

**SENIOR NURSE/TEAM LEADER JOB DESCRIPTION**  
**THE HARROW HEALTH CARE CENTRE**  
Private General Practice & Travel Health Clinic  
**Clementine Churchill Hospital, Sudbury Hill, Harrow HA1 3RX**  
**0208 861 1221 [www.harrowhealthcare.co.uk](http://www.harrowhealthcare.co.uk)**

The Practice

The Harrow Health Care Centre is a Private General Practice & Travel Health Clinic. It was initially established in 1982 as the first Private Primary Care Practice in the UK incorporating a BA Travel Clinic. The Centre now offers a one-stop service for our patients' primary care needs.

Nursing Establishment

We currently have a team of four Registered General Nurses all working on a part-time basis and a Senior Nurse who is moving on. We are now seeking to recruit a new Team Leader who can demonstrate managerial experience or potential. This post is offered part-time for a minimum of 20 - 24 hours a week (split into six-hour shifts on different days, plus inclusion on our Saturday morning rota - currently 1 in 4).

Surgery Hours

Mondays to Thursdays 8 a.m. – 8 pm  
Fridays 8 am – 6 pm  
Saturday Mornings 9 am to 12 noon

Nursing Shift Patterns (usual)

Mondays to Thursdays 8 am – 2 pm and 2 pm – 8 pm  
Fridays 8 am - 2 pm and 2 pm - 6 pm  
Saturday Mornings 9 am to 12 noon

Senior Practice Nurse Role

The successful candidate will primarily be working in the Centre with occasional client-based off-site clinics by mutual arrangement. For example we have an annual series of company flu clinics between October and December and occupational health phlebotomy clinics in January.

The duties are those of standard GP Practice Nurses with an additional variety of duties, which include:

- A high percentage of travel health consultations giving advice, vaccinations and anti-malarial dispensing
- Well person and occupational health medicals inc. phlebotomy; resting ECGs; spirometry; basic audiology checks [training will be given in each area as required]
- Ear syringing
- TB testing
- Triage patients requiring urgent appointments
- Telephoning patients with test results at doctors' direction
- Chaperoning patients for medical examinations at patient or doctor's request

In addition, each member of the team has delegated responsibility for specific nursing duties e.g. for keeping all travel medicine and vaccinations stocks up-to-date; cervical screenings recalls; childhood immunisation recalls; ordering dressings and other equipment etc.

#### Senior Nurse /Team Leader Responsibilities:

- i. Day to day managerial responsibilities for the team, procedures and processes.
- ii. Ensuring that all shifts are covered as far as possible in the event of unexpected leave and planned annual leave.  
  
Generally this means undertaking additional shifts if no other nurses are able to do so with flexibility in school holidays to cover one term-time only nurse hours plus other staff holidays.
- iii. Representing the Nursing Team at monthly Clinical and Heads of Department Meetings. These are generally held during working hours in the first week of the month.
- iv. To meet with the GP Principal and Business Manager on a regular basis [usually for one hour once a month]

#### Accountability & Responsibility

All nurses are responsible to the Practice Partners through their line manager. This is currently our Senior Nurse, whose Line Manager is the GP Principal.

All nurses are accountable for their professional actions and keeping their own registration up-to-date.

The Practice indemnifies its nursing staff for all nursing duties carried out in good faith during their shifts.

Please note that Enhanced Criminal Records Bureau checks and a minimum of two recent professional references [including that of the current or last employer] will be taken up and must be considered satisfactory by the Partners, before any offer of employment can be confirmed.

**Person Specification for Senior Nurse /Team Leader  
at the Harrow Health Care Centre**

<b>Qualifications</b>	<b>Details</b>	<b>Essential</b>	<b>Desirable</b>
RGN	Minimum Level Entry	Yes	
Experience	Minimum 3 years recent clinically based experience	Yes	
	Knowledge of Travel Medicine		Yes
	Experience of working in Private Practice		Yes
	Managerial or Team Leadership Experience		Yes
Attributes	Excellent Communication Skills [in both oral and written English]	Yes	
	Computer Literacy in using various packages such as : Microsoft Outlook/Internet [for Travax]/Clinical Databases [successful candidates will be trained in eClinicalWorks, the clinical package we currently use]	Yes	
	Willingness to up-skill and undertake further study in own time	Yes	
	Flexibility to cover colleagues planned leave and unexpected sick leave absence including flexibility during school holidays.	Yes	
	Flexibility to stay on site at end of normal shift time if required for emergencies and [evening shift] to remain with receptionist until surgery is closed.	Yes	
	Patient/Customer Focussed Individual	Yes	
	Experienced in and/or willing to undertake venesection	Yes	
	Availability to work regular shifts all year round and participate in Saturday morning rotas	Yes	
	Experience in Occupational Health & Screening Medicals		Yes
	Demonstrates Leadership Ability and Motivation to undertake Team Leader role	Yes	