



JOB DESCRIPTION

Title: Registered Nurse Associate – General Practice

Responsible To: Nurse Manager /Deputy Nurse Manager

Job Summary:

- To work as a member of the General Practice Nursing team, under the guidance of a Registered General Practice Nurse, support the organisation and facilitation of clinical care in a holistic and proactive manner to patients registered at the practice.
- To maintain a high professional standard of nursing care in adherence to all Practice protocols/policies & guidelines, as well as to provide nursing assistance to the GPs and other members of the primary healthcare team.
- The role of the Nursing Associate needs to be flexible in line with the present atmosphere for change within the health service delivery. It is essential that the nursing associate works within their own level of competency and expands her/his role in accordance with practice requirements and own scope of practice.

Job Responsibilities:

- To assist and perform routine nursing tasks related to patient care, such as routine BP checks, ECG, suture and clip removal, BMI and lifestyle advice, as directed and agreed with line manager, registered general nurses and GP's.
- To support patients to improve and maintain their mental, physical, behavioral health and wellbeing by using behavior change interventions, such as undertaking health checks (physical and mental), Learning Disability physical reviews and smoking cessation services.
- To support the GPN team with the holistic assessment and planning of wound care plans for patients with chronic and acute wounds
- To implement agreed wound care plans, following local and national evidence-based guidelines, inclusive of the treatment of minor traumatic wounds within own level of competency. To recognise any deterioration of wounds or infection and arrange early review with GPN/GP or specialist as required.
- Following recognised Leg Ulcer management training and the completion of competencies, to undertake Lower limb care and compression bandaging, following agreed care plans in line with local/practice policy.
- Following training and competency assessment, to undertake adult NHS immunisation programmes and ensure vaccines/injections are administered via patient specific or group directives, in line with national NHS policy.
- To undertake administration of prescribed medicines via oral, IM, SC routes, following competency-based training and practice policy adhering to PSD directives.
- To undertake the collection of pathological & microbiology specimens including venepuncture, swabs, urine culture in line with local guidelines
- To support management of long-term conditions (e.g. diabetes, heart failure, asthma, COPD) by undertaking preliminary checks such as, inhaler technique checks, asthma questionnaires, foot checks, BMI, ACR testing, and BP.



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- To provide continuous health education for those living with chronic disease, as well as advice on national screening programs and guide/refer patients to appropriate services.
- Provide contraception advice and sexual health guidance in line with competency. Undertaking annual contraceptive reviews in line with practice policies.
- In line with national guidance and practice needs, undertake recognised competency-based training to undertake screening programs such as cervical screening tests.
- To undertake investigatory tests, such as Ambulatory BP monitoring, automated Dopplers FENO and Spirometry, taking basic history and referring patients to relevant clinician for interpretation/ planning of care.
- To be able to provide appropriate self-care advice for patients presenting with minor illness within own level of competency and referring to GP/ANP where appropriate.
- Chaperone and assist patients where appropriate who are being examined by another clinician.
- To assist GPs with minor surgery and well women procedures.
- To maintain effective infection control measures in line with local guidelines and practice policy.
- To be able to recognise and manage anaphylaxis, according to the current UK Resuscitation Council guidelines.
- To be able to perform Cardio-pulmonary resuscitation (BLS) and the correct use of Automated Defibrillator following training, according to the current UK Resuscitation Council guidelines.
- To engage in the support the training of nursing and medical students, and newly appointed colleagues.
- Ensure safe storage, rotation and disposal of vaccines and medication. Assist in the completion of monthly stock take and support the cost-effective use of disposable items.
- Maintain adequate stock within the treatment room and assist with the re-stocking of other clinical rooms as required.
- To participate in developments within the practice and support QOF requirements.
- To be registered with the NMC. Work in accordance with the NMC Code of Conduct and Scope of Practice for Nursing Associates
- Ensure accurate notes of all consultations and treatments are recorded in the patient's notes and on computers, as per NMC guidelines.
- Attend and actively participate in practice meetings as required.
- Awareness of statutory protection procedures including referral and recognition of signs and symptoms of child abuse.
- Awareness of referral mechanisms for mental health issues, family violence, vulnerable adults and addictive behaviours.
- Actively take part in mandatory and internal\external training as requested.
- Adhere to and follow all policies and protocols as listed in the Staff Handbook and contract.

Confidentiality:

- As per both Government legislation and Practice policies ensure that all confidentiality, data protection and information governance policies and guidelines are followed and strictly adhered to, reporting any infringements to the Management Team immediately.

Health & Safety:

- The post-holder will maintain their own and others' health, safety and security as defined in the Practice Health & Safety Policy and related Risk Assessments..



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Equality and Diversity:

- The post-holder will support the equality, diversity and rights of patients, carers and colleagues in line with Practice Policies.

Research Projects;

- The post-holder will support and participate, as required, in research projects within the practice.

Professional Development;

- Maintain continued professional education, by self-learning, reflection and attending courses, as agreed at annual appraisal and in line with personal and practice needs.
- Be responsible for the completion of all mandatory training as per training schedule and attend annual cardio-pulmonary resuscitation/ anaphylaxis updates.

IT;

- Commitment to the use of IT, data entry, read coding and targets, as required by the practice.

Any other delegated duties considered appropriate to the post.

Special requirements of the post:

1. Registered Nursing Associate
2. Membership of a professional body
3. To engage in clinical supervision and appraisal

Person Specification		
	Essential	Desirable
Qualifications Basic Postgraduate	Foundation degree Registered Nursing Associate NMC Registration	
Experience	Experience of working within a healthcare setting prior to foundation degree training.	Preferably experience of working within a community setting.
Ability/ Knowledge	• Able to give lifestyle advice and promote self-care. • Holistic approach to care • Core medicine management knowledge • Wound care knowledge • Knowledge of National immunisation and screening programmes • Understands the importance of evidence based practice and clinical effectiveness.	• Interest or working knowledge of any area of Chronic Disease management • Leg Ulcer management knowledge • Ear care/syringe competency • Spirometry/Doppler skills and competency. • Completed training to be able to administer injections following PGD/PSD



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	• Ability to undertake clinical skills relevant to primary care, such as ECG, venepuncture, suture removal, urinalysis and swab taking. • Understands principles of Clinical Governance • Good knowledge of NMC code of conduct and professional accountability.	
Empathy and Sensitivity	• Patient focused approach to clinical care. • Treats patient(s) with sensitivity and personal understanding • Is empathetic and checks patient needs are satisfied • Generates safe/ understanding atmosphere	
Conceptual Thinking and Problem solving	• Use of lateral thinking and insight • Open to new ways of thinking and willing to contribute to new ideas to improve patient care/ outcomes. • Able to listen to patients/carer's history and interperate relevant information to understand health needs.	
Personal Attributes	• Recognises own limitations and when to seek help/refer onwards. • Fluency in written and spoken English • Good communication skills • Potential to cope with stressful situations and undertake responsibility • Commitment to continuing professional development • Motivated and Trustworthy • Flexibility and a Good Timekeeper • A team player who contributes to and facilitates decision-making and develops trust as part of a multidisciplinary team • Views self as part of larger organisation • Uses resources efficiently	



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Coping with Pressure	• Recognises own limitations and 'shares the load with others' • Potential to cope with stressful situations and undertake responsibility • Calm under pressure and able to 'switch-off' outside work • Able to develop appropriate coping mechanisms and is prepared to ask for help	
Audit and Risk Management		• Understands Principles of Audit • Understands the principles of Risk Management
IT Skills	• Ability to use computer on daily basis • for email and Microsoft programs • Previous experience of General Practice clinical system effectively • Demonstrate knowledge of the clinical uses of the Internet	• Competent in use of EMIS LV • Commitment to electronic medicine
Other Requirements	• Enhanced CRB clearance • Occupational Health Clearance. • NMC registration	