**JOB DESCRIPTION Pre Assessment Nurse**

**JOB TITLE : Pre Assessment Nurse**

**RESPONSIBLE TO: OPD Manager and Clinical Services Manager**

**ACCOUNTABLE TO: Clinical Services Manager**

## **Role Summary:**

The role of the Pre-assessment Anaesthetic Nurse is to act as a resource expert in their clinical area. To work closely with the Anaesthetic team to determine patient’s suitability for surgery.

Performing the pre-operative assessment will seek advice from the anaesthetist if they are not sure of a patient’s suitability for anaesthetic

### Responsibilities and principal duties

To ensure that:

* Patients are better prepared physically, psychologically and socially for their surgery
* Arrangements are in place to facilitate a smooth pre and post-operative course, including a well-planned discharge.
* Consistent and appropriate action is taken for patients with medical problems affecting fitness for surgery.
* A named consultant anaesthetist will have overall responsibility for the patient’s anaesthetic fitness ensuring that the following are in place: Selection criteria, guidelines for pre-operative investigations and a clear mechanism for referral of abnormal test results, or patients requiring a more detailed assessment by an anaesthetist.
* The Consultant responsible for the patients care is ultimately responsible for patient selection for a procedure, and for supporting all health care professionals involved with Pre-Operative Assessment.
* The nurse has the responsibility for procedure specific patient information leaflets and instruction sheets, as well Anaesthetic leaflets.
* To work with other members of the multi-disciplinary team to provide a safe and supportive environment for patients and staff.
* To carry out patient assessments and ensure that patients are medically fit for the surgery.
* To be responsible for initiating discharge planning arrangements and undertaking care activities when required.
* Undertake assessment of baseline observations, referring problems to relevant members of primary and secondary health care teams, taking appropriate remedial action and ensuring patients are followed-up appropriately. Following clinical assessment make appropriate recommendations regarding patient’s medical fitness for surgery, including suspension and referral of patients.
* To provide patients who have been assessed with expert knowledge and health promotion advice, initiating discharge planning.
* Through a dynamic and augmented skills approach the continuing educational process will enable practitioners to develop professional autonomy, which will ensure the delivery of a quality service empowering the experience of patients and their carers.

**Leadership and advisory role**

* Act as a role model.
* Ensure advice is available to the full range of specialties within the service they work in, on the day-to-day management of patients.
* Provide advice (direct and indirect) to colleagues on the assessment, treatment and clinical services.

1. **Clinical role**

* Support and advise colleagues in the clinical assessment and care of children and young people where there are safeguarding/child protection concerns,
* Identify before surgery a patient's medical, physical, psychological and spiritual needs;
* Liaise, where appropriate, with external agencies to implement discharge planning;
* Ensure a more effective use of hospital resources such as theatre time and bed occupancy by reducing the number of patients who do not attend scheduled surgery, the number of cancelled operations, and the length of time patients spend in hospital, thereby having a positive impact on waiting lists.
* Clinical risk assessment where the health of a patient is appraised to ascertain that the person is fit to undergo the anaesthetic for a planned operation.

**1.1 Medical History and Examination**

* Taking a full medical history, with particular attention to any complications following previous operations/anaesthetics. When indicated, appropriate tests will be performed such as bloods, X-ray and electrocardiogram. If any abnormalities are detected, these can be addressed before surgery, discussed with the anaesthetist and, if necessary, surgery can be deferred until the patient has reached optimum health.

**Education, Research and Audit Responsibilities**

* To maintain personal/professional development, clinical knowledge and skills.
* To be aware of current advances in clinical care and to develop research awareness in self and others in order to improve the clinical environment.
* To participate in the supervising and teaching of other staff and students in the department.
* To contribute to developing the clinical learning environment in the departments.
* To be involved in relevant project work in the clinic and share your findings with other members of the team.
* To attend meetings and feedback information to other staff.
* To assist with co-ordinating the clinics and ensure their smooth running.
* Record outcome of the assessment clinic.
* Act in a manner that supports equality and diversity
* To contribute towards an efficient, therapeutic and safe environment in the clinic.
* To ensure that all equipment is maintained and used safely

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#### Accountability

* To comply with the NMC Code of Professional Conduct
* To take an active lead in ensuring that policies and procedures are implemented and reviewed in line with changes in practice to meet the needs of the National Minimum Care Standards.

**Health and Safety**

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

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| **PERSON SPECIFICATION – Pre Assessment Nurse** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Registered Nurse * Evidence of Continual Professional Development | * ENB 219 or equivalent |
| Experience | * Recent experience gained in a similar environment * Recent Outpatient/Pre-Assessment experience | * Audit / research experience * Orthopaedic experience |
| **Skills and Knowledge** | * Good communication skills – written and verbal * Able to problem solve and work under pressure * Ability to prioritise workload * Ability to work as part of a team | * Presentation skills * Competent IT skills |
| Other Requirements | * An interest in developing self * Adaptable and flexible * Motivated | * Car owner/driver |