

JOB DESCRIPTION FOR BROADMEAD MEDICAL CENTRE

JOB TITLE: WIC Nurse

RESPONSIBLE TO: Lead Nurse for Walk-in-Centre

LOCATION: Broadmead Medical Centre (BMC)

Job Context

BrisDoc's Broadmead Medical Centre (BMC) is an equitable access GP Practice which opened in July 2009, currently operating twelve hours per day five days per week, and Saturday mornings. This surgery has a registered list of more than 8000 patients and a nurse-led walk-in service (operating 7 days a week) with a demand of around 24,000 patients per annum. Services are provided primarily to students and young families, homeless and more vulnerable people, a small elderly cohort, and international patients.

This position would be based at Broadmead Medical Centre providing unscheduled care for patients attending the walk in centre. Patients can use the service irrespective of where they are living or registered. The service provides minor illness and minor injury support for patients and is co-located within the general practice. Both teams work cohesively together, assisting and working effectively as a team.

Job Summary

The post holder will Work as an autonomous practitioner as part of the Broadmead Medical Centre team (BMC) in the delivery of medical care. The post holder will be a clinical expert working across traditional boundaries providing a comprehensive assessment of patients with undifferentiated or undiagnosed conditions. The nurse will see and treat the patient and provide valuable healthy lifestyle information to promote good continued health.

The following list serves to illustrate the scope and responsibilities of the post and is not intended to be exclusive. This role will develop as the business develops, subsequently leading to changes in the job responsibilities.

At all times the postholder must act in a manner consistent with the code of conduct and appearance when representing BrisDoc, Broadmead Medical Centre and the NHS.

Main duties and responsibilities:

The post holder, working alongside the nurses and doctors at BMC will be responsible for:

1) Clinical

- To see patients independently. To diagnose and treat within the setting of the GP facility.
- Assist in the development of an integrated approach to the delivery of patient care involving all relevant stakeholders including health and social care organisations, particularly within the primary care field
- To provide clinical expertise to patients walking into, or with an appointment at Broadmead Medical Centre, by assessing and treating their medical condition.
- To provide clinical support to colleagues at BMC.
- Continue to develop, expand, cascade and role model own personal clinical expertise as an autonomous/independent practitioner.
- In partnership with others, challenge and critically evaluate the boundaries of autonomous practice, such that patient access, choice and outcomes will improve.
- Help in the development and evaluation of clinical guidelines. Involved in team discussions to ensure “best practice”
- Develop own areas of specific clinical expertise in order to link acute, primary, community and emergency care sectors in expanding nursing practice within BMC and BrisDoc.

2) Organisational

- To take clinical responsibility for themselves and to provide assistance and supervision to other health professionals as required.
- To assist in the maintenance of clinical standards and to share in the efficient running of the service.
- To share the responsibility for the security and care of equipment.
- To be aware of the Political and Social issues which affect the delivery of healthcare.
- To help in the development of policy and procedure within BMC and BrisDoc.

3) Communication

- To maintain accurate patient records for users of the service, using the designated software system for the practice.
- To be aware of responsibilities under the Data Protection Act and Caldicott principles.
- To attend regular team meetings.
- To ensure effective communication with colleagues and the wider health care community as appropriate when referring a patient.
- Working with interpreters [link workers] for non English speaking patients.
- Record and report all clinical incidents to Nurse Lead.
- Assess individual communication needs and understanding for informed consent.

4) Education, Training & Research

- Contribute to data gathering as needed for QOF, enhanced services and KPI targets
- To take responsibility for own professional development undertaking training for specific clinical tasks
- Participate in clinical audit. For Clinical Governance and Training purposes a random sample of the clinical notes written by every clinician (nurses and doctors) will be audited regularly against a set of criteria. These criteria include clarity and accuracy of documentation as well as standards of good clinical practice.

- Participate in research programmes as appropriate.
- Participate in the development and implementation of standards and audit activities.

General Duties

- **The Post Holder may be required to work additional hours to cover holidays and sickness.**
- Maintaining regular consistent attendance, punctuality, personal appearance and adherence to relevant health and safety procedures.
- To attend all statutory and mandatory training courses and any courses specific to this role.
- To be available for staff meetings and meetings with management.
- To have a good understanding and follow company policies and procedures.
- Establish and maintain effective working relationships with co-workers and the general public.
- Attend performance and development reviews with your line manager.

Flexibility

This role profile is intended to provide a broad outline of the main responsibilities only. The postholder will need to be flexible in developing the role and in initial and ongoing discussions with the designated manager.

Confidentiality:

Under the Data Protection Act 1998, the postholder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

- 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 BrisDoc's 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:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with BrisDoc's 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

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed procedures are carried out to maintain a safe environment for patients, visitors and staff.

Smoking

Smoking will not be tolerated inside any BrisDoc building and vehicle.

Environment

The postholder needs to be aware of BrisDoc's impact on the environment and be vigilant and proactive in ensuring they adhere to the management strategy i.e. recycling, waste management, use of vehicles etc.

Rehabilitation of Offenders Act

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Last updated: November 2016

Person Specification

	Essential	Desirable
Academic/ Vocational Qualifications	<p>Registered Level 1 Nurse with current NMC registration/ or equivalent.</p> <p>Diploma/degree in relevant subject or evidence of work at level 3</p> <p>Clinical assessment skills, qualification or extensive experience in one or more of the following:</p> <ul style="list-style-type: none"> - General Practice /minor illness - Walk in centre - A&E experience/minor injury unit - GP OOHs experience - Ambulance Service <p>Ongoing training and commitment to development</p>	<p>Teaching and assessing skills and experience in clinical practice - ENB 998 or equivalent.</p> <p>Non medical Prescribing qualification.</p> <p>Experience of using EMIS and Microsoft office packages</p>
Experience	<p>Experience in physical examination and diagnosis</p> <p>Experience of working autonomously diagnosing and treating patients.</p> <p>Evidence of wide knowledge base and competency in clinical practice</p> <p>Evidence of excellent oral and written communication</p> <p>Experience of working in a multidisciplinary environment with a wide range of individuals at different levels.</p> <p>Experience of working across organisational boundaries within health and social care</p> <p>Experience of working in teams within a clinical team setting.</p>	<p>Experience of working with hard to reach groups</p> <p>Experience in primary care at Band 6 level.</p> <p>Experience of clinical audit and research.</p> <p>Experience in sexual health and contraception.</p> <p>Paediatric experience</p> <p>Experience of chronic disease management</p>
Knowledge	<p>Knowledge of primary health care issues affecting a diverse local population.</p> <p>Knowledge of equal opportunities and its significance for health care</p> <p>Knowledge in the delivery of Health Care Advice and Health Promotion.</p> <p>Knowledge of Clinical Governance issues and ability to establish systems in practice</p>	<p>An understanding of the implications of cultural difference for service delivery.</p> <p>An understanding of the steps that need to be taken to provide appropriate, accessible and sensitive primary health care services.</p> <p>An understanding of team dynamics, including what factors make a team</p>

	Understanding of legal and ethical issues/responsibilities relating to nursing practice and especially with regard to autonomous practice.	work well and what can go wrong
Skills	<p>To be patient-focused.</p> <p>Excellent clinical judgement and decision making skills</p> <p>Evidence of ability to prioritise and manage time effectively.</p> <p>Excellent communication skills (oral and written) and interpersonal skills.</p> <p>Able to listen carefully in order to understand the needs of others and empathise</p> <p>Ability to work under pressure and to deal with emergency situations and/or difficult clients and stressful situations professionally.</p> <p>Evidence of ability to influence practice through the use of evidenced based research.</p> <p>Evidence of computer literacy and keyboard skills.</p> <p>Able to be proactive</p> <p>Ability to be motivated and forward thinking</p> <p>Can network with other professionals Able to deal with change in a rapidly changing environment.</p> <p>Able to maintain accurate records</p> <p>Able to maintain confidentiality at all times</p>	

PERSONAL QUALITIES / BEHAVIOURAL ATTRIBUTES

Criteria	Requirements	Measurement/Testing Method
Motivated by the provision of high quality staff and patient care	Essential	Application and Interview
Organised, systematic and flexible - Good time management being able to prioritise work and work under pressure	Essential	Application and Interview
Tactful and diplomatic	Essential	Application and Interview
Positive attitude towards innovations and change - Adaptable and able to respond to a changing situation	Essential	Application and Interview

Can self-analyse own work and performance - Ability to recognise own limitations and act upon them appropriately	Essential	Application and Interview
Good team player who is able to support, value and respect the contribution of all members	Essential	Application and Interview
Self motivated and able to work autonomously	Essential	
Willingness to learn new skills and to problem solve	Essential	Application and Interview
Able to manage sensitive and emotive situations.	Essential	Application and Interview
Able to remain impartial and non-judgmental during times of conflict.	Essential	Application and Interview

OTHER REQUIREMENTS		
Criteria	Requirements	Measurement/Testing Method
Ability to be flexible in supporting other teams with general administration	Essential	Interview
Ability to work the occasional evening to support staff training sessions	Essential	Interview
Ability to travel to other BrisDoc sites for meetings	Desirable	Interview

November 2016

Declaration *(to be completed by post holder):*

By signing this declaration, you are acknowledging receipt of your job description and accepting the roles and responsibilities that this position entails.

Acceptance
Signed (job holder)
Please print name
Date

Please return signed version to the HR Department