

**Treatment Room Nurse
Job Description and Person Specification**

Job Title	Practice Nurse
Line Manager	Nurse Team Lead
Accountable To	Executive Team & Partners
Hours per week	34 – 37.5 hours a week

Job Summary

To be responsible for the delivery of safe, high quality primary care nursing services. Working within the NMC Code of Conduct the post holder will deliver primary health care interventions to the practice population.

Primary Responsibilities

The following are the core responsibilities of the Treatment Room Nurse. There may be, on occasion, a requirement to carry out other tasks. This will be dependent upon factors such as workload and staffing levels:

- a) Administer medications by injection with the appropriate legal authorisation.
- b) Recognise health promotion opportunities and give brief, focussed lifestyle advice using motivational interviewing techniques which may include:
 - i. Alcohol screening
 - ii. Smoking cessation
 - i. Weight management
 - ii. Sexual health
- c) Undertake initial assessment of patients presenting with wounds, working within expertise to manage independently or refer to other services as necessary.
- d) Remove wound closure materials including sutures, clips and staples.
- e) Take samples for the cervical screening programme according to recognised standards.
- f) Provide ear care including removal of cerumen and provide education and advice.
- g) Administer vaccines to adults and children according to the UK immunisation schedule.
- h) Provide a pre-travel health service including administration of vaccines and advice after undertaking appropriate risk assessment.
- i) Administer prescribed therapies such as contraceptive injections, vitamin B12, and depo neuroleptic medications recognising side effects and contraindications.
- j) a comprehensive approach to handling long-term health conditions like diabetes, COPD or asthma,
- k) Recognise signs and symptoms that may indicate undiagnosed long term conditions e.g. poor wound healing, winter cough in smokers and also factors that may indicate mental health problems and use relevant referral pathways.
- l) Working within guidelines and protocols undertake and record:
 - Urinalysis and preparation of specimens for laboratory analysis
 - Temperature, pulse and respiratory rate
 - Weight, height, waist circumference and Body Mass Index
 - Measurement of legs for compression hosiery

- ECGs, ambulatory blood pressure monitoring
- Doppler ultrasound measurement
- Measurement of airway function (peak expiratory flow rate and Feno)
- m) Obtain venous blood samples from individuals for investigation.

Secondary Responsibilities

In addition to the primary responsibilities, the Practice Nurse may be requested to:

- a) Participate in quality improvement and innovations e.g. audit, significant event analysis.
- b) Support the practice team with the reviewing and implementation of practice policies and protocols, ensuring conformance to extant legislation
- c) Attend in-house meetings and contribute to development of the nursing service and where appropriate wider practice systems.
- d) Participate in ongoing supervision and mentorship of unregistered health care staff, nursing students and junior nurses including mentorship for preceptor programmes and contributing to revalidation needs of nurse colleagues.
- e) Attend in-house and external training events and contribute to continuing education of unregistered health care staff by identifying learning opportunities

Generic Responsibilities

All staff at Adur Health Partnership have a duty to conform to the following:

Equality, Diversity and Inclusion

A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others and to co-operate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (Workplace) Regulations 1999 and other statutory legislation.

Confidentiality

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff protect patient information and provide a confidential service.

Quality and Continuous Improvement (CI)

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Induction training

On arrival at the practice all new personnel are to complete a practice induction programme. This is managed by the HR and Education & Training departments.

Learning and development

The effective use of training and development is fundamental to ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately enable them to improve processes and service delivery.

**Collaborative working**

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is also essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

Service delivery

Staff at Adur Health Partnership sites must adhere to the information contained within practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

Security

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks with anyone and they are to ensure that restricted areas remain effectively secured.

Professional conduct

At Adur Health Partnership sites staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

The person specification for this role is detailed overleaf.

Person Specification – Treatment Room Nurse		
Qualifications	Essential	Desirable
Registered Nurse (NMC)	✓	
Experience	Essential	Desirable
Experience of working in a primary care environment		✓
Experience of working autonomously	✓	
Experience of infection prevention and control measures	✓	
Experience of managing elderly and housebound patients		✓
Experience of quality initiatives, i.e. benchmarking		✓
Clinical Skills	Essential	Desirable
Wound care/removal of sutures and staples	✓	
ECGs	✓	
Ear Syringing		✓
Venepuncture	✓	
New patient medicals	✓	
Requesting pathology tests and processing the results, advising patients accordingly	✓	
Understanding the importance of evidence-based practice	✓	
Understand the requirement for PGDs and associated policy	✓	
Ability to record accurate clinical notes	✓	
Ability to work within own scope of practice and understanding when to refer to GPs	✓	
Chaperone procedure	✓	
Women's health (cervical cytology, contraception, etc.)		✓
Immunisations (routine, childhood and travel)		✓
Travel medicine		✓
Broad knowledge of clinical governance	✓	
Knowledge of public health issues in the local area		✓
Awareness of issues within the wider health arena		✓
Knowledge of health promotion strategies		✓
a comprehensive approach to handling long-term health conditions like diabetes, COPD or asthma,		✓
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Effective time management (planning and organising)	✓	
Ability to work as a team member and autonomously	✓	
Good interpersonal skills	✓	
Problem solving and analytical skills	✓	
Ability to follow clinical policy and procedure	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Personal Qualities	Essential	Desirable
Polite and confident	✓	
Flexible and co-operative	✓	



High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Effectively able to communicate and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Punctual and committed to supporting the team effort	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
Ability to work under pressure/in stressful situations	✓	
Effectively utilise resources	✓	
Other requirements	Essential	Desirable
Flexibility to work outside of core office hours	✓	
Ability to travel between sites	✓	
Disclosure Barring Service (DBS) check	✓	
Occupational Health clearance	✓	
Meet the requirements and produce evidence for nurse revalidation	✓	
Evidence of continuing professional development (CPD) commensurate with the role of a Treatment Room Nurse	✓	

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.

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<Employee>

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Date