

## The James Cochrane Practice

### Long Term Conditions Nurse Prescriber job description & person specification

This job description is not exhaustive and is intended to provide an outline of the key tasks and responsibilities only. There will be other duties required of the post holder commensurate with the position.

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice, and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.

Role Details	
Job Title:	<b>Long Term Conditions Nurse Prescriber</b>
Hours of work:	Part time. To include some evening and weekend on rota.
Primary Location:	The James Cochrane Practice, Helme Chase Surgery, Kendal, LA9 7HR and Maude Street Surgery, Kendal, LA9 4QE
Line Manager:	Head of Nursing
Responsible for:	Delivery of high-quality care for patients with long-term conditions. Contribute to practice targets (QOF etc.), complying with local and regional guidance.
Commencement date:	2025

Job Summary
Delivery of high-quality care for patients with long-term conditions.
Understanding of and responsibility to maximise income generation from Quality Outcomes Framework (QOF) / Quality Improvement Scheme (QIS) or other future schemes.
To work as an autonomous practitioner, responsible for the delivery of LTC nursing services, working as part of the practice multidisciplinary team, delivering care within their scope of practice to the entitled patient population.
The nurse will be responsible for chronic disease management, health prevention, health promotion, as well as supporting the management team in the reviewing of clinical policy and procedure.
Practice Vision Statement
Treating people, the way we'd like to be treated

Primary Responsibilities
The following are the core responsibilities of the Long-Term Conditions Nurse. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

- a. Provide assessment, screening treatment, services, and health education advice.
- b. Proactively identify, diagnose, and manage treatment plans.
- c. Diagnose and manage both acute and chronic conditions, integrating both drug- and nondrug-based treatment methods into a management plan.
- d. Delivery of high-quality care for patients with long-term conditions.
- e. Identify, manage, and support patients at risk of developing long-term conditions, preventing adverse effects on the patient's health.
- f. Provide specialist nursing care to patients as required in accordance with clinical based evidence.
- g. Provide chronic disease clinics, delivering patient care as necessary, referring patients to secondary / specialist care as required.
- h. Maintain chronic disease registers.
- i. Contribute to practice targets (QOF etc.), complying with local and regional guidance.
- j. Develop, implement, and embed health promotion and well-being programmes.
- k. Manage patients presenting with a range of acute and chronic medical conditions, providing subject matter expert advice to patients.
- l. Implement and evaluate individual specialised treatment plans for chronic disease patients.
- m. Maintain accurate clinical records in conjunction with extant legislation.
- n. Ensure clinical codes are used effectively.
- o. Support an effective call/recall system.
- p. Chaperone patients where necessary.
- q. Prioritise health issues and intervene appropriately.
- r. Support the team in dealing with clinical emergencies.
- s. Recognise, assess, and refer patients presenting with mental health needs.
- t. Support implementation of vaccination programmes for adults and children
- u. Extended and supplementary prescriber, adhering to guidance.
- v. Support patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice), reviewing annually as required.
- w. Liaise with external services / agencies to ensure the patient is supported appropriately (vulnerable patients etc.)
- x. Delegate clinical responsibilities appropriately (ensuring safe practice and the task is within the scope of practice of the individual)
- y. Support the clinical team with all safeguarding matters, in accordance with local and national policies.
- z. Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately.
- aa. Deliver opportunistic health promotion where appropriate

#### **Secondary Responsibilities**

In addition to the primary responsibilities, the Long-Term Conditions Nurse may be requested to:

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<ul style="list-style-type: none"> <li>a. Follow cold chain policy.</li> <li>b. Providing guidance when necessary to the nursing team acting as a mentor to students and newly qualified staff</li> <li>c. Participate in local initiatives to enhance service delivery and patient care.</li> <li>d. Support and participate in shared learning within the practice.</li> <li>e. Continually review clinical practices, responding to national policies and initiatives where appropriate</li> <li>f. Participate in the review of significant and near-miss events applying a structured approach i.e. root cause analysis (RCA)</li> <li>g. Develops practice administrative and clinical protocols in line with the needs of the patient and current legislation</li> </ul>
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Person Specification – Long Term Conditions Nurse		
Qualifications	Essential	Desirable
Hold current NMC registration	✓	
Qualified Nurse Prescriber		✓
Post graduate diploma or degree		✓
Minor Illness Qualification		✓
Teaching Qualification		✓
Experience	Essential	Desirable
Experience of working in a primary care environment	✓	
Experience of chronic disease management	✓	
Experience of prescribing and undertaking medication reviews	✓	
Experience of working as a practice nurse or community nurse		✓
Clinical Knowledge & Skills	Essential	Desirable
Diabetes	✓	
Hypertension	✓	
Asthma	✓	
Spirometry	✓	
CHD	✓	
Venepuncture	✓	
Requesting pathology tests and processing the results, advising patients accordingly	✓	
Immunisations		✓
Understands the importance of evidence-based practice	✓	
Broad knowledge of clinical governance	✓	
Ability to record accurate clinical notes	✓	
Ability to work within own scope of practice and understanding when to refer to GPs or other services	✓	
Knowledge of public health issues in the local area		✓
Awareness of issues within the wider health arena		✓
Knowledge of health promotion strategies	✓	
Understands the requirement for PGDs and associated policy	✓	

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Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills (templates, audits, searches, QOF reporting)	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS user skills	✓	
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	✓	
Experience with audit and able to lead audit programmes		✓
Experience with clinical risk management		✓
Personal Qualities	Essential	Desirable
Polite and confident	✓	
Flexible and cooperative	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure / in stressful situations	✓	
Effectively able to communicate and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Effectively utilises resources	✓	
Punctual and committed to supporting the team effort	✓	
Other requirements	Essential	Desirable
Flexibility to work extended hours including late opening, Saturdays and immunisation clinics	✓	
Disclosure Barring Service (DBS) check	✓	
Pre-Employment Check Clearance	✓	

#### Generic Responsibilities

All staff at The James Cochrane Practice have a duty to conform to the following:

##### Safeguarding

Safeguarding means protecting people's health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect. It is fundamental to high-quality health and social care.

This organisation adopts a zero-tolerance approach to abuse, ensuring that there are robust procedures in place for the effective management of any safeguarding matters raised. Staff have a responsibility to take the appropriate actions for safeguarding children, young people, and adults at risk of harm or abuse.

##### Equality, Diversity & Inclusion (ED&I)

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Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.

A good attitude and positive action towards ED&I create an environment where all individuals can achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and law requires it.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

#### **Safety, Health, Environment and Fire (SHEF)**

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being, and safety. You have a duty to take reasonable care of health and safety at work for you, your team, and others, and to cooperate with employers to ensure compliance with health and safety requirements.

All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

#### **Confidentiality**

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and always maintain confidentiality. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.

#### **Quality & Continuous Improvement (QI)**

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes, which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts, and staff are permitted to make

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suggestions and contributions to improve our service delivery and enhance patient care.

#### **Induction Training**

On arrival at the practice all personnel are to complete a practice induction programme; this is managed by your line manager or Practice Operations Manager.

#### **Learning and Development**

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role.

All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff may also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and, enable them to improve processes and service delivery.

#### **Collaborative Working**

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

#### **Service Delivery**

Staff at The James Cochrane Practice must adhere to the information contained with practice policies and regional directives, ensuring protocols are always adhered to. Staff will be given detailed information during the induction process regarding policy and procedure.

#### **Security**

The security of the practice is the responsibility of all personnel. Staff must ensure they always remain vigilant and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

#### **Professional Conduct**

At The James Cochrane Practice staff are required to adhere to the staff handbook and practice policies

Staff are required to dress appropriately and in accordance with their role, and where uniforms are provided, they must be worn.