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| Person Specification – Lead Practice Nurse | | |
| Qualifications | Essential | Desirable |
| Registered Nurse [(Nursing and Midwifery Council)](https://www.nmc.org.uk/registration/search-the-register/) | ü |  |
| Independent Nurse Prescriber |  | ü |
| Experience | Essential | Desirable |
| Experience of working in a primary care environment | ü |  |
| Experience of chronic disease management | ü |  |
| Experience of working autonomously | ü |  |
| Experience of working as a practice nurse | ü |  |
| Experience of managing, leading and developing a team |  | ü |
| Clinical knowledge and skills | Essential | Desirable |
| Clinical knowledge in the following:  · Wound care/removal of sutures and staples  · ECGs  · Venepuncture  · New patient medicals  · Immunisations (routine, childhood and travel)  · Women’s health (cervical cytology,  contraception, etc.)   * Requesting pathology tests and processing the results, advising patients accordingly * Travel medicine | ü |  |
| Chronic disease management awareness for:   * Diabetes * Hypertension * Chronic Heart Disease * Asthma & COPD * Spirometry | ü |  |
| Chaperone procedure | ü |  |
| Understand the importance of evidence-based practice | ü |  |
| Broad knowledge of clinical governance | ü |  |
| Ability to record accurate clinical notes | ü |  |
| Ability to work within own scope of practice and  understand when to escalate to GP’s | ü |  |
| Knowledge of health promotion strategies | ü |  |
| Understand the requirement for PGDs and PSD’s and associated policy | ü |  |
| Knowledge of public health issues in the local area |  | ü |
| Awareness of issues within the wider health arena |  | ü |
| Skills | Essential | Desirable |
| Excellent communication skills (written and oral)  polite telephone manner | ü |  |
| Strong IT skills including EMIS user skills | ü |  |
| Effective time management (planning and organising) | ü |  |
| Ability to work as both a team member and autonomously | ü |  |
| Excellent interpersonal skills | ü |  |
| Problem solving and analytical skills | ü |  |
| Ability to follow clinical policy and procedure | ü |  |
| Experience with audit and able to lead audit programmes |  | ü |
| Experience with clinical risk management |  | ü |
| Personal Qualities | Essential | Desirable |
| Polite, confident and kind | ü |  |
| Flexible and co-operative | ü |  |
| Motivated, forward thinker | ü |  |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required | ü |  |
| High levels of integrity and loyalty | ü |  |
| Sensitive and empathetic in distressing situations | ü |  |
| Ability to work under pressure/in stressful situations | ü |  |
| Effectively able to communicate and understand the needs of the patient | ü |  |
| Commitment to ongoing professional development | ü |  |
| Effectively utilise resources | ü |  |
| Punctual and committed to supporting the team effort |  |  |
| Other requirements | Essential | Desirable |
| Flexibility to work outside of core office hours on occasion | ü |  |
| Disclosure Barring Service (DBS) check | ü |  |
| Occupational health clearance | ü |  |
| Meet the requirements and produce evidence for nurse revalidation | ü |  |
| Evidence of continuing professional development (CPD) commensurate with the role of a practice nurse | ü |  |

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.