self-manage
- Undertake regular medication reviews for groups of patients deemed suitable by the clinical team
- Provide comprehensive travel health advice for patients prior to travel including malaria prophylaxis, safe sex, sun protection, food hygiene, first aid and emergency medication, health insurance and vaccinations
- Administer child and adult immunisations and vaccinations in accordance with national and local programmes. Competent in anaphylaxis and resuscitation techniques. Ensuring safe storage, rotation and disposals of vaccines and drugs and that adequate stock levels are maintained
- Be able to undertake procedures including: venepuncture, glucose tolerance tests, BP management, urinalysis, peak flow, spirometry, pregnancy testing, cytology, wound management.
- Provide support and chaperoning to the doctors for minor surgery and other procedures
- Promote health and wellbeing, giving general education advice on diet, contraception, smoking chronic disease management, exercise etc.
- Initiate and carry out programmes of health screening as agreed with the practice clinical team • Enables supports and encourage individuals, families and groups to address issues which affect their health and social wellbeing
- Contribute to the practice achieving its GMS contract obligations
- Where the post holder is an independent prescriber: to ensure safe, effective and appropriate medication as defined by current legislative framework and local and practice guidelines.
- Maintain accurate records according to NMC rules
- Ensure all data protection requirements are met when gathering, recording and storing patient data
- Liaise and maintain good working relationships with all members of the practice team. Work within the multi-disciplinary team within the practice and across the wider health system

### **Teaching and Mentoring Role**

- Promote a learning environment for patients, nurses and other health professionals
- Assist with the planning and implementation and teaching for practice staff including medical students, nurse students, nurses and health care assistants
- Act as mentor for more junior staff and students, assessing competence against set standards
- Disseminate learning and information to other team members in order to share good practice and inform others about current and future developments (e.g. courses and conferences)
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning
- Undertake regular appraisals for the practice nursing team

### **Professional Role**

- Attend and contribute to relevant internal and external meetings as required including practice clinical meetings, nurse team meetings and gold standard framework meetings
- Maintain a personal progress and training plan to keep up-to date with current thinking and developments as well as identifying own training deficiencies and attending suitable courses as appropriate
- Promote evidence based practice through use of the latest research based guidelines
- Monitor the effectiveness of their own clinical practice through quality assurance strategies such as the use of peer audit and review
- Maintain professional registration
- Work within the latest NMC Code of Professional Conduct
- Record accurate consultation data in patients records in accordance with NMC guidance and other standards
- Keep up to date with pertinent health policy and work with the practice team to consider the impact and strategies for implementation
- Work collaboratively with colleagues both internally and externally
- Demonstrate leadership
- Pro-actively promote the role of specialist nursing expertise within the practice and with the public.

- Use technology and appropriate software packages as an aid to the planning, implementation and monitoring of care, presenting and communicating information
- Act as a role model in the observance of equality and diversity good practice

### **Managerial Role**

- 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
- Assess, plan, develop, implement and evaluate treatment programmes that promote health and well-being and participate in protocol development in conjunction with other health care professionals
- Work with other health care professionals to diagnose, monitor manage and treat chronic conditions, including using non-drug-based treatment methods, in line with national and local policies and practice needs
- Participate in management meetings, taking on responsibilities and reporting back as required.
- Prioritise own and other's workload and ensure effective time management strategies are embedded within the culture of the team
- Review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols
- Act as a role model to support members of the nursing team to undertake mandatory and statutory training requirements
- Provide clinical educational advice to support development of the team and range of services provided
- Manage the nurse rotas/ holiday/ study leave
- Manage nursing staff appraisals

### **Working Conditions**

- Exposure to body fluids, blood, wounds etc.
- Occasional exposure to aggressive behaviours
- Requirement to travel between sites

<b>Desirable</b>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Holding or working towards qualifications in family planning, asthma, diabetes, CHD and cytology</li> <li>• Travel medicine</li> <li>• Qualification Independent and/or supplementary nurse prescribing qualification equivalent Mentor/teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Adult nursing qualification</li> <li>• Qualified to degree level</li> <li>• Clinical supervision training and experience</li> </ul>
	<ul style="list-style-type: none"> <li>• Be subject to an enhanced CRB check, the outcome of which must be satisfactory to the Group</li> </ul>
	<ul style="list-style-type: none"> <li>• Professional portfolio</li> </ul>
<ul style="list-style-type: none"> <li>• Extended and supplementary prescribing qualification</li> </ul>	<ul style="list-style-type: none"> <li>• NMC adult nursing registration</li> </ul>
<b>Behavioural Competencies</b>	
	<ul style="list-style-type: none"> <li>• Be well motivated</li> </ul>
	<ul style="list-style-type: none"> <li>• Can work well as a member of team</li> </ul>
	<ul style="list-style-type: none"> <li>• Feels comfortable working in a multi-disciplinary environment</li> </ul>
	<ul style="list-style-type: none"> <li>• Take a consultative approach to their work, appropriately involving relevant people</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to take a leadership role in managing chronic diseases and QOF</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> </ul>
	<ul style="list-style-type: none"> <li>• A willingness to learn new skills and be open to suggestions</li> </ul>
<b>Skills &amp; Experience</b>	
<ul style="list-style-type: none"> <li>• Team leader experience</li> <li>• Experience and interest in education within a primary care setting</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 years post-registration experience At least 2 years recent primary and community nursing experience</li> </ul>
<b>Experience of teaching or mentoring</b>	<ul style="list-style-type: none"> <li>• Understanding of role of the practice nurse</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience in nurse-led management of chronic conditions</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience in implementing protocols and clinical guidelines</li> </ul>
	<ul style="list-style-type: none"> <li>• Clinical leadership skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Skills in management of staff and teams</li> </ul>



	<ul style="list-style-type: none"> <li>• Good time management skills, punctual, able to manage and prioritise work load</li> </ul>
	<ul style="list-style-type: none"> <li>• Clinical skills – cervical cytology, immunisation and vaccination, cryotherapy, assist with minor surgery</li> </ul>
	<ul style="list-style-type: none"> <li>• Change-management skills and ability to support patients to change lifestyle</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work unsupervised</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to communicate difficult message to patients and families</li> </ul>
	<ul style="list-style-type: none"> <li>• Teaching and mentorship experience in a clinical setting</li> </ul>
	<ul style="list-style-type: none"> <li>• Evidence of IT literacy and keyboard skills (typing)</li> </ul>
<b>Other</b>	
	<ul style="list-style-type: none"> <li>• Hold a current and full driving license and have access to a car</li> </ul>
	<ul style="list-style-type: none"> <li>• High level of self-awareness</li> </ul>
	<ul style="list-style-type: none"> <li>• Fit with culture of practice team.</li> </ul>
	<ul style="list-style-type: none"> <li>• Motivated and able to motivate others</li> </ul>
	<ul style="list-style-type: none"> <li>• Reliability</li> </ul>
	<ul style="list-style-type: none"> <li>• Flexibility</li> </ul>
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>• Fitness to carry out duties manual handling and dexterity requirements</li> </ul>
<b>Mental &amp; Emotional</b>	<ul style="list-style-type: none"> <li>• Ability to deal with exposure to distressing circumstances or highly emotional events</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to cope with occasional aggressive behaviours</li> </ul>