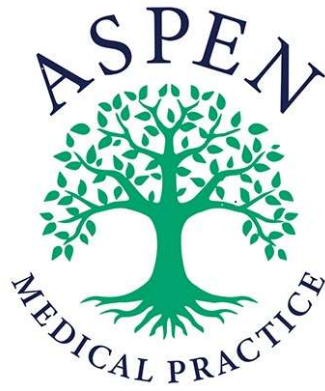




Recruitment Pack



Practice Nurse

Message from the Practice Manager



I am delighted that you are considering applying for this important role in the treatment room here at Aspen.

I hope that you find this pack helpful and we look forward to receiving your application.

Aspen Medical Practice was formed from the merger of four practices in 2018 and is now a single large practice looking after about 32000 patients. We have 140 employees who all work together as one multi-disciplinary team trying to provide the best service we can for our patients and their families.

Whilst patient care is key, we also value the wellbeing of our employees and offer free parking, access to the NHS pension scheme, enhanced sickness allowances, monthly protected learning time events, length of service recognition and much more. We listen to our staff via suggestion boxes, surveys and our staff forum and have made several changes in recent years in response to this.

You are welcome to come and look around yourself, either before or after application or ask any questions you would like. Just contact our team at aspen.riskandcompliance@nhs.net and we can arrange a visit or put you in touch with one of our current team.

Best wishes,

Paul Wainman - Practice Manager

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Dedicated

Forward thinking

People



Key Information

Role: **Practice Nurse**

Application Closing Date: 3rd August 2026

Shortlisting: 5/6th August 2026

Interview Date/s: 19th August 2026

Points to Note

1. All longlisting, shortlisting and interview assessment will be performed against the essential and desirable criteria listed on page 6. If you are unable to meet the essential criteria, you are unlikely to be successful in your application.
2. Should this vacancy attract sufficient interest it may be necessary to close the vacancy at an earlier date. We therefore suggest that you apply at an early stage to avoid disappointment.



Job Description

Post	Practice Nurse
Responsible to	Lead Practice Nurse
Purpose	To provide high-quality nursing care to patients within a general practice setting, promoting health, preventing illness, and supporting the diagnosis, treatment, and management of acute and long-term conditions. The role involves delivering evidence-based care, health education, immunisations, screening programmes, and supporting patients to maintain and improve their wellbeing while working collaboratively with the multidisciplinary healthcare team.
Duties and responsibilities	• Provide patient assessments, treatment, advice, and ongoing care. • Administer vaccinations, immunisations, and prescribed medications. • Conduct health screenings, routine checks, and chronic disease reviews. • Manage long-term conditions including diabetes, asthma, and hypertension. • Undertake wound care, dressings, and cervical screening when trained. • Promote health education, prevention, and wellbeing. • Maintain accurate clinical records and support infection control practices. • Collaborate with GPs and the wider multidisciplinary team to deliver evidence-based care in line with professional standards and guidelines.

Role and Objectives

- To undertake a range of nursing assessments and provide appropriate care and treatment in conjunction with the GPs, Nurse Practitioners and other practice nurses or independently, in line with competence and need.
- To maintain or improve standards of care and be actively involved in identifying practice population needs.
- To demonstrate and apply knowledge related to the Quality and Outcomes Framework (QOF).
- To provide therapeutic interventions within a broader health promotion/public health strategy and enable patients to take action to meet their priorities for health.
- To help provide education and training regarding long term conditions as required.
- To provide specialist advice to patients and relatives in relation to long term conditions.
- To undertake any further training as required to ensure appropriate role development.

- To practice within the NMC Code of Professional Conduct and maintain accurate records

Key Tasks and Responsibilities

- Patient assessment and care
- Managing and monitoring long-term conditions, specifically diabetes mellitus as well as hypertension and cardiovascular disease.
- Conducting reviews, adjusting care plans within scope of practice, and supporting lifestyle changes
- Monitoring blood results and medication effectiveness
- Health promotion and prevention
- Immunisations and vaccinations
- Wound care and minor procedures
- Carrying out procedures such as:
 - Ear care (if trained)
 - ECG recording
 - Cervical screening (smear tests)
 - Urine testing
 - Phlebotomy
- Supporting contraception and reproductive health services (depending on training)
- Providing advice on sexual health and menopause care (depending on training)
- Medication management including administering medicines within competency and local protocols
- Supporting medication reviews
- Providing patient education about medicines
- Following prescribing and medicines management policies
- Patient education and support
- Maintaining professional standards in line with the Nursing and Midwifery Council Code
- Safeguarding responsibilities
- Team working and professional development
- Working alongside GPs, healthcare assistants, pharmacists, and other primary care professionals
- Attending practice meetings
- Maintaining clinical competence through continuing professional development (CPD)

General Tasks

- Clinical governance and safety
- Maintaining accurate patient records
- Follow infection prevention and control procedures
- Participate in audit and quality improvement
- Report incidents and safeguarding concerns



Person Specification

Practice Nurse

Key: A = Application I = Interview R = References E = Essential D=Desirable

Attribute	Essential (E) Desirable (D)		Assessed A, I, R
	E	D	
Qualifications			
Registered Nurse with current active registration on the NMC register	E		A, R
Degree, Diploma or equivalent qualification in nursing	E		A, R
GPN certificate or Primary Care qualification		D	A, I, R
Certificate, diploma or equivalent in Diabetes management		D	A, I, R
Independent/Supplementary Prescribing		D	A, I, R
An additional relevant qualification (e.g. travel health, mentor/practice assessor, contraception)		D	A, I, R
Work related Experience			
Competence in core general practice skills including - Immunisation and vaccination - Cervical Cytology - Wound Care - Dressings - Phlebotomy - Administration of medicines - Health Promotion and Screening	E		A, I, R
Experience of managing complex diabetes, to include insulin and GLP1 starts, ongoing monitoring and use of continuous glucose monitoring		D	A, I, R
Knowledge of safeguarding, infection control and clinical governance	E		I, R
Ability to work independently and as part of the multidisciplinary team	E		I, R
Previous experience in a GP or primary care setting	E		A, I, R
Experience supervising students and Healthcare Assistants		D	A, I, R
Other Experience, Skills and requirements			
Right to work in the UK	E		A, R
Good communication, organisational and IT skills	E		I, R
Experience using TPP SystmOne		D	A, I, R
Ability to work one scheduled late shift per week (usually 11am to 8:00pm)	E		A, I