

The Culverhay Surgery

Wotton under Edge, Berkeley and Frampton on Severn

Gloucestershire

JOB DESCRIPTION

Job Title:	Lead Practice Nurse
Version:	Reviewed September 2026
Location:	The Culverhay Surgery – Wotton, Berkeley and Frampton
Salary:	Band 8 Equivalent
Job Status:	30-37 hours per week (Minimum 4-day working pattern)
Contract:	Permanent
Accountable to:	The Partners of Culverhay Surgery (Clinical) Practice Manager (Administrative)

Job Summary

Working in accordance with the NMC Code of Conduct, practice protocols and clinical guidelines, the post-holder will provide high-quality nursing care, including patient assessment, treatment, screening, prescribing, health education and advice. They will provide nursing care independently and in collaboration with nursing colleagues and GPs, ensuring care is delivered safely, effectively and in line with agreed practice standards.

To provide leadership to the practice nursing team, working collaboratively with the partners, practice management and wider practice staff to develop and maintain an effective, high-quality and patient-focused nursing service. To promote integrated working across the wider nursing team, including practice, PCN, and district nurses, through collaborative care, evidence-based practice and effective clinical guidelines, while monitoring key quality indicators to ensure clinical effectiveness and continuous improvement.

Ensure that all regulatory requirements are met in relation to the practice nursing team. This includes infection control and any requirements relating to CQC.

The post-holder will have the required level of training and competence and will work within patient group directions where these are available. A nurse with prescribing qualifications will practice within their competencies.



Duties and Responsibilities

Leadership and Management

Practice nurse team leadership:

- Ensure continuation of own personal and professional development, facilitated by utilisation of clinical supervision networks.
- Provide focus for nursing expertise within practice, advising nursing staff, appropriate to level of competence
- Identify training needs of practice nurse team and actively promote life-long learning.
- Undertake annual appraisals for practice nurse team.
- Share responsibility for ensuring effective internal communication and collaborative working across the practice, working closely with Operations and Practice Managers, the Clinical Pharmacist and other team leads to promote joined-up working, consistent communication and effective information sharing across all teams and sites.
- Ensure care is delivered by practice nurse team members with relevant and appropriate skills.
- Ensure an effective nurse appointment system, in collaboration with practice manager, including Enhanced Access allocation.
- Ensure that efficient and appropriate stock control is in place.
- Ensure adequate and appropriate nursing team cover is available within practice.
- Review and approve annual leave requests, ensuring clinical system remains up to date of any changes.
- Take a lead role in ensuring compliance with CQC requirements, relevant regulatory frameworks and infection prevention and control standards. This will include coordinating and delegating appropriate tasks to members of the nursing team, while retaining overall responsibility for oversight, monitoring and ensuring actions are completed to the required standard and within agreed timescales.
- Co-ordinate and administrate monthly nursing focus meetings for practice nursing team and 1:1s as required.
- Provide clinical leadership and oversight to the Frailty Team, offering appropriate clinical support, guidance and direction through the Lead Frailty HCA, who will report to the postholder.
- Provide clinical leadership and oversight of immunisation programmes for care home and housebound patients, coordinating with the Frailty Team to plan and deliver annual Flu and COVID-19 vaccinations, Spring boosters, RSV and other relevant national immunisation programmes.
- Assist management with nursing team recruitment, including creating and completing appropriate induction plans.
- Support the facilitation of specialist clinics in relation to staffing, equipment, and operational needs.

Training

- Ensure mandatory training requirements are fulfilled, including online and face-to-face training for all nursing team staff.

- Actively participate in educational programmes for whole primary health care team, including medical students and GP registrar, in relation to areas of clinical and practice nursing expertise.
- Act as the practice's main point of contact for the University of Gloucestershire (UoG) and University of the West of England (UWE) in relation to student nurse, Nursing Associate, return-to-practice and top-up placements.
- Coordinate placement arrangements with the universities and ARC, develop and oversee student induction plans and learning programmes, and manage students' placements within the practice, including allocation to appropriate nurses, departments and learning opportunities.
- Act as the main assessor for students, providing ongoing support and supervision and completing required mid-point and final assessments.
- Ensure clinical supervision for practice staff undertaking training courses, facilitating their availability whilst maintaining appropriate staffing levels.

Compliance

- Advance clinical nursing practice across the wider nursing team through the development, implementation and review of shared, evidence-based practice guidelines. Facilitate collaborative relationships with District Nurses, PCN Practice Nurses and other relevant nursing professionals across the local healthcare network, actively sharing knowledge, learning and best practice to promote consistency, strengthen clinical pathways and support continuous improvement in patient care.
- Lead the development and monitoring of key quality markers for practice guidelines including QOF; Enhanced Services; and PCN initiatives; thereby promoting clinical effectiveness.
- Plan, develop, implement and evaluate new health promotion and chronic disease management services.
- Provide professional advice on practice developments, recommending changes to working practices in line with evidence-based knowledge.
- PSD and VGD management.

Managerial

- Awareness of, and compliance with, all relevant organisation policies and procedures, e.g. prescribing, confidentiality, data protection, health and safety and infection control. Apply these to all aspects of one's own work.
- Undertake all mandatory training as determined by the practice.
- Committed to life-long learning and audit to ensure evidence-based practice.
- Contribute to evaluated audit and clinical standards setting within the organisation.

Communication

- The post-holder must recognise the importance of effective communication within the team and will strive to communicate effectively with other team members, patients, carers and recognise people's needs to alternative methods of communication and respond accordingly.

Clinical

Infection Control

- Practice lead for infection control. Responsible for ensuring regular updates are attended and disseminating information to the practice team.
- Undertake regular infection control audits.
- Ensure policies and procedures are reviewed at least annually.
- Report any concerns to the practice manager.

Management of Long-Term Conditions (LTCs)

- Identifying significant abnormalities.
- Specific area of interest – diabetes, asthma, COPD
- Diagnosis, monitoring and development of individual management plans; agreeing these as appropriate with the patient and other health professionals

Therapeutic monitoring

- Checking compliance with and adherence to appropriate treatments using an holistic patient-centred approach
- Recognising abnormalities
- Identifying the impact of treatment and implementing or recommending changes as appropriate.

Wound Care and management

- Assessing routine wounds including trauma
- Assessing [and prescribing] to support good wound management in complex situations (e.g. use of Doppler technique)

Patient health checks

- Identifying significant abnormalities
- Obtaining appropriate information using a lifestyle questioning approach and identifying appropriate health promotion issues
- Working with patients to develop a management plan where health problems or potential health problems are identified

Risk assessment

- Recognising issues and gathering sufficient information to refer (e.g. drugs; domestic violence; child protection; vulnerable adults; senior patients; social problems)

Health screening

- Recognising issues and gathering sufficient information to refer (e.g. women's and men's health, sexual health, older people)
- Undertaking monitoring tasks (e.g. smears) and providing advice as appropriate
- Providing in-depth monitoring and advice as appropriate to the level of the post-holder's specialty and working with the patient in deciding on management plans.

Travel health



- Administering injections and providing guidance in accordance with guidelines
- Identifying problems
- Provision of specialist and evidence-based support to the team.

Immunisation (adult and child)

- Administering appropriate immunisation autonomously
- Working with patients with more complex immunisation issues.

Mental health

- Communicating with key workers
- Administering appropriate prescribed therapies and monitoring for side effects.

Service Development

- Be involved in developing primary care services to meet the needs of the practice population.
- Working in close collaboration with the practice team to ensure that access targets are reached.
- Support health development and ensure health promotion work is undertaken to allow the practice population to make informed choices.

Quality

- Maintain accurate and timely medical records.
- Maintain and complete accurate and timely HR records including training and development, competency assessments, and other managerial forms as required.
- Reflect on personal practice through SEA, NHS appraisal, patient complaints

Confidentiality

- All patients have the right to expect that all practice staff will respect their privacy and act appropriately at all times.
- In the performance of duties, the post-holder may have access to confidential information relating to patients and their carer's, practice staff and other healthcare workers. They may also have access to information relating to the practice as business organisations. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may be divulged to authorised persons in accordance with the organisations policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Equality and Diversity

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 it is required by law.

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

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

Health & safety:

- The post-holder will implement and lead on a full range of promotion and management of their own and others' health and safety and infection control as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include (but will not be limited to):
- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness; regulatory / contractual / professional requirements; and good practice guidelines
- Responsible for the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Management and maintenance of Personal Protective Equipment (PPE) for the practice, including provision, ordering, availability and ongoing correct usage by staff
- Responsible for hand hygiene across the practice
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed, and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand-cleansing facilities, wipes etc. are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal

- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile way, safe and free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting and correcting health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum twice annually)
- Routine management of own team / team areas, and maintenance of work space standards
- Waste management including collection, handling, segregation, container management, storage and collection
- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

Personal/professional development:

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that NMC professional development requirements for revalidation are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

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.

Security

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times 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.

Contribution to the implementation of services:

The post-holder will:

- Apply practice policies, standards and guidance

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- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

Protection of Children and Vulnerable Adults

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the organisational procedure for raising concerns about the welfare of anyone with whom they have contact.

The organisation believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practice which protects them.

You should understand that this is a description of the job as it is presently constituted. Whilst this job description sets out the duties which such a job normally entails, you should appreciate that this is not to be regarded as exhaustive. You should further understand that job titles and job descriptions may be amended by the employer, and that employees may be called upon to carry out additional or other duties as may reasonably be required by the employer. Furthermore, it is the practice of the employer periodically to examine and review job descriptions to ensure that they continue to relate to the job which is being performed. In addition, the employer, during such examination or review, may consider that changes must be made to the job descriptions. Whilst there will be consultation on such issues, employees should understand that, if agreement cannot be reached, then the employer reserves the right to make changes to job descriptions where it considers such necessary.

