#### ATHOLL MEDICAL CENTRE

**Job Description**

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| JOB TITLE: | **PRACTICE NURSE (CHRONIC DISEASE MANAGEMENT)** |
| **RESPONSIBLE TO:** | Practice Manager / GPs (clinical governance) |
| **JOB PURPOSE/**  **SUMMARY:** | * To provide and maintain a high standard of nursing care for patients as well as providing nursing assistance to the doctors and other members of the primary healthcare team. * The duties will include all tasks normally undertaken by an experienced RGN and in addition any roles agreed between the nurse and the doctors as appropriate, having regard to current training. |

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| MAIN DUTIES AND RESPONSIBILITIES | |
| **1.** | Provision of chronic disease management clinics, eg: diabetic, hypertension, asthma, menopause, warfarin, minor surgery, contraception etc, as agreed by the practice. |
| **2.** | Supervision, teaching/mentoring of nursing assistants and student nurses. |
| **3.** | Undertake immunisations, injections and vaccinations. |
| **4.** | Provision of health checks for newly registered patients. |
| **5.** | Carry out screenings, e.g. lipids, blood pressure, cervical smears, etc. |
| **6.** | Undertake ECG and Spirometry testing. |
| **7.** | Provision of general nursing duties, e.g. dressings, ear syringing, etc. |
| **8.** | Venepuncture and the taking and preparing of pathology samples. |
| **9.** | Management of medical supplies stock, including stock control. |
| **10.** | Provision of teenage health advice. |
| **11.** | The maintenance of health promotion literature and information for patients. |
| **12.** | Use of Practice clinical system for patient searches for clinics and patient recall. |
| **13.** | The inputting of information onto the Practice clinical system. |
| **14.** | Ensure that infection control procedures are followed. |
| **15.** | The ongoing cleaning and sterilisation of clinical equipment and working surfaces and general organisation of department. |
| **16.** | The maintenance of treatment room equipment, including testing and recording. |
| **17.** | This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time-to-time. |
| **18.** | Work safely at all times in accordance with Legislative requirements and Practice Policy and Procedures. |