

DOCTORS LANE SURGERY

JOB DESCRIPTION

Job Title: Treatment Room Nurse – part time (15 hours)
Grade: Salary dependent upon experience (circa £11/hour)
Location: Doctors Lane Surgery, Aldbrough St John, Richmond, DL11 7TH
Reports to: Practice Manager and GP Partners
Accountable to: Practice Manager

Key Relationships:

Internal: General Practitioners
Practice Nurses
Practice Manager
All other members of the Practice Team

External: Patients
Health Visitor
District Nurses
Community Team
Secondary Care Colleagues
Other Primary Care Team members including social services
Partnership Agencies

Treatment Room Nurse

Job Description

Job Summary

The Treatment Room Nurse will work as part of the primary healthcare team providing personal medical services to the patients of Doctors Lane Surgery.

Principal Duties and areas of Responsibility

Assist in and perform routine tasks related to patient care as directed by senior nursing staff and GPs, such tasks may include:

1. Basic wound care/ulcer care
2. Removal of sutures
3. Urinalysis
4. ECGs
5. Venepuncture

6. Blood pressure measurements
7. Ear syringing
8. Routine immunisations
9. Chaperoning and assisting patients where appropriate, who are being examined by another clinician
10. Assisting GPs with minor surgery and coil fits
11. Well-person checks.
12. Requesting basic pathology tests, for example urine culture or swabs
13. Following agreed clinical protocols with referral to senior nurses or GPs as appropriate
14. Carrying out home-visits.

This list is not exhaustive and it is recognised that additional training may be required for some of the tasks listed.

Other Responsibilities within the Organisation

1. Maintaining and cleaning equipment used by the Nurses and GPs
2. Maintaining GP and Nurses rooms, stocking and rotating items as required
3. Housekeeping duties including general tidiness and cleanliness of Nurses' rooms and Treatment rooms
4. Ordering of stock from Hospital Stores and Suppliers
5. Participation in the administrative systems within the Practice
6. Maintain accurate records
7. A duty to advise senior Nurses of potential problems or errors with the range of assigned tasks
8. Attend and participate in meetings where necessary
9. Any other delegated duties appropriate to the post
10. Ordering of vaccines to maintain stock levels.

Confidentiality

1. 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.
2. 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.
3. 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

Equality and Diversity

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

1. 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
2. Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
3. Behaving in a manner which is welcoming to and of the individual, is non-judgemental and respects their circumstances, feeling priorities and rights.

Personal / Professional Development

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements are met, the post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

1. Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
2. 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:

1. Alert other team members to issues of quality and risk.
2. Assess own performance and take accountability for own actions, either directly or under supervision.
3. 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.
4. Work effectively with individuals in other agencies to meet patients' needs.
5. Effectively manage own time, workload and resources.

Contribution to the Implementation of Services:

The post-holder will:

1. Apply Practice policies, standards and guidance
2. Discuss with other members of the team how the policies, standards and guidelines will affect own work
3. Participate in audit where appropriate.

PERSON SPECIFICATION – Treatment Room Nurse

	Essential	Desirable
Personal		
Good general health and attendance record	Y	
Full UK driving licence and access to a vehicle, or the ability to travel independently and reliably to meet the needs of the business.	Y	
An understanding, acceptance and adherence to the need for strict confidentiality	Y	
Ability to use own judgement, resourcefulness and common sense	Y	
Qualifications		
Good level of general education	Y	
Appropriate nursing qualification	Y	
Skills		
A commitment to maintain a high professional standard of nursing care and keep up to date with all aspects of nursing care relevant to the post	Y	
Excellent communications skills	Y	
Good working knowledge of SystmOne		Y
An awareness of own limitations and experience	Y	
Ability to work in accordance with the Nursing and Midwifery Code of Conduct and within the scope of Professional Practice	Y	
To have a written professional development plan and to maintain an up to date portfolio which meets the requirements of registration with Nursing and Midwifery Council	Y	
A commitment to ensure all Health and Safety requirements and Infection Control measures are met and to report any problems to the Practice Manager	Y	
Membership of the RCN		