

## Diabetes Nurse

**Closing date: 30th June 2026**

***We are a friendly, forward-thinking GP surgery committed to delivering high-quality, patient-centred care to our local community. With a growing population of patients living with diabetes, we are expanding our clinical team and looking for a dedicated Diabetes Nurse to help us provide exceptional chronic disease management.***

***Hours: Full-Time***

***Location: Salisbury***

***Pay: Based on experience***

### ***About the role***

As our Diabetes Nurse, you will play a key role in supporting patients with Type 1 and 2 diabetes, helping them manage their condition confidently and safely. You will work autonomously within the practice, supported by our GPs, Paramedics, ANPs, Practice Nurses, and wider multidisciplinary team. As an integral member of our team, you will be:

- Running diabetes clinics and providing ongoing review and management
- Delivering structured education and lifestyle advice
- Interpreting blood results and adjusting care plans in line with clinical guidelines
- Contributing to QOF, IIF, and practice-wide chronic disease targets
- Maintaining accurate, high-quality clinical records

### ***Why join us?***

- Rated Outstanding by the CQC — the only practice in Salisbury with this achievement
- Active in training, teaching, and research, with opportunities to get involved
- Excellent working relationships with Salisbury Foundation Trust and local PCN partners
- Comprehensive induction and tailored training programme
- Regular mentoring sessions and a supportive duty team
- We use “Ardens” Consultation software within SystmOne and can support any necessary IT training

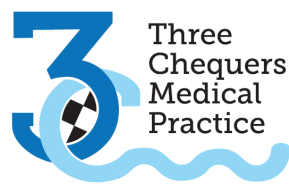
### ***Benefits***

- Salary is negotiable in accordance with the applicant's experience
- 5 weeks holiday a year plus bank holidays on a pro rata basis
- Opportunities for professional development
- Access to the NHS pension scheme and exclusive access our comprehensive Employee Assistance Programme (EAP)
- NHS Pension

### ***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](http://www.3chequers.co.uk/staff-vacancies) or collect an application form from the Practice.

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 7 Partners, and 9 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](http://www.3chequers.co.uk)

## Job Description

**Job Title:**

Diabetes Nurse

**Reporting to:**

The Partners (Clinically)

The Practice Manager (Administratively)

**Job summary:**

The post holder will manage their own caseload within their specialist area, working as an autonomous practitioner. They will be responsible for assessing, planning, delivering, and evaluating individualised, patient-centred programmes of care at a specialist level. The post holder will ensure that all practice remains within their defined scope of competence, knowledge, and experience.

They will consistently adhere to relevant professional and regulatory body codes, standards, and guidance, ensuring that their clinical practice is underpinned by current evidence-based theoretical knowledge and best practice.

**The post holder will:**

- Demonstrates strong theoretical and practical knowledge of common causes, conditions, and presentations, supported by an understanding of key theories and principles.
- Demonstrates innovative and specialist skills in selecting appropriate methods and tools to holistically assess, plan, implement, and evaluate care within a complex and specialised field of practice.
- Demonstrates advanced clinical skills
- Uses sound clinical judgement by analysing and interpreting complex information and comparing options, ensuring clinical reasoning is clearly recorded in case notes.
- Works with individuals and, where appropriate, their families or carers to plan and deliver care, encouraging them to be involved in decisions about their treatment.
- Works to professional standard and carries out clinical procedures safely and competently
- Effectively prioritises own workload and contributes to team workload planning within agreed objectives, escalating or referring appropriately when needed
- Communicates difficult or sensitive information clearly and sensitively, using appropriate communication skills and addressing any barriers
- Consistently demonstrates care and compassion in all interactions, ensuring these values are reflected in all aspects of practice, including the handling of complaints and compliments.

### **Clinical Practice continued**

- Complies at all times with organisational Infection Prevention and Control policies

### **Administrative Duties**

- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Participate in the administrative and professional responsibilities of the practice team
- Accurate and legible notes of all consultations and treatments are recorded in the patient's notes
- Ensure clinical systems kept up to date, recording and/or amending accurate details
- 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
- Attend and participate in practice meetings as required

### **Personal development:**

- Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
- Maintain up to date skills and knowledge, maintaining awareness of professional issues at an advanced level.
- Training needs will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the practice.
- Assess effectiveness of care delivery through self-reflection and peer review, as well as benchmarking and formal evaluation.

### **Health and Safety :**

- Use the personal security systems within the workplace according to practice guidelines
- Identify the risks involved in work activities and undertake them in a way that manages the risks
- Make effective use of training to update knowledge and skills
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Apply infection-control measures within the practice according to local and national guidelines
- Understand and apply the principles of the cold chain
- Ensure safe storage, rotation and disposal of vaccines and drugs within area of responsibility

### **Health and Safety continued**

- Be aware of statutory child health procedures, and statutory local guidance and referral criteria
- Know the health and safety policies and procedures within the workplace, including fire procedures, maintaining documentation, monitoring and maintaining of equipment and furniture within your area of responsibility
- Be able to identify the risks to health of microbiological and chemical hazards within the working environment according to the Control of Substances Hazardous to Health
- Undertake mandatory and statutory training
- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
- Participate in the local implementation strategies that are aligned to the values and culture of general practice

### **Communication:**

- Demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment
- Communicate with and support patients receiving 'bad news'
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Anticipate barriers to communication and take action to improve communication
- Estimate and maintain effective communication with individuals and groups within the practice environment and with outside agencies
- Act as an advocate when representing patients and colleagues

### **Clinical Governance:**

- Recognise and work within own competence and professional code of conduct as regulated by the NMC, taking accountability for own actions
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Reviews the care they provide and helps maintain quality and governance systems within the service.
- Delivers care in line with NSF and NICE guidelines, ensuring practice is based on current evidence and agreed standards of care
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required

### **Clinical Governance continued**

- Collaborate on improving the quality of health care in partnership with other clinical teams, responding to local and national policies and initiatives as appropriate
- Evaluate the patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- Participate in the management and review of patient complaints, and identify learning from clinical incidents and near-miss events using a structured framework (e.g. root-cause analysis)
- Assess the impact of policy implementation on care delivery
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance
- Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate
- Know the cost implications of the work undertaken
- 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
- Alert other team members to issues of quality and risk in the care of patients
- Enable patients to access appropriate professionals in the team and beyond
- Know how clinical governance affects the nursing role and bring to the attention of more senior staff any specific risk situation
- Know the practice's policies in this respect, especially the whistle-blowing policy
- Manage your own time, workload and resources effectively

### **Learning and Development:**

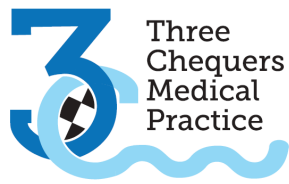
- Take responsibility for own developmental learning and performance, including participating in clinical supervision
- Take responsibility for maintaining a record of own personal development
- Work with management on any new training requirements
- Demonstrate skills and activities to others who are undertaking similar work
- Act as mentor to students, assessing competence against set standards as requested and if appropriately qualified
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning

#### Core Principles:

- To ensure confidentiality of information (written/oral or electronic) is preserved at all times whether at or away from work
- To follow practice procedures to ensure that Caldicott Guardian and Security requirements are met at all times
- To follow procedures to ensure compliance with the Data Protection Act 1998
- To follow all practice protocols concerned with the maintenance of ethical practice
- To support and participate in initiatives to ensure a safe and healthy environment for all practice users. This includes following procedures to ensure the control of potential hazards to health and safety
- To respect, support, contribute to and take personal responsibility for implementing commitment to Diversity and Equality of Opportunity including:
  - 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-judgemental and respects their circumstances, feelings, priorities and rights
- To contribute to a culture of continuous improvement
- To deal with complaints promptly and according to organisational protocol
- To perform duties to standards required by the practice in accordance with quality assurance
- To demonstrate commitment to Continuing Professional Development
- To demonstrate computer literacy

#### Additional Duties:

It is the nature of the work of a Diabetes 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.



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: .....

On behalf of Employer: ..... Date: .....

# Job Specification

	Essential	Desirable
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Holds a relevant professional degree or diploma</li> <li>• Holds a post-graduate qualification in a specialist area.</li> <li>• Maintains current registration with the appropriate statutory professional body.</li> <li>• Willing to undertake relevant training identified to support role requirements and skill development.</li> <li>• Maintains a Continuing Professional Development (CPD) portfolio in line with regulatory body standards</li> </ul>	✓	
<b>Experience</b>		
Work Independently and autonomously	✓	
Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs	✓	
Experience of SystemOne clinical system		✓
Experience of Primary Care		✓
Experience of dealing with the public/patients	✓	
<b>Knowledge / Skills</b>		
Excellent keyboard and computer skills including use of Microsoft Office	✓	
Demonstrable excellent communication skills	✓	
An understanding, acceptance and adherence to the need for strict confidentiality	✓	
Complaints systems		✓
<b>Qualities / Attributes</b>		
Able to work independently within agreed domains	✓	
Ability to use own judgment, resourcefulness and common sense	✓	
Ability to work without direct supervision and determine own workload priorities	✓	
Ability to work at part of an integrated multi-skilled team	✓	
Able to work under pressure	✓	
Able to work in a changing environment	✓	
Able to use own initiative	✓	
Excellent timekeeping	✓	
<b>Other</b>		
Flexibility of working hours/able to work at desired times	✓	
Car driver/clean licence – access to own vehicle	✓	