



# Pembroke Road Surgery

[www.pembrokeroadsurgery.co.uk](http://www.pembrokeroadsurgery.co.uk)

**Job Title:** Treatment Room Nurse  
**Responsible to:** Nurse Manager  
**Accountable to:** The Partners  
**Hours of work:** 22 – 24 Hours/week

## JOB SUMMARY:

The post holder is responsible for the delivery of a high standard of practice nursing services care to the practice population. Supported by Senior Nurses within the Practice they will deliver care within the boundaries of their role, focusing upon supporting patients to be healthy, monitoring of long-term conditions, health promotion and screening activities. They will work collaboratively with the other members of the primary healthcare team to meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership as required. The duties will include all tasks normally undertaken by an experienced General Nurse and in addition any roles agreed between the nurse and the doctors as appropriate, having regard to current training.

## JOB RESPONSIBILITIES:

### Professional:

- Able to document consultations according to Practice protocol and NMC guidelines
- Awareness of statutory and local clinical protection procedures, including systems of referral. Ability to recognise signs and symptoms of child abuse.
- Perform a holistic assessment and management of patients attending for ear irrigation.
- Deliver opportunistic health promotion using opportunities such as new patient medicals
- Support patients to adopt health promotion strategies that encourage patients to live healthily, and apply principles of self-care
- Perform venepuncture according to Practice and local guidelines
- Provide a holistic approach to wound management and implement wound care in line with current evidence based guidelines using local formularies
- Suture removal.
- Take ECGs
- Able to recognise and manage anaphylaxis according to current UK guidelines
- Able to perform cardio-pulmonary resuscitation according to current UK guidelines.
- Ability to obtain and document informed consent (either verbal or written).
- Ensure infection control guidelines are maintained
- Confidentiality of information gained at work must be preserved at all times
- Other designated treatment duties eg BP monitoring, urinalysis

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## Communication

- Utilise and demonstrate sensitive styles, to ensure patients are fully informed and consent to treatment
- Communicate with and support patients who are 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
- Utilise communication skills to support patients to adhere to prescribed treatment regimens
- Anticipate barriers to communication and take action to improve communication
- Develop and maintain effective communication with individuals and groups within the Practice environment, other healthcare professionals and with external agencies

## Delivering a Quality Service

- Recognise and work within own competence and professional code of conduct as regulated by the Nursing Midwifery Council (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 the NSF and the National Institute for Clinical Excellence (NICE) guidelines and evidence-based care
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
- Participate in the maintenance of quality governance systems and processes across the organisation and its activities
- In partnership with other members of the healthcare team, collaborate on improving the quality of health care, responding to local and national policies and initiatives as appropriate
- Evaluate the patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- Participate in the management, review and identify learning from patient complaints, clinical incidents and near-miss events, utilising the Significant Event reporting process within the Practice

## 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 potential
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
- Understand own responsibilities and accountability in the delivery of practice nursing services, ensuring that the needs of the patient are the priority
- Participate in planning and implementing changes within the area of care and responsibility
- Contribute and participate in the development of local guidelines, protocols and standards
- Critically evaluate and review innovations and developments that are relevant to own practice

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- Keep up-to-date with new developments locally and nationally, identifying those that will enhance the team's work
- Ensure awareness of sources of support and guidance, providing information in an acceptable format to all patients, recognising any difficulties and referring where appropriate

### **Team working**

- Understand own role and scope in the organisation and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Ensure clear understanding and utilisation of referral mechanisms within the practice
- Accept delegation from other nurses, prioritise own workload and ensure effective time-management strategies are embedded in own practice
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery
- Participate in team activities that create opportunities to improve patient care

### **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 within the Practice
- Ensure safe storage, rotation and disposal of vaccines and drugs is undertaken
- Undertake mandatory and statutory training
- Apply infection control measures within the practice according to local and national guidelines and Practice policy

### **Utilising Information**

- Using technology as an aid to management in planning, implementation and monitoring, presenting and communicating information
- Review and process data using accurate Read coding, template and text entry on patients electronic records in order 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 own and other's responsibility to the individual organisation regarding the Freedom of Information Act

### **Learning and 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
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments

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- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning
- Supporting other members of the primary healthcare team in their learning objectives, where appropriate

### **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 members will respect their privacy and act appropriately at all times
- 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:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

### **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 recognizes 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 which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

### **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
- Enthusiastically approach service development within the Practice and the wider healthcare community

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In the changing environment of General Practice, this role is designed to evolve and adapt to the needs of the practice, therefore this job description is a guide to the role and not exhaustive. Staff should be prepared to take on additional duties with additional training and guidance, or relinquish duties in order to maintain efficient running of the practice

### PERSON SPECIFICATION: Treatment Room Nurse

CRITERIA	ESSENTIAL	DESIRABLE
<b>Knowledge</b>	Registered General Nurse Awareness of accountability of own role	
<b>Skills</b>	Venepuncture Urinalysis Blood pressure monitoring Communication skills, both written and verbal	IT , eg Internet and Excel  ECG
<b>Experience</b>	A minimum of 6 months post-registration experience  Experience of working in accordance with the UKCC Code of Professional Conduct and The Scope of Professional Practice	Experience of audit
<b>Qualifications</b>	Registered General Nurse	Relevant nursing/health degree
<b>Other</b>	Highly motivated Flexibility Ability to work as part of an integrated multi-skilled team Enthusiastic Able to demonstrate enthusiasm for developing nursing skills	

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