

CHARLTON HOUSE MEDICAL CENTRE

581 HIGH ROAD TOTTENHAM LONDON N17 6SB

Telephone: 0208 808 2837

Job Role: Nurse Practitioner

Competitive pay

Job summary:

Responsible for attending to patients who wish to be seen by a health care professional; diagnosing and treating patients presenting with minor illness; seeing and advising people in respect of their continuing medical and nursing needs. These patients will have booked appointments at ten-minute intervals. There is a requirement to see extra or emergency patients. The nurse practitioner will need to prioritise and triage the needs of patients accordingly, making any necessary referrals for investigations in the appropriate manner. Patients with problems needing referral to secondary care should be discussed with the registered GP before making such referral.

Job responsibilities:

Diagnosing and treating patients presenting with minor illness

- Triage and treat patients wishing to see a health care professional, making any necessary referrals to other members of the primary health care team
- Ensure clinical practice is safe and effective and remains within boundaries of competence, and to acknowledge limitations.
- Advise patients on general health care and minor ailments, with referral to other members of the primary and secondary health care team as necessary

Providing assessment, screening treatment services and health education advice:

- Dietary advice
- Blood pressure checks
- Urinalysis
- Health screening
- Ear syringing
- Dressings
- ECG
- Phlebotomy
- Routine injections
- Contraception
- Minor injuries
- Routine immunisations and vaccinations
- Removal of sutures / clips
- Baby immunisations
- Assisting with the fitting of IUCD / IUS
- First registration checks / health surveillance / general health advice
- Assisting with minor procedures in the treatment room

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- Organise and coordinate the provision of nursing services for the practice to include the delegation of duties to other members of the practice nurse team as appropriate
- Provide general and specific health screenings to the practice patients (within agreed protocols) with referral to other members of the primary and secondary health care team as necessary

Pathological specimens and investigatory procedures

- Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. Perform investigatory procedures requested by the GPs

Administration and professional responsibilities

- Participate in the administrative and professional responsibilities of the practice team
- Ensure accurate and legible notes of all consultations and treatments are recorded in the patient's notes
- Ensure the clinical computer system is kept up to date, with accurate details recorded and amended
- Ensure appropriate items of service claims are made accurately, reporting any problems to the practice administrator
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit
- Attend and participate in practice meetings as required
- Restocking and maintenance of clinical areas and consulting rooms

Health & safety:

The post-holder will implement and lead on a full range of promotion and management 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 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
- Responsible for hand hygiene across the practice
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- 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

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- 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 (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum twice annually)
- Routine management of own team / team areas, and maintenance of work space standards
- 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
- Demonstrate due regard for safeguarding and promoting the welfare of children.

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

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About the Practice:

- A well-regarded practice established for over 40 years with excellent links with the local community
 - 75000+ patients
 - 4 doctors
 - Two Practice Nurse
 - One Healthcare Assistant
- Full professional support with administrative duties
- Active and supportive Patient Participation Group
- High QoF achiever
- Free on-site parking

About the Area:

- A rapidly-changing, up and coming part of London with a diverse population and vibrant local culture
- Easy access to and from Central London through excellent transport links
- Relocation to purpose built premises summer 2020.

For further details and to arrange an informal visit, please contact

The practice on 0208 808 2837 or email: mohammed.almahfuz@nhs.net

We look forward to meeting you