

# Nursing Associate

***Closing date: 31st July 2025***

**Are you looking for a career within General Practice? We are looking for an enthusiastic Nursing Associate to join our expanding team.**

**Hours: Full or Part-Time**

**Location: Salisbury City, Porton and Winterslow**

**Pay: Based on experience**

Three Chequers Medical Practice is looking for a compassionate, proactive Nurse Associate to join our team. The successful candidate will work collaboratively within a multi-disciplinary environment to deliver high-quality nursing care that supports the health and wellbeing of our local community. This is an excellent opportunity to develop your skills in a supportive and inclusive environment.

## **Key Responsibilities**

- Provide chronic disease management (e.g. Diabetes, Asthma, COPD) in line with national and local guidelines. Including providing long term condition review and routine assessments
- Support health promotion, lifestyle advice and preventative care
- Perform clinical observations and administer treatments under supervision
- Contribute to safeguarding, infection control and clinical governance compliance

## **What we are looking for**

- Registered Nurse Associate with the NMC
- Passionate about delivering excellent patient care
- A team player with strong communications and organisational skills
- Flexible, compassionate and eager to learn and grow within general practice
- Full clean driving licence with access to a car to deliver clinics at our branch sites
- Availability to work between the hours of 8.00am - 6.30pm, Monday to Friday and be willing to work at Saturday on a pro-rota basis

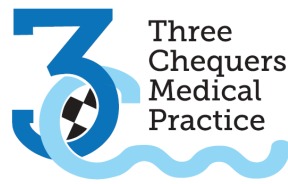
## **Why join us?**

- Welcoming, supportive team with a strong sense of purpose
- Play a key role in promoting health and preventing illness in your local area
- Opportunities for career development and progression
- Access to the NHS pension scheme and exclusive access our comprehensive Employee Assistance Programme (EAP)
- Detailed induction and training programme
- 5 weeks holiday a year plus bank holidays on a pro rata basis

## **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 applications.



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 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:**

Nursing Associate

**Reporting to:**

Nurse Manager

**Responsible to:**

Practice Manager

**Job Summary:**

To work independently as a member of the Practice Nursing team, under the guidance of a Registered General Nurse, support the organisation and facilitation of clinical care in a holistic and proactive manner to patients registered at the practice

To maintain a high professional standard of nursing care in adherence to all Practice protocols/policies & guidelines, as well as to provide nursing assistance to the GPs and other members of the primary healthcare team

**Duties and responsibilities:****Nursing:**

- To assist and perform routine nursing tasks related to patient care, such as routine BP checks, ECG, suture and clip removal, BMI and lifestyle advice, as directed and agreed with the Nurse Manager and Partners.
- To support patients to improve and maintain their mental and physical health and wellbeing by undertaking health checks (physical and mental), smoking cessation services.
- To support the Practice Nurse with the holistic assessment and planning of wound care plans for patients with chronic and acute wounds.
- To implement agreed wound care plans, following local and national evidence-based guidelines, inclusive of the treatment of minor traumatic wounds within own level of competency. To recognise any deterioration of wounds or infection and arrange early review with PN/GP or specialist as required.
- Following recognised Leg Ulcer management training and the completion of competencies, to undertake Leg Ulcer care and compression bandaging, following agreed care plans in line with local/practice policy.
- Following training and competency assessment, to undertake adult NHS immunisation programmes and ensure vaccines/injections are administered under patient group directives or patient specific direction.
- To undertake the collection of pathological & microbiology specimens including venipuncture, swabs, urine culture in line with local guidelines
- To support chronic disease management – including monitoring patients with stable asthma, undertaking preliminary investigations for Type 2 diabetes patients, such as foot checks.
- To provide general health promotion education, advice on national screening programs and guide/refer patients to appropriate services.

- Provide contraception advice and sexual health guidance in line with competency. Undertaking annual contraceptive reviews in line with practice policies.
- In line with national guidance and with recognised competency-based training, undertake screening programs such as cervical screening tests.
- To undertake any investigatory test, such as Ambulatory BP monitoring, automated Dopplers and Spirometry, taking basic history and referring patients to relevant clinician for interpretation/ planning of care.
- To be able to provide appropriate self-care advice for patients presenting with minor illness within own level of competency and referring to GP/ANP where appropriate.
- Chaperone and assist patients where appropriate who are being examined by another clinician.
- To assist GPs with minor surgery and well women procedures.
- To maintain effective infection control measures in line with local guidelines and practice policy.
- To be able to recognise and manage anaphylaxis, according to the current UK Resuscitation Council guidelines.
- To be able to perform Cardio-pulmonary resuscitation (BLS) and the correct use of Automated Defibrillator following training, according to the current UK Resuscitation Council guidelines.
- Ensure safe storage, rotation and disposal of vaccines and medication. Assist in the completion of monthly stock take and support the cost-effective use of disposable items.
- Maintain adequate stock within the treatment room and assist with the re-stocking of other clinical rooms as required.
- To participate in developments within the practice and support QOF requirements.
- To be registered with the NMC. Work in accordance with the NMC Code of Conduct and Scope of Practice for Nursing Associates
- Ensure accurate notes of all consultations and treatments are recorded in the patient's notes and on computers, as per NMC guidelines.
- Attend and actively participate in practice meetings as required.
- Awareness of statutory protection procedures including referral and recognition of signs and symptoms of child abuse.
- Awareness of referral mechanisms for mental health issues, family violence, vulnerable adults and addictive behaviours.
- Actively take part in mandatory and internal/external training as requested.
- Adhere to and follow all policies and protocols as listed in the Staff Handbook and contract.
- Ensure clinical waste collection runs smoothly, reporting any problems to the Practice manager or Nurse Manager

#### **Additional requirements for the post:**

- An understanding, acceptance and adherence to the need for strict confidentiality
- An ability to use own judgement, resourcefulness, common sense and local knowledge, to respond to patients enquiries and requests while adhering to practice limitations
- An understanding and acceptance of ones capabilities and awareness of own limitations
- Ability to work without direct supervision and determine own workload priorities
- Flexibility of working hours
- Excellent communication skills
- The role of the Nursing Associate needs to be flexible in line with the present atmosphere for change within the health service delivery. It is essential that the nursing associate works within their own level of competency and expand her/his role in accordance with practice requirements and own scope of practice

### **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 implement and manage their own and others Health and Safety and infection control as defined in the practice health and safety policy, the practice Health and safety manual, and the practice infection control policy and published procedures. This will include (but 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
- Responsible for own hand hygiene
- Working within the guidance of the infection control and clinically based patient care protocols, and helping with 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.
- 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 to share 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
- 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 managers
- Undertaking periodic infection control training (minimum twice annually)
- 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.

**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

**Contribution to the implementation of services:**

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

**Other:**

This involves:

- Carrying out other duties that are required within the role as it evolves within the development of the organisation
- All staff are expected to work in a flexible way, undertaking tasks which are not specifically covered by their individual description when the occasion arises
- These additional duties will usually cover unforeseen circumstances or changes in work and they will normally be compatible with the post-holder's regular type of work
- If the additional responsibility or task becomes regular or frequent part of the staff member's job, it will be included in the job description in consultation with the 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: .....

Practice Manager: ..... Date: .....

## Personal Specification for Nursing Associate

	<u>Essential :</u>	Desirable:
<b>Qualifications</b>		
Foundation degree	✓	
Registered Nursing Associate		
NMC Registration		
<b>Experience</b>		
Experience of working within a healthcare setting prior to foundation degree training	✓	
Experience of <u>SystmOne</u> clinical system		✓
Experience of Primary Care		✓
<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 <u>determine</u> own workload priorities	✓	
Ability to work <u>at</u> part of an integrated multi-skilled team	✓	
Pleasant and articulate	✓	
Able to work under pressure	✓	
Able to work in a changing environment	✓	
Able to use own initiative	✓	
Ability <u>to self</u> motivate, organise and prioritise own workload	✓	
Excellent timekeeping	✓	
<b>Other</b>		
Flexibility of working hours/able to work at desired times	✓	
Car driver/clean licence – access to own vehicle	✓	