Person specification – Lead Practice Nurse		
Qualifications	**Essential**	**Desirable**
Registered Nurse (Nursing and Midwifery Council)	✓	
Independent Nurse Prescriber		✓
Post graduate diploma or degree (Nurse Practitioner)		✓
Experience	**Essential**	**Desirable**
Experience of working 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 managing, leading and developing a team	✓	
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	✓	
Chronic disease management awareness for: • Diabetes • Hypertension • CHD • Asthma • Spirometry	✓	
Chaperone procedure	✓	
Understand 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 understand when to refer to GPs	✓	
Knowledge of health promotion strategies	✓	

Understand the requirement for PGDs and associated policy	✓	
Knowledge of public health issues in the local area		✓
Awareness of issues within the wider health arena		✓
Skills	**Essential**	**Desirable**
Excellent communication skills (written and oral)	✓	
Strong IT skills including SystmOne user skills	✓	
Clear, polite telephone manner	✓	
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 co-operative	✓	
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 utilise resources	✓	
Punctual and committed to supporting the team effort	✓	
Other requirements	**Essential**	**Desirable**
Flexibility to work outside of core office hours	✓	

Disclosure Barring Service (DBS) check	✓	
Occupational health clearance	✓	
Meet the requirements and produce evidence for nurse revalidation	✓	
Evidence of continuing professional development (CPD) commensurate with the role of a 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.