



danetremedicalpractice
Working together for better healthcare

2025

Practice Nurse Job Description and Person Specification



Practice Manager – Jo Gilford
Clinical Manager-Melanie
Kempster
GP Clinical Lead – Dr Trudy
Lewis
Danetre Medical Practice
January 2025

Date: January 2025

We are recruiting an experienced Practice Nurse for our innovative and happy practice. The post holder will be primarily responsible for the delivery of basic practice nursing services care to the practice population. Successful candidates will be NMC registered and possess excellent clinical, communication and IT skills.

The practice itself is near Daventry town centre in a modern building adjoining Danetre Hospital (a community hospital which opened in September 2006) offering a wide range of services and delivering a high standard of care. Also attached to the Practice operating independently is Boots Chemist and a Children's Nursery. The site has free car parking.

The ideal candidate will possess experience & knowledge of cervical cytology, general nursing services, chronic disease management in Diabetes, and childhood immunisation.

We are an accredited training practice, and which means we can offer excellent support and colleague led teaching to enable you to develop your professional knowledge further.

Currently the practice works with 5 x GP partners, 1 x Managing Partner, 5 x salaried GP's, 2 x Practitioners, 3 x Clinical Pharmacists and over 250Hrs of Clinical nursing support.

If you are interested in this exciting and fulfilling role along with working within a dynamic and organised practice please send a copy of your CV along with a completed application form to martin.shoyinka1@nhs.net Informal enquiries are welcome.

The post holder will have direct contact with patients and carers therefore a DBS check will be undertaken.

This post is not exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, the post holder is required to disclose any spent convictions.

JOB DETAILS

TITLE: Practice Nurse

HOURS OF WORK: 26 hours per week (Contracted 8am-8pm Mon-Sun)

SALARY: £34,125 - £38,025 pro rata and depending on experience

DIRECT REPORT TO: Clinical Manager

IN-DIRECT REPORT TO: Practice Manager

DATE: January 2025

NHS Pension Scheme:

25 days Holiday a Year plus bank holidays (pro rata) and 1 day birthday leave.

DMP 2020 Vision *To be a compassionate and committed provider of clinical excellence where our staff are motivated to achieve their potential to deliver diverse, local, patient centred services*

Job Description - General Practice Nurse

Title: Practice Nurse

Hours of work: 26 hours per week

Salary: £34,125 - £38,025 pro rata and depending on experience

Reporting to: Clinical Manager

JOB PURPOSE

The post holder is responsible for ensuring the delivery of safe and effective nursing services to the whole practice population. As a member of the clinical nursing team, the post holder is accountable for their own practice.

Supported by the clinical team within the practice they will deliver care within the boundaries of their role, focusing on supporting patients to be healthy, monitoring of long-term conditions, health prevention, and screening activities.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The post holder will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures whilst managing their own workload to deliver the practice priorities. Clinically, the focus of the role is to undertake clinical activities within the clinical team as requested such as chronic disease management, dressings, immunisations etc. The role will also be evolving as the balance of care shifts from hospital to general practice.

As autonomous practitioners you will be responsible for the care delivered, demonstrating critical thinking and skills in clinical decision making.

KEY WORKING RELATIONSHIPS

Clinical Manager
Staff and clinicians

Practice Manager
Patients

Management Team
Secondary care providers

Partner GP's

COMMUNICATION

Estimate and maintain effective communication with individuals and groups within the practice environment and with external stakeholders along with acting as an advocate when representing the patients' and colleagues' viewpoints to others.

EQUALITY AND DIVERSITY

The Practice has an Equality and Diversity Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion, or political opinion, whilst attracting talented recruits and retaining experienced employees.

The Practice is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures, and practices to ensure that all users of its services are treated according to their needs.

CLINICAL

- Participate in immunisation and vaccination programmes for individual patients in line with local and national guidelines.
- Undertake screening and diagnostic procedures, promoting and being involved in Health Education activity e.g. cervical cytology.
- Undertake CDM clinics in Diabetes.
- Take part in the annual influenza immunisation clinics (usually held on a Saturday)
- Administer BLS including resuscitation if required.
- Receive and refer patients when appropriate.
- Understand and adhere to the Policies and Procedures of the Practice
- Update the computer by coding activities appropriately and at the time of the consultation using templates where appropriate. Comply with computer-based information requirements.
- Ensure all items of equipment are maintained in good order and ensure that all procedures for reporting hazards or unsafe equipment are known, understood, and carried out by all staff in the nursing team.
- Participate in a rota system within the clinical team to ensure the service requirements are met.
- Ensure economical and careful use of property and resources within the clinical team are used economically and effectively.
- Provide cover for colleagues by undertaking extra shifts when required.
- Provide cover in the enhanced access rota.

QUALITY

- 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 National Institute for Clinical Excellence (NICE) guidelines and evidence-based care.
- 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 relating to domestic violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate

PERSONAL AND PEOPLE DEVELOPMENT

Take responsibility for own development, learning and performance including participating in clinical supervision and acting as a positive role model.

TEAMWORKING

Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.

MANAGEMENT OF RISK

Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.

INFORMATION GOVERNANCE

It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Employee Handbook and the Information Governance Policy.

CONFIDENTIALITY

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 AND SAFETY

The post holder will be required to comply with the duties placed on employees of the Practice as set out in the Health and Safety at Work Policy and related procedures.

TECHNOLOGY

Use technology as an aid to management in planning, implementation, and monitoring, presenting, and communicating information. Review and process data using accurate Read codes about patients to ensure easy and accurate retrieval for monitoring and audit processes.

Person Specification - General Practice Nurse

	Necessary	Desirable
Academic/ Vocational Qualifications	<ul style="list-style-type: none"> • Registered Nurse • Evidence of a commitment to continuing professional development • Diploma/relevant qualification in Diabetes 	<ul style="list-style-type: none"> • Relevant nursing/health degree • Mentor/teaching qualification.
Knowledge	<ul style="list-style-type: none"> • Knowledge of needs of patients with long-term conditions • Aware of accountability of own role and other roles in a nurse led service • Knowledge of health promotion strategies • Awareness of clinical governance issues in primary care 	<ul style="list-style-type: none"> • System One experience • QOF experience •
Experience	<ul style="list-style-type: none"> • Minimum 2 years post registration experience • At least 1 year of recent primary or community nursing experience • Management of long-term Conditions in Diabetes • Experience in wound management, leg ulcers, cervical cytology, and immunisations and vaccinations. 	<ul style="list-style-type: none"> • Travel Assessment • Microsuction
Skills	<ul style="list-style-type: none"> • Experience in managing of patient caseloads. • Can support patients to change lifestyle. • Possess excellent communication skills, both written and verbal • Able to communicate difficult messages to patients and families • Undertake negotiation and conflict management skills. • Be Computer Literate • Remain calm under pressure 	<ul style="list-style-type: none"> • Experience in teaching and mentorship in a clinical setting
Qualities	<ul style="list-style-type: none"> • Pro-active and self-motivating • Resilient • Able to work with minimal direction and pay attention to detail. • Trustworthy and dependable • Infectious enthusiasm, with energy and drive • Determination to ensure that policies and agreed actions are implemented. • Hard working, reliable and resourceful • Considered, steady approach 	

Other requirements	<ul style="list-style-type: none">● Willing to work flexible hours as necessary.● Self-directed practitioner● Highly motivated● Enthusiasm● Team player	
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