



JOB DESCRIPTION

Job Title:	Site Lead Nurse
Salary	£44,348 (£22.68ph) FTE
Hours	Up to 37.5 Hours
Conditions of Service:	GPS Contract of Employment
Responsible to:	Nursing Team Manager

Statement of Purpose

The post holder will be autonomous in their role as Site Lead Nurse and is responsible for the care delivered to patients, demonstrating critical thinking and skills in clinical decision making.

They will focus upon supporting patients to be healthy by assessing their needs, providing nursing care, health education advice, screening activities, monitoring of long-term conditions, implementing care in the community or other settings, maintaining clinically accurate records and running clinics.

They will work collaboratively with the general practice team to meet the needs of patients and support the delivery of policy and procedures, whilst providing nurse leadership as required.

Main Duties and Responsibilities

Delivery of specialist clinics, evidence-based practice for patients with long-term conditions, management and preventative nursing interventions to all patients.

Supporting and managing the health needs of women presenting for family planning and cervical cytology consultations.

Implement and participate in vaccination and immunisation programmes for both adults and children.

Advise, support and where appropriate administer appropriate NHS vaccinations and travel health advice for patients travelling abroad.

Offer holistic nursing service to patients and their families, developing where appropriate an on-going plan of care/support, with an emphasis on prevention and self-care, referring and liaising with outside agencies when appropriate.

Provide information and advice on prescribed or over-the-counter medication, medication regimens, side-effects and interactions as appropriate to level of competence.

Work with patients in order to support adherence to prescribed treatments.

Assist the Practice in providing minor-surgery sessions, coil fits and implant fittings.

Undertake appropriate investigation, clinical observations and interventions following agreed guidelines for patients with chronic disease e.g. Asthma, CHD, Diabetes and Hypertension.



Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.

Meet the needs of patients presenting for wound care and use dressing formulary, implementing and evaluating care plans for other members of the nursing team.

Recognise, assess and refer patients presenting with mental health needs in accordance with the National Framework (NSF) for Mental Health.

Recognise adult and child safeguarding situations and act appropriately.

Deliver care according to the NICE guidelines and evidence-based care.

Act as an advocate when representing the patients and colleagues viewpoints to others.

Where needed, deliver general practice services to meet the needs of the patient population.

Ensure clear understanding and utilisation of referral mechanisms within the practice.

Site Lead Nurse Responsibilities

Provide strong visible leadership to the nursing team at site.

Line management responsibility for nursing team at site, including but not limited to, performance management, managing absence and completion of appraisal meetings.

Accountable for the nursing service delivery, providing clinical guidance and developing nursing services offered by the practice.

Lead the nursing team to meet the needs of patients, supporting the delivery of policy and procedures.

Co-ordinate all nursing resource, working closely with the Site Manager and GP's to deliver the practice priorities.

Work within own competence and professional code of conduct as regulated by the NMC.

Understand and apply statutory procedure and local guidance regarding the identification of vulnerable adults and children.

Lead in the development and delivery of specialist primary care services, such as long term disease management.

Identify and learn from clinical incidents utilising the significant event template.

Fully participate or organise with team meetings and team activities including MDT team meetings or wider briefings.

Participate in clinical supervision, act as a positive role model and mentor staff.

Conduct appraisal reviews for the site nursing team, enabling development and provide 1:1 support at site.

Lead, plan and participate in audits and the development of local guidelines, protocols and standards.



Participate in and support local projects in line with nursing and organisational objectives.

Provide mentorship and guidance to junior members of the team and student nurses on placement at site.

Management of Risk

Monitor work areas and practices to ensure that they are safe, free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.

Leading on Clinical Infection Control at your site and working with the infection control lead to meet the standards required of the practice.

Leading on Clinical Health & Safety and working with the non-clinical health and safety lead to meet the standards required of the practice. Including appropriate audits and training (including Fridge monitoring, bio-hazards, etc.)

Oversee the monitoring, stock control and documentation of drugs, vaccinations, immunisations and clinical stores according to practice and legal requirements.

Review and process data using accurate Read codes about patients in order to ensure easy and accurate retrieval for monitoring and audit processes.

Use technology, reports and appropriate software as an aid to planning, implementation and monitoring of care and clinical service improvements.

Managing Information

Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information.

Ensuring that patient data is kept confidential at all times and is shared on a need-to-know basis only.

Understand responsibility of self and others regarding the Freedom of Information Act.

Maintain confidentiality of information, acting within the terms of the Data Protection Act and Caldicott guidance regarding patient confidentiality at all times.

Supervision, Education, Training & Development

Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (e.g., courses and conferences).

Assess own learning needs and undertake learning as appropriate. To maintain standards required to remain current on the NMC register demonstrating CPD requirements.

Support and participate in shared learning across the wider organisation.

Undertake continual personal and professional development, taking an active part in reviewing and developing the role and responsibilities, and provide evidence of learning activity as required.

Adhere to organisational policies and procedures, including confidentiality, safeguarding, lone working, information governance, equality, diversity and inclusion training and health and safety.



Health and Safety / Risk Management

The post-holder must comply with the Practice's Health and Safety policies, by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System.

The post holder will comply with the Data Protection Act (2018) and the Access to Health Records Act (1990).

Note:

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.



Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	<p>Experience</p> <p>Essential:</p> <ul style="list-style-type: none"> • Proven experience of Primary Care Nursing • Experience in managing patients with a long term condition • Demonstrable line management skills – setting performance targets and maximising efficiency • Experience of Infection and Prevention Control management • Experience of training junior colleagues and succession planning • Experience of supporting national initiatives / campaigns such as the Flu Campaign / COVID vaccinations <p>Desirable: Experience in managing a nursing team</p>	APP/I
	<p>Qualifications / Training</p> <p>Essential:</p> <ul style="list-style-type: none"> • Nursing Degree or equivalent • Mandatory registration with the Nursing & Midwifery Council • Relevant qualifications in chronic disease management in order to deliver services in at least one specialism • OR Relevant qualification in minor illness, coil fitting, implant fitting, or minor operations 	APP/I
	<p>Knowledge / Skills</p> <p>Essential:</p> <ul style="list-style-type: none"> • Support the implementation of relevant nursing policies and procedures and implement wider organisational policies such as such as confidentiality, safeguarding, lone working, information governance, and health and safety • Understanding of the wider determinants of health, including social, economic and environmental factors and their impact on communities • Knowledge of Digital IT systems, including ability to use word processing skills, emails and the internet to communicate and create plans and reports <p>Desirable:</p> <ul style="list-style-type: none"> • Understanding of QOF and DES requirements and their impact on the Nursing Team • An interest in innovation and transformation, with the ability to implement change to improve systems and processes • Knowledge and ability to use GP clinical systems 	APP/I



	<p>Behavioural Attributes</p> <p>Essential:</p> <ul style="list-style-type: none">• A demonstrable commitment to reducing health inequalities and working to reach people from all communities.• Excellent written and verbal communication skills with the ability to communicate with a wide range of colleagues, stakeholders and with patients using appropriate media.• Resilient and able to work under pressure and meet deadlines, adapting to team and patient needs.• Demonstrates accountability for delivering against team and personal objectives and contractual requirements.• Ability to organise, plan and prioritise on own initiative and collaborate with the wider team.	APP / I
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MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview will be used to measure the candidate ability to fulfill the duties of the role.

B. Ahmed

BA 12/11/2024

Note This job description and person specification conforms to the GPS Healthcare job evaluation standards and cannot be amended/updated without HR approval.