

Recruitment of Practice Nurse

Recruitment Pack

Practice Nurse Vacancy

Thank you for your interest in this position. Enclosed is the information you will require to assist you in applying for the role.

To apply please can you complete the application form – note CVs without application forms will not be accepted.

**Please ensure your full name is on all documents and note that applications can only be considered if all the documentation is completed**.

Applications should be e-mailed to [hiowicb-hsi.hemcrecruit@nhs.net](mailto:hiowicb-hsi.hemcrecruit@nhs.net)

**Applications must be received by Monday 15th April 2024. All applications will be acknowledged.**

For an informal discussion and visit please contact Leah Grandison, Practice Manager or Jennie Dock, Practice Manager on 01489 785 722.

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**Welcome Letter from the Practice**

Dear Applicant

**Practice Nurse (PN) – Hedge End Medical Centre**

Thank you for your interest in joining the Practice Nurse team at Hedge End Medical Centre.

The Practice is committed to delivering high quality patient care which requires us to have a supportive and cohesive team.

We are looking for people with the right skills to join the team. The position is to start as soon as possible. If you are interested in the role and can demonstrate experience in the area we are looking for, we would be pleased to have your application.

Experience of General Practice is preferred, but we would be willing to train a nurse who has not been working in Primary Care. We have a good range of skills in the team, but previous experience with Baby Immunisations, Travel, Wounds and Respiratory would be advantageous.

* We are looking to fill 24-28 hours a week but would welcome applicants who want to work more hours: we can be flexible for the right applicant.

The rate of pay will be between £18.00 - £20.00 per hour depending on experience.

We would welcome visits to the practice – please arrange this with one of our Practice Managers Leah Grandison or Jennie Dock.

If you believe that you have the skills and enthusiasm for the task, we very much look forward to receiving your application.

The Partners, Hedge End Medical Centre

**The Practice**

The Practice is situated in the village of Hedge End, which has excellent amenities, schools, housing, and transport links. We are a few minutes from junctions 7 and 8 of the M27.

Our list size is 18900 and our patients are concentrated in Hedge End and Botley. Our aim is to provide high quality, accessible medical care to our patients, whilst maintaining a supportive and pleasant working environment for clinicians and staff.

The history of the Practice goes back to 1959 when a house was built at 26 Lower Northam Road and the founding GP commenced practicing in 1988. Number 24 was purchased, and the Medical Centre was established by converting and joining the two houses. Number 28 was later purchased and opened in March 1995.

We are part of Hampshire and Isle of Wight Integrated Care Board and offer Primary Medical Services to our patients.

We are a Training practice, and support Registrar doctors and also teach medical students from Southampton School of Medicine.

The practice has five Partners. The current Partnership team is Dr Hollands, Dr Cropley, Dr Karl Graham, Dr Heal, Dr Yates.

We employ eight salaried GPs, three Advanced Nurse Practitioners, a Nursing team of nine, and an admin team of over forty.

The practice uses Emis as a clinical system. We are paper light, so scan all incoming correspondence onto patient’s medical records.

Partners

Practice Manager

Nurse Manager

Salaried GP

Reception

Nurses

HCAs

Phlebotomists

Reception Leads/ Prescription Techs

Admin

Practice Manager

ANP

Admin team lead

## JOB TITLE: PRACTICE NURSE

**REPORTS TO: NURSE MANAGER/THE PARTNERS (Clinically)**

**THE PRACTICE MANAGER (Administratively)**

**Job summary:**

The practice nurse will work as part of the primary healthcare team providing Medical Services to the patients of the practice.

**Job responsibilities:**

**Essential general treatment room duties to include:**

* Assist in and perform routine tasks related to patient care as directed by senior nursing staff and GPs
* Wound care / ulcer care/Doppler
* Immunisations
* Chronic diseases
* Ear checks
* Chaperoning and assisting patients where appropriate who are being examined by another clinician
* Requesting pathology tests, for example urine culture, swabs
* Following agreed clinical protocols with referral to senior nurses or GPs as appropriate
* Chaperoning and assisting patients who are being examined by another clinician.
* Maintain general tidiness and cleanliness of nurses and treatment rooms

**Experience in any of the following would be desirable but training can be arranged:**

* Cytology
* Travel Clinic
* ECG’s
* Asthma/COPD
* Venepuncture
* Routine immunisations/Childhood immunisations
* Diabetes
* Cardiovascular disease
* Contraception

**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 will respect their privacy and act appropriately
* 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 confidential
* Information relating to patients, carers, colleagues, healthcare workers or the business of the practice may only be divulged to authorised persons, in accordance with practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

**Health & safety**

The post-holder will implement and lead on a full range of promotion and management their own and others’ health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

* Using personal security systems within the workplace according to practice guidelines
* Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
* Responsible for the correct and safe management of the specimen’s process, including collection, labelling, handling, use of correct and clean containers, storage, and transport arrangements
* Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability, and ongoing correct usage by staff
* Responsible for hand hygiene across the practice
* Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
* Active observation of current working practices across the practice in relation to infection control, cleanliness, and related activities, ensuring that procedures are followed, and weaknesses / training needs are identified, escalating issues as appropriate
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
* Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
* Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
* Safe management of sharps procedures including training, use, storage, and disposal
* Using appropriate infection control procedures, maintaining work areas in a tidy, clean, and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
* Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
* Keeping own work areas and general / patient areas clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
* Undertaking periodic infection control training (minimum twice annually)
* Routine management of own team / team areas, and maintenance of workspace standards
* Waste management including collection, handling, segregation, container management, storage, and collection
* Spillage control procedures, management, and training
* Decontamination control procedures, management and training, and equipment maintenance
* Maintenance of sterile environments
* Demonstrate due regard for safeguarding and promoting the welfare of children.

**Equality and diversity**

The post-holder will support the equality, diversity and rights of patients, carers, and colleagues by:

* 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.

**Personal/Professional 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

**Quality:**

The post-holder will strive to maintain quality within the practice, and will:

* Alert other team members to issues of quality and risk
* Assess own performance and take accountability for own actions, either directly or under supervision
* Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance
* Work effectively with individuals in other agencies to meet patients’ needs
* Effectively manage own time, workload, and resources

**Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

* Communicate effectively with other team members
* Communicate effectively with patients and carers
* Recognize people’s needs for alternative methods of communication and respond accordingly

**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

**Role Experience, Knowledge and Skills Profile**

|  |  |  |
| --- | --- | --- |
| Area | Essential | Desirable |
| Qualifications and experience | Current NMC Registration.  Post registration Nursing experience.  Evidence of continuing professional development (CPD).  Insight and understanding of current issues in nursing and the wider NHS.  IT literate. | General Practice experience.  Chronic disease management experience.  Familiarity with the Emis clinical system.  Post registration respiratory qualification.  Post registration diabetes qualification.  Mentorship qualification/desire to work towards this.  Demonstrate an understanding of audit.  Understanding in health, safety, and infection control issues. |
| Specific skills/attributes | Good people skills, both verbal and written.  Ability to effectively manage own time and workload.  Evidence of problem solving and decision-making skills.  Good team player.  Flexible approach. | Ability to reflect on own and team practice and make suggestions on ways to improve and enhance team performance. |
| Additional | Ability to work core hours.  Ability to work extended hours.  Flexibility for cover. | Full driving licence and car / transport |

Closing date for completed applications Monday 15th April 2024.

Candidates will be short listed and invited for an interview and selection process.

Interviews are likely to be in April. Please state in the covering email any dates you will not be available, and we will try to work around you.

We are looking for someone to start as soon as possible.

#### 19346E48-C3B6-47EB-8599-9A20F1D9E955@local

#### Job Application Form

Please complete all sections of the form. If you need additional space, please continue on a new sheet ensuring it has your details on it.

Once you have completed this form on the computer, please send back by email to [hiowicb-hsi.hemcrecruit@nhs.net](mailto:hiowicb-hsi.hemcrecruit@nhs.net). All applications will be acknowledged.

1. **Personal Details**

|  |  |
| --- | --- |
| Title |  |
| Surname |  |
| Forenames |  |
| Address |  |
|  |  |
|  |  |
|  |  |
| Telephone number (home) |  |
| Telephone number (mobile) |  |
| e-mail address |  |
| National Insurance Number |  |
| Position applied for | Practice Nurse |

Under the Asylum and Immigration Act 1996, employers can offer employment only to those who are entitled to work in the United Kingdom.

Are you legally entitled to work in the United Kingdom YES/NO

In accordance with the Act, we are entitled to ask ALL applicants for evidence of the right to work in the United Kingdom. Should you be invited to interview, please bring with you originals of at least one of the following:

Your National Insurance number (your original N.I number card, or a P60 or P45)

A U.K. passport or Naturalisation Certificate

A passport or identification card from a member country of the European Economic area.

A passport vetted by an immigration officer

A work permit

**1. Education & Training**

If you are invited to interview, you will also be required to bring with you proof of identification (passport or driving license) and proof of address (utility bill or bank statement within the last 3 months), as well as proof of your NMC registration.

**b) Education & Training**

|  |  |  |
| --- | --- | --- |
| **Name of schools attended after age 11** | **Address of schools attended** | **Examinations taken and qualifications obtained** |
|  |  |  |
|  |  |  |
|  |  |  |
| Further Education |  |  |
| **Name of establishment** | **Address of establishment** | **Examinations taken and qualifications obtained** |
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**c).** **Employment History**

Please list in chronological order all positions held (i.e., listing the most recent job first). Indicate any periods of unemployment. Use additional pages if required

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of employer | Job Title | Duties | Rate of Pay (both starting & leaving) | Dates of employment | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**d) References**

Please list which two people we may approach for a reference, together with the individual’s name and job title. (One should be your most recent employer).

|  |  |
| --- | --- |
| **Name, job title and relationship** | **Contact details (preferably email and telephone number)** |
|  |  |
|  |  |

**e) Supporting Information**

In this section you are asked to outline how your knowledge, skills and experience meet the competencies required for this role (see job description and person specification). You should draw on your experiences from your current or previous roles, or from other relevant situations (such as activities outside work).

Please use an additional sheet if required.

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|  |

**f) Criminal Offences**

Have you been convicted of any criminal offence? YES/NO

You should note that the practice is exempt from the Rehabilitation of

Offenders Act 1974 and you are therefore required to disclose all convictions to

the practice, whether or not those convictions are spent:

|  |
| --- |
|  |

**g) Other**

Have you booked any holidays YES / NO

If so, please specify the dates:

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| --- |
|  |

If you were to be offered a position, please state when you could start work:

|  |
| --- |
|  |

If you have a disability and have any specific requirements, should you be requested to attend interview, please state here:

|  |
| --- |
|  |

**h) Declaration**

I confirm that to the best of my knowledge the above information is correct.

I understand that if I have provided any false or misleading information on any application then this could result in my dismissal if I am appointed to the position.

I understand that some or all of the information I have provided may be retained in accordance with the Data Protection Acts.

Name……………………………………………..Date…………………………..