

Respiratory Nurse

Closing date: 31st January 2024

We are looking for an experienced Respiratory Nurse to join our expanding Nursing team at Three Chequers Medical Practice.

Location: Salisbury City Centre, Winterslow and Porton

We are looking for a committed and enthusiastic individual to join our well established Primary Care Respiratory team who will be responsible for managing, monitoring and delivering Asthma and COPD investigations and reviews. As part of long term condition management, the post holder will perform diagnostic procedures such as Spirometry, Feno and Phlebotomy; they will also be responsible for interpreting those results and arranging follow-up care.

The successful candidate will work within a multidisciplinary team to promote and facilitate the diagnosis and treatment of Asthma and COPD to provide excellent medical care with holistic and thorough reviews for respiratory patients.

We are looking for a candidate that can demonstrate an ability to work autonomously as well as part of a team. The post holder will participate in the delivery of other health promotion such as Child and Flu Vaccinations. The successful candidate should also be able to demonstrate good verbal and written communication skills in order to build rapport with patients and write concise clinical notes.

We have a part-time position available across Monday - Friday between the hours of 8.00am and 6.30pm and be willing to work a Saturday 8.30am - 5.00pm on a pro-rata basis. For this position you will need to have a full clean driving licence with access to a car as you may need to work at our branch sites.

What we can offer:

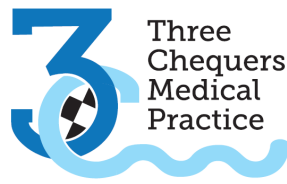
All new employees will receive a detailed induction and training programme as well as mentor to guide you through your transition into General Practice
NHS Pension
5 weeks holiday a year plus bank holidays on a pro rata basis
Opportunities for career development and progression
Staff training and away days

How to apply:

Complete the application form that can be found on our website and return to the email address found on the application form or return by hand or post to any of our surgeries.

For more information about these positions please visit our website www.3chequers.co.uk/staff-vacancies or collect an application form from Endless Street Surgery.

We look forward to receiving your application.



Three Chequers Medical Practice was formed in 2017 as the result of a merger of three Salisbury GP Surgeries: Endless Street, St Anns Street & Three Swans Surgery.

Of our four sites, Endless Street and Three Swans are located within Salisbury. The villages of Porton and Winterslow host our branch sites and are on the outskirts of the city. Our Endless Street surgery is a listed building and therefore not suitable for renovation. However, the search for a suitable space to build a new central surgery is ongoing.

We provide a high level of care to our 24,000 patients from four sites within Salisbury and the surrounding area. We pride ourselves on being a friendly and supportive team with a reputation for excellence. We value enthusiasm as well as experience and welcome applications from both experienced applicants and passionate self-starters. The Practice team is made up of 8 Partners, and 10 salaried doctors supported by a comprehensive team of allied health professionals including a full complement of nursing, clerical and administrative staff. We are a training, teaching and active research practice which has received the only Outstanding CQC results in Salisbury.

Three Chequers is a paperless practice and we have established links to the local hospital for laboratory and radiology test results. A willingness and ability to get to grips with a new software system quickly, is essential.

The good name of the practice depends upon the achievement of a high standard of care in our work, and maintaining confidentiality and honesty in the conduct of that work. It is vital that at all times we ensure that we conduct our work in accordance with the highest standards. We are proud of our Practice and want people to join our team who are of the same philosophy.

Reception teams at all the sites are the face of the Practice and as such are required to present a professional and caring manner at all times. The Receptionists work on administrative tasks when required, but their usual role is to manage surgery sessions, make appointments appropriately, contact secondary care and manage prescription requests for patients. We also employ dedicated administration staff who provide the GPs with the secretarial and clerical support necessary to run an efficient modern practice.

Our dispensing team works at our Endless Street, Porton & Old Sarum and Winterslow sites. The Practice dispenses to approximately 5,300 patients living in Salisbury and the surrounding area. The dispensers provide acute and repeat medications to those patients who are eligible for dispensing services. They are a professional and well-trained group who provide invaluable services.

More information about the practices can be found at www.3chequers.co.uk

Job Description

Job Title:

Practice Respiratory Nurse

Reporting to:

Practice Manager/Senior Nurse

Practice Objectives:

The post holder will be responsible for the delivery of Asthma and COPD investigations and reviews. The post holder will support patients to manage their long term condition using a personalised care planning approach

Job responsibilities:

- The post holder will work with the Primary Care Respiratory team within the practice to suggest changes/ improvements to the local policies and procedures.
- The post holder will be involved in performing diagnostic procedures such as Spirometry, Feno and Phlebotomy and interpreting the spirometry findings
- Core Skills Ability to assess, plan and evaluate patient care according to individual needs
- Up to date knowledge of the diagnosis and treatment of Asthma and COPD in order to carry out holistic and thorough reviews of patients with Asthma and COPD
- Implement and evaluate individual care plans for patients with COPD and Asthma ensuring that they understand how to manage exacerbations or changes in their symptoms
- Initiate investigations for patients with respiratory symptoms
- To recommend and prescribe (where qualified to do so) inhaled therapies in line with local and national guidelines for good symptoms control
- Provide patients with teaching to ensure good inhaler technique and / or signposting to resources for self-teaching
- Support patients to adopt health promotion strategies that encourage good health and deliver opportunistic health promotion at all times
- Provide information and advice on over the counter medications that might support good respiratory control
- Advise and support and if required administer vaccinations recommended for respiratory patients including influenza and pneumonia vaccines
- Have an understanding and active involvement in reaching QOF targets related to respiratory conditions
- Requesting basic pathology tests, for example urine culture, swabs
- Offer basic advice regarding chronic disease conditions
- Peak flow readings
- Assist with mentoring, supervision and teaching of junior staff
- Long Term Conditions
- Urinalysis

- ECGs
- Chaperoning and assisting patients where appropriate who are being examined by another clinician
- Deliver care according to local, NICE BTS / Sign and GINA guidelines

Other tasks including:

- Maintaining and cleaning equipment used by the GPs
- Maintaining GP and Nurses rooms, stocking and rotating items as required
- Undertake housekeeping duties including, general tidiness and cleanliness of nurses and treatment rooms
- Ordering of stock from the local hospital
- Ordering of vaccinations to maintain stock levels
- Participation in administrative systems in the practice
- At all times there will be a need to maintain accurate records
- A duty to advise senior nurses of potential problems or errors within the range of assigned tasks
- Attend and participate in any practice meetings when required.
- Any other delegated duties appropriate to the post.

Special Requirements of the post:

- An understanding, acceptance and adherence to the need for strict confidentiality.
- Ability to use own judgment, resourcefulness and common sense.
- A commitment to maintain a high professional standard of nursing care and keep up to date with all aspects of nursing care relevant to the post.
- A commitment to ensure all Health and Safety requirements and Infection Control measures are met and to report any problems to the practice manager
- A commitment to the effective use of practice and NHS resources.
- An awareness of own limitations and experience.
- To work only in accordance with the NMC Code of Conduct and within the scope of professional practice
- To have a written professional development plan and to maintain an up to date portfolio which meets the requirements of registration with the NMC
- Cooperate with annual appraisal meetings
- Membership of the RCN
- Keep up to date with changes in guidance and provide feedback and learning to the wider respiratory team
- Produce accurate and contemporaneous and complete records of patient consultations, consistent with legislation and policies and procedures
- Have an understanding and active involvement in reaching QOF targets related to respiratory conditions

Confidentiality:

- 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 the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety:

The post-holder will manage 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 the 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
- 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
- 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
- Undertaking periodic infection control training
- 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

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 practice 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.
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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

Quality:

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

Additional Duties:

It is the nature of the work of a treatment room nurse that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way, undertaking tasks that are not specifically covered in their job description when the occasion arises. These additional duties will normally cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibilities or task becomes a regular or frequent part of the members of staff's job, it will be included on the job description in consultation with that member of staff

Other :

- Carry out other duties that are required within the role as it evolves within the development of the organisation

Additional information

- Post subject to continuous evaluation and development
- Appraisal interval: annual main review, quarterly interim meeting
- NHS Pension Scheme Eligibility

This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners or management team.

Please sign and date this document to confirm its accuracy at the present time.

Job holder:

Date:

Practice Manager:

Date:

Job Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Registered with NMC	✓	
Diploma in Respiratory management for asthma and COPD	✓	
Module in Performing and Interpreting Quality Assured Spirometry accredited by the ARTP		✓
Evidence of continued professional development	✓	
EXPERIENCE		
Experience of SystmOne clinical system		✓
Experience of Primary Care		✓
Experience of dealing with the public/patients	✓	
KNOWLEDGE/SKILLS		
Advanced numeracy skills to GCSE Level C or above	✓	
Complaints systems	✓	
Excellent keyboard and computer skills including use of Microsoft Office	✓	
Demonstrate excellent communication skills	✓	
An understanding, acceptance and adherence to the need for strict confidentiality	✓	
QUALITIES/ATTRIBUTES		
Able to work independently within agreed domains	✓	
Ability to use own judgement, resourcefulness and common sense	✓	
Ability to work without direct supervision and determine own workload priorities	✓	
Ability to work at part of an integrating multi-skilled team	✓	
Pleasant and articulate	✓	
Able to work under pressure	✓	
Able to work in a changing environment	✓	
Able to use own initiative	✓	
Ability to self-motivate, organise and prioritise own workload	✓	
Excellent timekeeping	✓	
OTHER		
Flexibility of working hours/able to work at desired times	✓	
Car driver/clean license - access to own vehicle	✓	