



Phoenix Health Group

PERSON SPECIFICATION

| Person specification – Lead Practice Nurse | | |
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| Specification | Essential | Desirable |
| Qualifications | <ul style="list-style-type: none"> Registered Nurse (Nursing and Midwifery Council) Post graduate diploma or degree (Chronic Disease Management) | <ul style="list-style-type: none"> Mentor or teaching qualification Nurse prescriber Completed or working towards formal infection prevention and control training Family planning qualification |
| Specification | Essential | Desirable |
| Experience | <ul style="list-style-type: none"> Experience of working in a primary care environment Experience of leading a nursing team in a primary care environment Experience of chronic disease management Experience of working autonomously Experience of working as a practice nurse or community nurse Experience of infection prevention and control measures | <ul style="list-style-type: none"> Experience of managing elderly and housebound patients Experience of quality initiatives, i.e., benchmarking |
| Specification | Essential | Desirable |
| Clinical knowledge and skills | <ul style="list-style-type: none"> Wound care/removal of sutures and staples ECGs Venepuncture New patient medicals Requesting pathology tests and processing the results, advising patients accordingly Understanding the importance of evidence-based practice Understand the requirement for PGDs and associated policy Ability to record accurate clinical notes | <ul style="list-style-type: none"> Travel medicine Spirometry Broad knowledge of clinical governance Knowledge of public health issues in the local area Awareness of issues within the wider health arena Knowledge of health promotion strategies |



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| | <ul style="list-style-type: none"> • Ability to work within own scope of practice and understanding when to refer to GPs • Chaperone procedure • Women's health (cervical cytology, contraception, etc.) • Immunisations (routine, childhood and travel) • Chronic disease management | |
| Specification | Essential | Desirable |
| Skills | <ul style="list-style-type: none"> • Excellent communication skills (written and oral) • Effective time management (planning and organising) • Ability to work as a team member and autonomously • Good interpersonal skills • Problem solving and analytical skills • Ability to follow clinical policy and procedure | <ul style="list-style-type: none"> • Experience with audit and able to lead audit programmes • Experience with clinical risk management • Strong IT skills and competent in EMIS/System one • Clear, polite telephone manner |
| Specification | Essential | Desirable |
| Personal qualities | <ul style="list-style-type: none"> • Polite and confident • Flexible and co-operative • High levels of integrity and loyalty • Sensitive and empathetic in distressing situations • Effectively able to communicate and understand the needs of the patient • Commitment to ongoing professional development • Punctual and committed to supporting the team effort • Motivated, forward thinker • Problem solver with the ability to process information accurately and effectively, interpreting data as required • Ability to work under pressure/in stressful situations | |



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| Other requirements | <ul style="list-style-type: none">Effectively utilise resourcesFlexibility to work outside of core office hoursEnhanced Disclosure Barring Service (DBS) checkOccupational Health clearanceMeet the requirements and produce evidence for nurse revalidationEvidence of continuing professional development (CPD) commensurate with the role of a Lead Practice Nurse | |

Notes:

The job description and person specification may be amended following consultation with the post holder to facilitate the development of the role, the organisation and the individual.

All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.