**JOB DESCRIPTION**

**Job Title:** Nurse Associate - Outpatients

**Managerially accountable:** Outpatients Manager

**Professional accountability:** Head of Nursing and Clinical Services

**Purpose of Role**

To assist in the efficient running of the outpatient and pre assessment service and co-ordinate the patient’s journey from pre-admission to discharge ensuring that the patient’s physical, spiritual and ethical needs are met, integrating high quality care in the most cost-effective setting. To ensure an efficient and effective service that meets the required standards of relevant regulatory bodies.

To organise and undertake pre-operative assessment for patients ensuring they are fit for surgery at the given site on the date allocated, taking the lead on developing the pre-assessment process to be nurse led where appropriate.

To ensure all patients are fully informed of their proposed treatment plans and all questions are answered. Taking appropriate action for those patients who do not meet the inclusion criteria, managing appropriate referral onto other Consultants, or back to General Practitioners, for further assessment and treatment where indicated.

**Scope of Role**

The role has clinical, professional, managerial and leadership, and educational responsibilities:

* To work within and manage the surgical outpatient clinics and the periopertive area ensuring effective smooth running of all clinics, efficient recovery and discharge of all patients
* Under supervision provide clinical direction and leadership to junior colleagues and students, ensuring their development is flexible and adaptable to ensure the needs of the service are met
* To co-ordinate the use of resources ensuring that the planned care is clinically and financially risk assessed and the department is covered with staff who have the appropriate skills and competencies
* To act as a resource for the understanding of the care pathway, to ensure completion of accurate information and assessment
* To be responsible for the keeping of accurate and confidential records, for patients and staff
* Have the ability to manage themselves, and their workload, both individually and as a team member
* To support the development of the Nurse led Pre-admission clinics, using appropriate information systems and ensuring compliance with best practice, within an appropriate frameworks, i.e. NMC scope of Professional Practice
* To provide information/data to the Outpatient Manager that demonstrates the effectiveness and quality of the service
* Maintain close communication with patients and their carers at all times ensuring that the patients receive a high standard of nursing care

**Clinical/Professional:**

* At the pre-admission appointment undertake a comprehensive assessment to assess individual patient needs, diagnosing actual and potential problem(s) to enable the plan of care to be decided. This will involve using Mallampati scoring system, Goldman Cardiac assessment and the American society of anesthesiologist’s scale, to be able to carry out a basic anaesthetic assessment
* To perform required investigation and tests for the proposed procedure in accordance with NICE Clinical Guideline 3. The use of routine pre-operative tests for elective surgery and within the NMC Scope of Professional Practice, Care UK policies and SMTC Standard Operating Procedures(SOPs)
* Commence discharge planning and patient education to ensure that the patient / family understand the expected outcomes that are defined in the treatment plan. This may include availability/requirement of Community Services and Appliances if indicated
* To provide verbal and written information and advice to patients pertaining to the planned procedure
* Evaluate the Integrated Care Plans (ICP) where necessary. Revise and document any variances to the care in discussion with the MDT
* 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 any clerical duties as are appropriate to patient care
* To continually evaluate the methods used to implement/improve Nursing care and the effectiveness of problem solving techniques. Ensuing delivery of best practice
* To understand and become fully conversant with the SMTC competency model and its application. Ensure all new and existing members of staff have a competency profile relevant to their job role and are competent to safely perform all duties within the scope of their professional practice
* Develop relationships across Practice Plus Group and further the role and status of Nursing Associates.

**Other Appropriate Duties**

Any other duties that may arise that are appropriate to the role.

**Essential**

* The successful applicant will have gained a Nursing Associate Foundation Degree awarded by the Nursing and Midwifery Council (NMC) awarded through an approved provider, involving two years of higher-level study.
* Registration with the NMC with associated PIN number.

**Educational/Professional Development**

* To educate patients, carers in health promotion with information and education pre and post procedure ensuring patients are prepared physically, psychologically and socially for their procedure
* To actively participate in the orientation/ induction programme of new staff providing guidance and support and teaching to less experience or junior staff as appropriate
* To participate through mentorship in the development of staff and identify any professional training needs, enabling them to achieve their goals through effective mentorship. Be able to act as a mentor to students enabling learning to take place
* To be responsible for improving own knowledge base and maintaining professional competence and skills in accordance with appropriate professional body
* To be responsible for attending mandatory training sessions maintaining a personal compliance percentage of 95% or over and to ensure compliance to all policies and procedures
* To maintain an enquiring approach to nursing practice keeping ward colleagues staff up-to-date with issues and trends affecting nursing care
* To maintain registration and revalidation as per professional requirements

**CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Code of Confidentiality and the Data Protection Act 1998.

**INFECTION PREVENTION AND CONTROL**

It is the responsibility of all individuals to comply with infection prevention and control policies and to attend any appropriate training requirements in line with Practice Plus Group’s responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident

**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 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.

**DATA PROTECTION and GDPR**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act/ GDPR. 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 authorised persons or organisations as instructed.

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

**RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

**EQUAL OPPORTUNITIES, EQUALTIY AND DIVERSITY AND INCLUSION**

Practice Plus Group has adopted an Equality, Diversity and Inclusion policy and it is the responsibility of every employee to comply with the detail and spirit of the policy.

This job description is subject to regular review and appropriate modification according to business needs

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| **Head of Department signature:** | **Date:** |
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**PERSON SPECIFICATION**

**NURSE ASSOCIATE - OPD**

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Satisfactory occupational health clearance for the role specified
* Good attendance record
* Satisfactory DBS clearance
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| Education/Qualifications | * Registered Nursing Associate
* Nursing Associate Foundation Degree Specialist qualification
* Evidence of continual professional development to meet NMC requirements
* Basic/Intermediate life support skills
* Registered with the appropriate professional body
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| **Previous Experience** | * Experience in OPD nursing with relevant clinical experience
* Venepuncture
* Cannulation
* Perform ECGs
 | Experience and skills in the physical examination and assessment of patients’ medical conditionExperience/ Knowledge in:* -Orthopaedics
* -General
* -Surgery,
* -Ophthalmology -ENT
* -Gynaecology

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| Skills, Knowledge and Abilities | * Good organisational skills
* Good communication and interpersonal skills
* Knowledge and experience of clinical supervision and use of reflective practice
* Computer literate
* Political and commercial awareness
* Ability to work closely with consultant users
* Ability to work collaboratively in a multidisciplinary team
* Ability to work flexibly within a changing environment
* Ability to plan and prioritise own workload when under pressure
* Customer/patient focused
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| Aptitude/Personal Characteristics | * Assertive and self-motivated
* Innovative
* Ability to motivate a team
* Committed to achieving high standards
* High level of work ethic
* Commitment to own personal development
* Willingness to work in a fast and changing environment
* Enthusiasm to succeed
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