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| JOB DESCRIPTION Day Surgery Registered Nurse  |

**RESPONSIBLE TO: Day surgery and Endoscopy Manager**

**ACCOUNTABLE TO: Head of Nursing and Clinical Services Manager**

**RESPONSIBLE FOR:** **Healthcare Assistants**

**JOB SUMMARY**

To deliver a high standard of patient care supported by evidence-based practice.

To ensure that nursing is practised within the constraints of and guided by:

* All relevant Department of Health Legislation
* Health and Social care act 2012
* NMC Code of professional conduct.
* Care Quality Commission standards
* NICE guidelines
* Group policies and procedures.
* Unit specific policies and procedures.

**Principal Duties and Responsibilities**

**Clinical**

* Responsible for admitting and preparing patients for their procedure/operation, as well as 2nd stage recovery and post operative care within the day surgery and endoscopy units. Candidate must have worked in a clinical surgical setting within the last two years.
* Provides skilled and considerate nursing care to patients in the Day Surgery unit and Endoscopy Department taking into account their specific needs for procedures utilising the appropriate Practice Plus Group Hospital (PPGH) Integrated Care Pathway (ICP).
* To assess, plan, implement and evaluate care as part of a collaborative programme of patient care.
* To formulate and deliver a collaborative programme of patient care which is clinically effective, evidence based and appropriate.
* Ensure the Day Surgery unit and endoscopy department are prepared.
* Be responsible for ensuring the equipment is handled correctly and maintained in a safe working order, and reports any defects promptly ensuring repairs are undertaken
* To act as advocate for patients within the department, to ensure a patient orientated approach to the delivery of care and to meet National Minimum Standards and other guidelines.
* To be responsible for maintaining accurate, timely and complete records, ensuring the safety and confidentiality of information
* To be responsible for safe discharge planning, ensuring that all discharge requirements are in place prior to the patients’ leaving the facility
* To promote the incorporation of discharge planning and health education into patient care, ensuring safe discharge of Day surgery and Endoscopy patients
* To provide appropriate information to patients and their relatives concerning the patient’s condition
* Appropriately reports any variance from the ICP which affects patient care and/or length of stay.
* To be responsible for ensuring nursing care is based on sound and current research and will initiate, participate and promote nursing research and evidence-based practice.
* Play an active role in the Clinical Governance Strategy, working in close liaison with the appropriate personnel ensuring that Key Performance Indicators (KPI’s) are recorded, monitored and achieved.
* To undertake delegated responsibility for senior staff during short periods of absence.

**Physical dependency / functional activity**

* Assessment and documentation of patients on day of admission for a variety of specialities and procedures
* Mobility: ensure all patients are provided with sufficient bed rest or assistance with mobilisation as appropriate.
* Nutrition: provide or ensure nutritional/hydration requirements of patients are met.
* Providing post operative care and advice to patients, their families and or carer’s.
* Adaptability to work within the day surgery unit, minor procedures suite, cataracts (admissions and discharges only) and endoscopy unit (admissions and discharges only) when required.

**Observations regarding patho-physiological status**

* Vital Signs monitoring: ensure the risk management, progress monitoring and assessment of baseline data.
* Oxygen maintenance: provide active intervention to maintain oxygen saturations.
* Neurological: provide specific monitoring if required and management if a neurological unstable status is detected
* Glucose tolerance: ensure the intervention to maintain blood glucose levels or the active intervention to restore blood glucose levels.

**Medication**

* To administer medicines in accordance with NMC guidelines, PPGH policies and procedures.
* Intravenous infusion: ensure the management of the intravenous infusion, intravenous site and intravenous medication
* Injections: administer all prescribed medication as per protocols.
* Pain management: Ensure adequate intervention to maintain pain relief at an acceptable level, accepting patients are all unique individuals with varying perceptions of pain.
* Oral / rectal / vaginal medication: administer as prescribed and as per protocol.

**Treatment**

* Ensure verbal consent is received from patients/clients before carrying out interventional clinical activities.
* Wound care: provide effective treatment and care in the wound management of all patients
* Skin protection: risk assessing patients to identify those at high risk and taking appropriate action to maintain the skin integrity of all patients
* Diagnostic and therapeutic interventions: ensure patients receive any intervention as necessary during their care pathway.
* Psycho-social support, rehabilitation and teaching: provide ongoing or intermittent support and teaching to all patients and family
* Consciously develop a team approach to patient care
* Be constantly available to help where assistance is needed
* Ensure the integration of patient education into prescribed nursing care plans (this should include the education of relatives/significant other when applicable)
* Promote and support other members of the multi-disciplinary team with regards to ethical decision-making and patient advocacy

### Communication.

* Communicate effectively both verbally and via formal documentation with the nursing and multidisciplinary team patients and their families.
* Ensure the maintenance of accurate patient records - both nursing entries as well as other members of the team.
* To undertake audit of documentation and devise action plans if errors in documentation are found.
* Ensure effective, positive verbal and non-verbal communication in all aspects of patient care
* Promote comprehensive health care through communication with all members of the health team
* Promote positive inter-departmental communication and co-operation to enable the hospital to deliver an excellent service
* Promote and maintain good working and interpersonal relationships with patients, visitors, staff, management, medical staff and other health professionals
* Communicate closely with the Day Ward Manager with regard to staff matters and patient problems/incidents, investigating Datix incidents as required.
* Liaise with Day surgery and Endoscopy Manager and Deputy Day surgery and Endoscopy Managers, on all matters concerning the department when necessary.
* Encourage upward communication
* Promote staff motivation and morale through effective, positive communication
* Give regular feedback in meetings attending all meetings in the absence of the Ward Manager.
* To take an active role in maintaining effective communication with all disciplines within a multi-disciplinary setting.
* Effectively communicate with all levels of staff throughout the Hospital on a daily basis, including surgeons, anaesthetists, RD (Resident Doctor), ward, theatre, and physiotherapy staff.
* To attend department and Hospital staff meetings as and when required.

**Policies and Procedures**

* Ensure that nursing care is provided according to the standards set by the Hospital and unit specific policies and procedures.
* Ensure that policies and procedures are adhered to by staff when performing their duties
* Orientate all new staff with regard to policies and procedures.
* Assist in the formulation and review of policies and procedures when appropriate.

### Supervision and Co-ordination

* Supervise/direct healthcare assistants to ensure safe practice
* Ensure that all patient records conform to legal requirements of documentation
* Investigate all policy violations. Take corrective and follow-up action
* Incorporate counselling, motivating and professionally nurturing staff into the process of supervision
* Maintain professional discipline
* Ensuring that staffing levels allow for the delivery of safe patient care
* Co-ordinate all aspects of patient care to prevent fragmented care by various health professionals
* Co-ordinate closely with Housekeeping Department on cleaning and linen services

### Infection Control

* Ensure that a clean environment is maintained with the units.
* Ensure that infection control policy and procedures are applied in clinical practice
* Report infections to the Infection Control Co-ordinator/Clinical Governance manager promptly
* Ensure that documentation for reporting of notifiable diseases is completed

### Health and Safety

As an employee of PPGH, 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.
* Cooperate with their employer to ensure compliance with Health and safety legislation and Health and safety policies and procedures of the Hospital, 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.
* Implement and adhere to relevant safety policies
* Encourage and create awareness of Health and Safety Programme through discussion and informal education of staff
* Participate in fire drills
* Report, document and investigate patient, visitor and staff incidents
* Report and document potential safety hazards and document “near misses”
* Report and investigate all injury-on-duty incidents. Ensure immediate completion of relevant documentation. Arrange for treatment and follow-up as needed
* Ensure implementation of needle stick protocol
* Keep abreast of decisions and activities of the Health and Safety Committee by reading minutes of meetings
* Accept responsibility for implementing the hospital Disaster Plan in conjunction with the Health and Safety Co-ordinator
* Ensure that emergency equipment is tested i.e., defibrillator, laryngoscope and emergency trolley

**Education, Research and Audit**

* Keep abreast of nursing and medical developments relevant to area of practice
* Facilitate a clinical environment in which education is emphasised
* To participate in the staff appraisal process.
* Support and assist with induction/orientation of new staff members
* Attend all mandatory training annually.
* To maintain personal professional development and 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 in the department.
* To contribute to developing the clinical learning environment in the department.
* To be involved in relevant project work in the department and share findings with other members of the team.

**Management**

* To be involved in working groups/change management programmes as appropriate.
* To assist with/be responsible for assessment, development, implementation and evaluation of programmes of care, manage an area of responsibility within budget, work with a multi-disciplinary team.
* To participate in the risk management strategy and ensure that all Health and Safety and COSHH requirements are met.
* To take the role of nurse in charge in the department on an occasional basis.
* To collect information from patients for the patient satisfaction programme.
* To be responsible for monitoring stock levels and participate in quarterly stock take procedures

**Professional development**

* 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/NICE guidelines
* To play an active role in the development of the service working in conjunction with the Day surgery and Endoscopy Manager.
* To take an active role in the clinical governance strategy.

### Quality Management

* Promote customer satisfaction i.e., patients, visitors and other health professionals
* Encourage patient feedback through electronic patient surveys and patient care standards
* Follow-up suggestions from patient surveys and patient care standards
* Investigate patient complaints promptly and report to the Day surgery and Endoscopy Manager.
* Ensure that all patient/staff safety incidents are reported and documented
* Participate in all infection/clinical Audit’s

**Business efficiency**

* Encourage cost containment
* Ensure that patient folders are prepared for capturing of clinical outcomes and billing after discharge
* Educate staff on correct use of equipment
* Ensure that faulty equipment is repaired promptly and report lost equipment
* Participate in staff cost management by utilizing nursing staff cost effectively and managing nursing hours on shift
* Redeploy staff to other clinical areas when necessary

**Human Resources**

* Ensure professional development of staff members by promoting education, cultivating responsibility and accountability and by acting as a mentor and as a role model
* Manage staff performance when on shift
* Complete Labour Hours daily returns
* Monitor all absenteeism when on shift and report to the Day surgery and Endoscopy Manager.

**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.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Post holder …………………………………..

Signature …………………………………..

Date …………………………………...

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| **PERSON SPECIFICATION – Day surgery Nurse**  |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * NMC Registered Nurse Part 1
* Immediate Life Support (ILS)
 | * Orthopaedic qualification will be an advantage
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| Experience | * Experience of working in a surgical setting in the last two years
 | * Experience in a day surgery unit will be an advantage.
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| **Skills and Knowledge** | * Ability to maintain and enhance effective working relationships
* Ability to plan, allocate and evaluate own work and develop self to enhance performance
* Ability to plan the work of a team
* Ability to teach/train nursing staff
* Excellent communication skills both verbal and written
* Ability to monitor and control resources
* Excellent time management skills
* Able to meet the needs of the patients
* Is familiar with the company Safety and Infection control policy and procedures
 | * Ability to contribute to, monitor and implement changes and improvements to the service
* Ability to set and audit standards
* Computer Literacy
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| **Personal** | * Committed to the overall aims of PPGH.
* Committed to the provision of quality services.
* A flexible, positive attitude to performing a variety of duties.
* Willing to develop/learn in the role.
* Fit to undertake the duties of the post.
* Ability to be flexible with regard to working hours
* Ability to work within a multi-cultural environment
 | * Excellent customer care and marketing skills
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