

## Job Title

Staff Nurse

## Job Description

You will need to work in GP surgeries as part of the primary healthcare team, which might include doctors, pharmacists and dietitians.

## Duties of the job include:

- Obtaining blood samples;
- Electrocardiograms (ECGs);
- Minor and complex wound management including leg ulcers;
- Travel health advice and vaccinations;
- Child immunisations and advice;
- Family planning & women's health including cervical smears;
- Men's health screening;
- Sexual health services;
- Smoking cessation;
- Assisting and Caring for Others - Providing personal assistance, medical attention, emotional support, or other personal care to others such as co-workers, customers, or patients;
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form;
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources;
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job;
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work;
- Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

## Key Skills:

Good interpersonal skills are vital for nurses, who have to communicate with numerous other medical and care professionals as well as being a key source of information and emotional support for patients. Other valuable attributes are:

- verbal/written communication skills;
- empathy and sensitivity to patients' needs and concerns;
- observation skills;
- willingness to be flexible;
- teamwork skills;
- an ability to deal with 'emotionally charged' situations;
- organisational skills;
- managerial and leadership skills;
- attention to detail;

- good health and fitness;
- good hygiene.

### **GENERAL RESPONSIBILITIES: POLICIES AND PROCEDURES**

The post-holder is required to familiarise themselves with all policies and procedures and to comply with these at all times. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal. These have been agreed with staff and Staff Side and are as follows:

- Treat others as you would like to be treated
- Listen to and support others and make time to do so
- Seek, acknowledge and value others' experience and contribution
- Acknowledge others' beliefs
- Be courteous and considerate to all
- Treat others fairly and equally
- Be honest and trustworthy and act with integrity
- Encourage others to treat all staff with respect
- Challenge the behaviour of staff who do not show respect to other

### **CONFIDENTIALITY & DATA PROTECTION**

The post-holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (1998) at all times. The post-holder must comply with all company Information and Data Protection policies at all times.

### **HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and staff. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

### **MANAGING STRESS**

The company has an agreed policy & procedure which links with a range of services and arrangements for staff to manage stress. All staff are required to familiarise themselves with the policy and services to best manage their own and their colleagues' stress.

### **HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)**

All staffs have a responsibility to act and follow all instructions to protect patients, staff and others from HCAIs. All staffs are required to follow the Hygiene Code and all company policies and procedures related to it and the Health Act 2006. Failure to comply with any of these may result in disciplinary action up to and including dismissal.

### **EQUALITY & DIVERSITY**

The company has adopted a Managing Staff Diversity Strategy & Policy covering all of its staff and it is the responsibility of all staff to comply with these requirements at all times. The key responsibilities for staff under this Strategy and Policy are set out in the Code of Conduct for Employees. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

### **FLEXIBILITY**

This job description is intended to provide a broad outline of the main responsibilities only. The post-holder is required to be flexible in developing their role in agreement with their designated manager. In addition, they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

### **EXPERIENCE REQUIREMENT**

Minimum 2 years of experience in a healthcare role.

### **DESIRABLE QUALIFICATION:**

- NMC Registered;
- Three or four-year degree in nursing.