

PRACTICE NURSE JOB DESCRIPTION

JOB TITLE

Practice Nurse

GRADE

This post requires training and current registration as either an R.N. or an L.P.N.

WORKING HOURS

36 to 40 hours per week

during the normal working week of 8.00am to 5.00pm Monday to Friday

Occasional Saturday or Sunday Walk in Clinics.

MANAGEMENT

Employed by Dr Coull's Medical Practice. You are responsible to and employed by the G.P., Dr Coull.

LOCATION OF WORK

Clinic nurse duties within the clinic premises, Sherwood Family Medical Center, 15 Brackley Point Rd, Charlottetown.

Very rarely, domiciliary visits

DUTIES

A. Clinic Nurse duties – usual clinic nursing duties including (after appropriate training where applicable):

- Using electronic medical record (OSCAR EMR)
- general measurements (BP, height, weight, spo2, temperature).
- venepuncture
- subcutaneous & intramuscular injections e.g. flu, tetanus
- dressings
- suture removal
- ear syringing
- assisting with procedures during doctors' surgeries
- acting as chaperone for doctors
- assisting at minor surgery
- health promotion – particularly smoking cessation and weight reduction
- PAP tests
- 12 lead ECG
- overnight oximetry
- 24hr BP machine
- audiometry
- Instructing patients in use of pocket 'event' ECG
- using present and future other medical equipment
- urinalysis
- new patient assessments

- vaginal swabs
- regular training for clinical emergencies e.g. basic life support, anaphylaxis, acute asthma, epileptic fits
- maintaining stock in nurse's room
- ensuring sterilisation of equipment
- maintaining temperature control records for vaccine fridge
- maintaining GP emergency bag equipment (not drugs)
- monitoring hygiene in the practice
- helping with summarizing new patient records
- development and running of the chronic disease monitoring clinics, including the relevant computer support systems, making use of the office admin support.
- monitoring the clinic's computerized health care targets and working towards achieving them

B. Office work – as necessary General reception/office work including telephone answering, retrieving patients messages, organising supplies, scanning, maintaining computer records.

C. Extra hours – you may be required to work extra hours to cover staff sickness or absence.

D. Communicate lab and X-ray results and other clinical matters to patients on the phone or in the clinic as per the protocol agreed with the doctors.

CONFIDENTIALITY

It is a condition of the job that absolute complete confidentiality is preserved. A breach of the agreed guidelines and protocols governing the release of any information obtained during the course of work would provide grounds for instant dismissal.

This list is not exhaustive and is subject to review.

29/01/10