

PERTH & SCONE MEDICAL GROUP

GENERAL PRACTICE NURSE

18-21 hours weekly (Monday - Friday)

Salary – dependent on experience

As a result of retirement within our Practice Nursing team, an exciting opportunity has arisen at the practice for an enthusiastic, motivated and experienced individual to join us.

We are large and very well established multi-site training practice with a very diverse and varied healthcare team.

We deliver General Medical Services to a population of just over 16500 patients across Perth City, the village of Scone and other surrounding areas from 2 purpose built and modern practice premises (Taymount & Scone Surgeries).

The successful candidate will be expected to work within the practice team, over both surgery sites to provide a very high standard of nursing care to our patient population. Main duties will include Cervical Screening, Management of Long Term Conditions, Health Promotion and Sexual & Reproductive Healthcare.

Informal enquiries:

Jane Adamson
Lead Practice Nurse
Jane.Adamson@nhs.scot

Please apply with a cover note and CV) to:

Tay.taymountrecruitment@nhs.scot

Closing date:

Sunday 16th March 2025

Interviews:

Late March 2025

Website:

www.perthandscone.co.uk

Job Specification for General Practice Nurse

JOB TITLE:	GENERAL PRACTICE NURSE
SALARY:	Dependent on experience
HOURS:	18-21
RESPONSIBLE TO:	GP Partners Lead Practice Nurse
MINIMUM QUALIFICATIONS:	Registered Nurse - minimum 1 year post registration experience
LOCATION:	Taymount and Scone Surgeries

MAIN OBJECTIVES OF THE POST

- To provide a comprehensive nursing service as part of a multi-disciplinary health care team, within a general practice setting.
- To play a supportive role in planning the delivery of health care in response to needs assessment and practice development planning.
- To collaborate in the development of evidence-based practice guidelines for shared delivery of health care by a multi-disciplinary primary health care team to the entire practice population.

PERSONAL PROFESSIONAL RESPONSIBILITY

- To be wholly accountable at all times for own individual actions and scope of professional practice in accordance with the NMC Code of Conduct and Statutory Instruments.
- To be responsible for own continuing personal and professional development to meet NMC Revalidation requirements.

ROLE SPECIFIC PROFESSIONAL DUTIES AND RESPONSIBILITIES

Clinical:

- Manage effectively own case load, practising independently within areas of clinical competence with reference to practice guidelines, and in accordance with NMC Code of Conduct and Statutory Requirements.
- Responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care in partnership with patients without supervision.

- Share responsibility with the Lead Practice Nurse for the organisation, delivery and supervision of nurse led chronic disease management clinics as appropriate to the needs of the practice.
- In collaboration with the General Practitioners and Lead Practice Nurse, participate in the management of chronic disease clinics, including involvement in the assessment and decision-making on individual patient management, carrying out treatments and being responsible for ongoing management at a level of independence and autonomy agreed by the practice team.
- Provide appropriate care/treatment in conjunction with the Lead Practice Nurse/GP, or independently, within the limits of own competence and scope of professional practice.
- Maintain concise and accurate documentation of care and utilise practice IT systems.
- Implement standards for infection control and safeguards for Health and Safety of self and others within the performance of her duties.

General Nursing Duties:

- Manage emergencies/first aid; assessment by triage, implementation of appropriate emergency/first aid measures, with appropriate referral to GP or hospital emergency service.
- Perform treatment room duties, including -
 - ✓ Cervical Cytology
 - ✓ Venepuncture
 - ✓ Urinalysis
 - ✓ ECGs
 - ✓ Monitoring blood pressure
 - ✓ Assisting with minor surgery procedures, including the preparation of equipment and preparation and support of the patient.
 - ✓ Assisting with Contraceptive Device insertions or removals

Liaison and Referral:

- Collaborate with the General Practitioners and other members of the primary health care team in the care of patients.
- Liaise with and refer to General Practitioners and other health professionals and appropriate agencies, recognising the expertise of those involved.
- Actively participate in the development of the integrated nursing team.
- Actively participate in nursing focused meetings for the wider community nursing team, General Practitioners and Practice Manager.

Education, Personal and Professional Development:

- Identify training needs and be responsible for own continuing personal and professional development (utilising clinical supervision networks) in accordance with NMC requirements.
- Participate in annual appraisal, clinical supervision, and maintain a personal learning profile.

- Liaise with Senior Practice Nurse, General Practitioners or Practice Manager, and P&K Practice Nurse Advisor to enable the delivery of identified training needs.
- Participate in the training and education of students from all clinical disciplines.
- Participate in the induction of new members of the primary health care team.

Clinical Governance, Audit and Research:

- Be conversant with current research in nursing and update knowledge and skills in order to contribute to the ongoing improvement of clinical and practice nursing expertise.
- Participate in clinical audit and other mechanisms of clinical governance designed to evaluate key areas of practice.
- Actively participate in changes in nursing practice as necessary in light of audit findings.
- Actively participate in setting and maintaining practice standards for practice nursing within the practice.

Administration, Management and Personnel:

- In collaboration with Practice Manager and administration personnel, ensure effective nurse appointment and call/recall systems are in place.
- Ensure system for record-keeping is adhered to at all times.
- Ensure effective use of stock, e.g. dressings and equipment.
- Understand and adhere to the system for ordering and monitoring stock requirements and keep relevant documentation.

OTHER DUTIES

The above list of duties is not exhaustive, but is intended as a general guide. Duties may vary subject to the introduction of revised guidelines or new technology. The particular duties, responsibilities and hours of work may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Person Specification for General Practice Nurse

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	Registered General Nurse Accountability of own role	Management of patients with complex needs Understanding of General Medical Services contract
Skills	Excellent communication skills, both written and verbal IT literate Ability to prioritise own workload and manage time effectively	Use of GP clinical IT systems
Experience	Minimum of 1 year post registration	Previously worked in a Primary Care setting
Qualifications	Registered first level RGN Member of professional body	Diabetes Diploma Asthma Diploma
Other	Self directed, patient centred practitioner who works well under pressure Highly motivated and enthusiastic Flexible, reliable and adaptable Committed team player Keeps own knowledge up to date Multi-cultural awareness Professional approach to role Smart in appearance	