

## **Practice Nurse**

***Closing date: 31st March 2025***

***Three Chequers Medical Practice has an exciting new opportunity for a Practice Nurse to join the team.***

***Location: Salisbury City, Porton and Winterslow***

Three Chequers Medical Practice is looking for an enthusiastic and experienced Practice Nurse with a strong emphasis on good teamwork and flexibility. The ideal candidate would be an experienced Practice Nurse with excellent clinical skills, competent in all usual treatment room tasks, including baby immunisations, travel and chronic disease management. However, registered nurses with an interest in Practice Nursing may apply with the possibility of undertaking The Foundation in General Practice Nursing Course.

The candidate needs to provide accessible, prompt and professional health care for patients attending our Surgeries. The candidate needs to also provide and maintain a high standard of nursing care for patients as well as providing nursing assistance to the doctors and other members of the Primary Healthcare Team. We are looking for a candidate that has a particular interest in wound care, cervical screening and child immunisations.

We have a full-time position available across Monday - Friday between the hours of 8.00am and 6.30pm and be willing to work a Saturday 8.30am - 5.00pm on a pro-rata basis. Successful applicants would be joining an expanding Nursing team that work within all four of our surgeries. For this position you will need to have a full clean driving licence with access to a car as you may need to work at our branch sites.

### **What we can offer:**

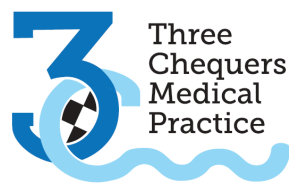
All new employees will receive a detailed induction programme and the opportunity to meet the departments working in Three Chequers  
NHS Pension  
5 weeks holiday a year plus bank holidays on a pro rata basis  
Opportunities for career development and progression  
Staff training and away days

### **How to apply:**

Complete the application form that can be found on our website and return to the email address found on the application form or return by hand or post to any of our surgeries.

For more information about these positions please visit our website [www.3chequers.co.uk/staff-vacancies](http://www.3chequers.co.uk/staff-vacancies) or collect an application form from Endless Street Surgery.

We look forward to receiving your applications.



Three Chequers Medical Practice was formed in 2017 as the result of a merger of three Salisbury GP Surgeries: Endless Street, St Anns Street & Three Swans Surgery.

Of our four sites, Endless Street and Three Swans are located within Salisbury. The villages of Porton and Winterslow host our branch sites and are on the outskirts of the city. Our Endless Street surgery is a listed building and therefore not suitable for renovation. However, the search for a suitable space to build a new central surgery is ongoing.

We provide a high level of care to our 24,000 patients from four sites within Salisbury and the surrounding area. We pride ourselves on being a friendly and supportive team with a reputation for excellence. We value enthusiasm as well as experience and welcome applications from both experienced applicants and passionate self-starters. The Practice team is made up of 8 Partners, and 9 salaried doctors supported by a comprehensive team of allied health professionals including a full complement of nursing, clerical and administrative staff. We are a training, teaching and active research practice which has received the only Outstanding CQC results in Salisbury.

Three Chequers is a paperless practice and we have established links to the local hospital for laboratory and radiology test results. A willingness and ability to get to grips with a new software system quickly, is essential.

The good name of the practice depends upon the achievement of a high standard of care in our work, and maintaining confidentiality and honesty in the conduct of that work. It is vital that at all times we ensure that we conduct our work in accordance with the highest standards. We are proud of our Practice and want people to join our team who are of the same philosophy.

Reception teams at all the sites are the face of the Practice and as such are required to present a professional and caring manner at all times. The Receptionists work on administrative tasks when required, but their usual role is to manage surgery sessions, make appointments appropriately, contact secondary care and manage prescription requests for patients. We also employ dedicated administration staff who provide the GPs with the secretarial and clerical support necessary to run an efficient modern practice.

Our dispensing team works at our Endless Street, Porton & Old Sarum and Winterslow sites. The Practice dispenses to approximately 5,300 patients living in Salisbury and the surrounding area. The dispensers provide acute and repeat medications to those patients who are eligible for dispensing services. They are a professional and well-trained group who provide invaluable services.

More information about the practices can be found at [www.3chequers.co.uk](http://www.3chequers.co.uk)

## Job Description

**Job Title:**

Practice Nurse

**Reporting to:**

Practice Manager

**Practice Objectives:**

To provide accessible, prompt and professional health care for patients attending our Surgeries

**Job Holder's Objectives:**

To provide and maintain a high standard of nursing care for patients as well as providing nursing assistance to the doctors and other members of the Primary Healthcare Team.

**Job responsibilities:**

Assist in and perform routine tasks related to patient care as directed by GPs  
Such tasks may include –

- Complex and Basic wound care / ulcer assessment and management
- Removal of sutures/ Clips
- New patient medicals/ NHS Health Checks
- Urinalysis
- ECGs
- Peak flow readings
- 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
- Blood pressure measurements
- Ear syringing
- Routine immunisations
- Chaperoning and assisting patients where appropriate who are being examined by another clinician
- Assisting GPs with minor surgery and coil fittings
- Requesting basic pathology tests, for example urine culture, swabs

- Following agreed clinical protocols with referral to senior nurses or GPs as appropriate
- Patient referral to community services
- Carry out doppler assessment to determine ABPI readings
- Offer basic advice regarding chronic disease conditions, including diabetic foot screening
- Assist with mentoring , supervision and teaching of junior staff
- Long Term Conditions

**Other tasks including:**

- Maintaining and cleaning equipment used by theGPs
- Maintaining GP and Nurses rooms, stocking and rotating items as required
- Undertake housekeeping duties including, general tidiness and cleanliness of nurses and treatment rooms
- Ordering of stock from the local hospital
- Ordering of vaccinations to maintain stock levels
- Participation in administrative systems in the practice
- At all times there will be a need to maintain accurate records
- A duty to advise senior nurses of potential problems or errors within the range of assigned tasks
- Attend and participate in any practice meetings when required.
- Any other delegated duties appropriate to the post.

**Special Requirements of the post:**

- An understanding, acceptance and adherence to the need for strict confidentiality.
- Ability to use own judgment, resourcefulness and common sense.
- 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.
- A commitment to ensure all Health and Safety requirements and Infection Control measures are met and to report any problems to the practice manager
- A commitment to the effective use of practice and NHS resources.
- An awareness of own limitations and experience.
- To work only in accordance with the NMC Code of Conduct and within the scope of professional practice
- To have a written professional development plan and to maintain an up to date portfolio which meets the requirements of registration with the NMC
- Cooperate with annual appraisal meetings
- Membership of the RCN

### **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 manage their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- 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
- Responsible for the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and ongoing correct usage by staff
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process

- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation
- Undertaking periodic infection control training
- Waste management including collection, handling, segregation, container management, storage and collection
- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments

### **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 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.

### **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 recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

### **Additional Duties:**

It is the nature of the work of a treatment room nurse that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way, undertaking tasks that are not specifically covered in their job description when the occasion arises. These additional duties will normally cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibilities or task becomes a regular or frequent part of the members of staff's job, it will be included on the job description in consultation with that member of staff

### **Other:**

- Carry out other duties that are required within the role as it evolves within the development of the organisation

### **Additional information**

- Post subject to continuous evaluation and development
- Appraisal interval: annual main review, quarterly interim meeting
- NHS Pension Scheme Eligibility

This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners or management team.



	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		
Registered Nurse	✓	
Evidence of continued professional development	✓	
<b>EXPERIENCE</b>		
Experience in <ul style="list-style-type: none"> <li>• Phlebotomy</li> <li>• Wound management</li> <li>• Health promotion</li> </ul>	✓	
• Baby Immunisations		✓
• Travel Immunisations		✓
Experience of SystmOne clinical system		✓
Experience of Primary Care		✓
Experience of dealing with the public/patients	✓	
<b>KNOWLEDGE/SKILLS</b>		
Advanced numeracy skills to GCSE Level C or above	✓	
Excellent keyboard and computer skills including use of Microsoft Office	✓	
Demonstrable excellent communication skills	✓	
An understanding, acceptance and adherence to the need for strict confidentiality	✓	
Complaints systems		✓
<b>QUALITIES/ATTRIBUTES</b>		
Able to work independently within agreed domains	✓	
Ability to use own judgment, resourcefulness and common sense	✓	
Ability to work without direct supervision and determine own workload priorities	✓	
Ability to work at part of an integrated multi-skilled team	✓	
Pleasant and articulate	✓	
Able to work under pressure	✓	
Able to work in a changing environment	✓	
Able to use own initiative	✓	
Ability to <u>self motivate</u> , organise and prioritise own workload	✓	
Excellent timekeeping	✓	
<b>OTHER</b>		
Flexibility of working hours/able to work at desired times	✓	
Car driver/clean licence – access to own vehicle	✓	