Job Title: Treatment Room Nurse
Responsible to: Practice Manager/Head of Nursing/Clinical Nursing Leads
Hours of work: To be agreed
Salary Band: To be confirmed

Job Summary
To work as part of the nursing team, taking responsibility for the running of treatment room clinics. They will work collaboratively with the general practice team to meet the needs of patients, providing safe, holistic evidence based care following practice policy and procedures.

Location: Strensall, Stamford Bridge Dunnington and Huntington surgeries

Key Responsibilities
- To work independently in a clinic setting providing treatment room care including:
  - Wound management
  - Ear syringing
  - Adult immunisation
  - Administration of routine injections
  - Assisting with Minor Surgery procedures
  - Management of minor injuries
  - Doppler assessment
  - Childhood Immunisations
  - Cervical Smears
- Chaperoning/assisting doctors
- Computer recording of clinical data using Emis web

Communication
- To work effectively with the integrated nursing team to provide quality nursing care throughout the Practice.
- Communicate effectively with other team members
- Communicate effectively with patients and carers recognising their needs for alternative methods of communication.

Personal and people development
- Take responsibility for own developmental learning and performance, including participating in supervision
- Take responsibility for maintaining a record of own personal development
- Work with management on any new training requirements
- To recognise and understand the roles and responsibilities of individuals working in the primary health care team

Health, safety and security
- 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
- Use appropriate infection control procedures and maintain work areas in each clinical room so that they are clean, safe and free from hazards, reporting any potential risks identified, including:
  1. Hand washing
  2. Universal hygiene procedures
3. Segregation and disposal of waste materials
4. Decontamination of instruments and clinical equipment
5. Reporting and treatment of sharps injuries
6. Dealing with blood and body fluid spillages
7. Assisting patients and colleagues in adopting sound infection control measures

- Understand, apply & manage the principles of the cold chain
- Ensure safe storage, rotation and disposal of vaccines and drugs within area of responsibility
- Know the general principles of first aid and resuscitation to be able to undertake initial actions as appropriate
- 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
- Use the computer safely
- 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

Equality and diversity
- Act in ways that recognise the importance of people's rights, interpreting them in a way that is consistent with procedures
- Respect the privacy, dignity, needs and beliefs of patients and carers
- Understand basic legal and communication issues regarding child abuse, family violence, vulnerable adults, substance abuse and addictive behaviour
- Act as a chaperone

Constraints
To observe and comply with all appropriate statutory requirements, confidentiality rules and Equal Opportunity Policies.
To comply with NMC guidance on accountability and code of practice.

Change and Review
Any other duties which may be required within the nature of the roles and responsibilities of the post as listed above, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description. Where the main purpose is varied in order to meet the changing demands of the Practice, consultation will take place and training, where necessary, will be given.

Working Conditions
The terms and conditions of employment are in accordance with the Practice's conditions of service applicable to your post as detailed in your current Contract of Employment and Staff Handbook. The role requires the employee to work in rotas; this includes a cover rota for colleagues on planned and unplanned leave.

The job description is current to the date shown.

Treatment Room Nurse
12 December 2013