

JOB DESCRIPTION

JOB TITLE: Nurse Manager (Treatment Room)
REPORTS TO: The Partners/Practice Business Manager
HOURS: 30 or 37.5 hours per week across 5 days

Job Summary:

To provide and maintain a high standard of nursing care for patients as well as providing management and support of all Nursing staff. The role will also encompass Treatment Room team responsibilities for clinical governance and CQC compliance. To support, and where relevant, delegate general administration of Treatment Room protocols and audits and to engage with other management team members in maintaining high standards of patient service provision.

Job Responsibilities:

Professional:

- Assess, plan, provide and evaluate nursing care to meet the care needs of individuals and groups in the practice population
- Assess and diagnose and treat specific diseases in accordance with agreed medical and nursing protocols
- Provide direct access to specialist nursing care for undifferentiated patients within the practice population
- Undertake diagnostic, health screening, health surveillance and therapeutic interventions within a broader health promotion /public health strategy
- Offer a holistic approach to travel health by providing comprehensive advice to patients prior to travel including; vaccinations and medicines, safe sex, food hygiene, sun protection.
- Offer advice about childhood and adult vaccinations and ensure vaccines are administered under patient group directions at all times
- Running well person clinics and health promotion programmes by providing a holistic assessment and lifestyle advice on diet, smoking, alcohol intake and exercise.
- Assessing problems presented opportunistically by patients, dealing with minor illness.
- Able to document Consultations according to NMC guidelines
- Ensures awareness of statutory and local clinical protection procedures, including systems of referral. Ability to recognise signs and symptoms of child abuse.
- Perform a holistic assessment of patients attending for ear irrigation.
- Perform a holistic assessment of patients attending for cervical cytology smear tests.
- Perform venepuncture according to local guidelines
- Provide a holistic approach to wound management and implement wound care in line with current evidence based guidelines.
- Suture removal.
- Take ECGs
- Able to recognize and manage anaphylaxis according to current UK guidelines.

- Able to perform Cardio-pulmonary resuscitation according to current UK guidelines.
- Assist in the provision of minor surgery.
- Ability to obtain and document informed consent (either verbal or written).
- Ensure infection control guidelines are maintained.
- Ability to monitor and manage maintenance of stock and equipment to include refrigeration, sterilizer and emergency equipment.
- Confidentiality of information gained at work must be preserved at all times.
- Family Planning and sexual advice in line with current guidance

Managerial:

- Provide and effective leadership and management skills for the Treatment Room team
- Develop and guide learners in their education programmes
- Monitor and maintain the consistency of professional standards set
- Take appropriate action if standards are not met
- Assist in leading the team towards common objectives
- Match tasks and workload to capabilities of the team
- Contribute to the assessment of service needs.
- Assist patients to identify their health needs.
- Contribute a nursing perspective to the Practice development plan.
- Manage and organise individual patient consultations.
- Aware of identification and reporting procedures related to professional standards.
- To run and manage regular Treatment Room staff meetings and training.
- Ensure effective relationships and communications with the CCG and NHS England and other agencies.
- Support the Practice clinical governance agenda.
- Identify changes to clinical practice that are required to implement evidence-based guidelines.

Educational:

- Identify personal development and training needs in conjunction with the Partners and the Practice Business Manager.
- Develop and manage all TR clinical supervision, either direct or by nominated delegation
- Support others with their training and development needs.
- To participate in continuing education and maintain a contemporary level of professional knowledge and skills as an individual and ensure the same for all TR staff

Personnel:

- Maintain good industrial relations.
- Take reasonable care of his/her own safety and that of other persons who may be affected by his/her act or omission.
- Co-operation with the Practice to ensure all members of the team adheres to statutory regulations/policies and codes of practice and departments safety rules.
- Offer innovative ways of working and opportunities to facilitate learning.
- Facilitates a learning environment within the team.
- Maintains a caring environment through the support of colleagues.

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 strictly confidential
- 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

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, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Equality and Diversity:

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

- 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

Changes to Duties:

The Partners reserve the right to distribute duties and functions amongst the members of staff from time to time. Staff are expected to take on additional duties, with training, and to relinquish existing duties in order to maintain the effective running of the Practice. Any such changes will always be made in consultation with the post holder.