

JOB DESCRIPTION

JOB TITLE:	Transforming Care of Older People's Nurse
RESPONSIBLE TO:	Clinical Lead
ACCOUNTABLE TO:	The Partners
PLACE OF WORK:	Westbury Group Practice
HOURS OF WORK:	Monday – Friday between 07:15am and 9:00pm and Saturday mornings Up to 37.5hours per week According to agreed shift patterns

Job Summary

The post holder is an experienced nurse who is able to work independently and in conjunction with other healthcare professionals in the assessment, care planning, and evaluation of care for older people, with a variety of diagnoses and complex needs, within the primary care setting.

Provide expert advice to patients and carers, ensuring the maintenance of clinical excellence and providing advice in respect of ongoing care needs. The nurse will need to prioritise care needs of the patients and be able to refer to other members of the multi-disciplinary primary care team.

Work collaboratively with the multi-disciplinary team to prevent hospital admissions, promote independence and support advanced care planning.

Support the delivery of policy and procedure and improve our service delivery.

The post holder will work within NMC Code of Conduct and will be accountable for their own professional actions within professional guidelines.

Main Duties and Job Responsibilities

- Undertake clinical nursing practice using knowledge and clinical skills to deliver holistic care to people accessing primary healthcare services, including home visits.
- Refer patients as appropriate to other members of the MDT, statutory and voluntary organisations.
- Make clinical judgements appropriate to the expectations and demands of the job.
- Offer a holistic service to patients and their families/ carers in conjunction with the wider multi-disciplinary team; developing where appropriate and on-going plan of care/ support, with an emphasis on prevention and self-care

- Present complex issues at the multi-disciplinary meetings and chair if necessary
- Be aware of, and contribute to planning and delivery of service, promoting integrated and seamless pathways of care.
- Work as part of the leg club team, caring for and supporting patients with chronic lower leg wounds
- Work and adhere to evidence based practice, recognised clinical guidelines and practice policies.
- Advise, support and mentor other members of the clinical team.
- Effectively manage own time, workload and resources.
- Identify safeguarding concerns and make referrals as appropriate

Administration and professional responsibilities:

- Participate in the administrative and professional responsibilities of the practice team
- Ensure accurate and contemporaneous notes of all consultations and patient contacts are recorded.
- Ensure QOF templates are completed accurately.
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice
- Attend and participate in practice/nursing meetings as required.

Training and personal development:

- Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the Practice. It is the individuals' responsibility to remain up to date with recent developments in line with NMC Revalidation.
- Participate in an annual appraisal as per the practices appraisals policy
- Participate in the education and training of students of all disciplines and the induction of all members of the practice team where appropriate.
- If it is necessary to expand the role to include additional responsibilities, full training will be given.
- The nurse will undertake all mandatory training required for the role.

Confidentiality:

- Will work in line with the practice policy and NMC Code and Revalidation and is bound by the requirements of the Data Protection Act 1974 (Exemptions) Order 1975.

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.
- 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
- Using appropriate infection control procedures, maintaining work area in a tidy, clean and sterile, and safe way, free from hazards.
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised

Equality and Diversity:

- The post-holder will support the equality, diversity and rights of patients, carers and colleagues:
 - Acting in a way that recognises 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.

Flexibility:

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude towards the duties outlined, which may be subject to adjustments at any time in consultation with the post holder and in line with the needs of the practice.