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| JOB DESCRIPTION: Outpatients NursePractice Plus Group Hospital, Emersons Green |

**Responsible to: Outpatient Pre assessment Team (OPAT) and Endoscopy Manager**

**Professionally accountable to: Head of Nursing and Clinical services**

## **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
* NMC Code of professional conduct.
* Care quality commission
* NICE guidelines
* Practice Plus Group policies and procedures.
* Practice Plus Group Hospital, Emersons Green Local policies
* OPD Unit specific policies and procedures.

The post holder will function as a clinical practitioner within the Outpatient and Pre-assessment Service and will be responsible for the delivery of patient care, managing and organising a work load on a daily basis

The post holder may also be responsible for answering, managing telephone calls and dealing with issues arising from the calls, either by giving advice or seeking help from Clinicians or the RMO.

The post holder will ensure effective communication in which high quality patient care is delivered.

### Key Areas of Responsibilities

* To work with all members of the multi professional team practising and maintaining a high standard of clinical care supported by evidence based practice. Participating in all activities of the department to enhance the patients experience and ensuring safety for patients, visitors and staff.
* Collaborates with the medical staff to ensure that the patient is medically cleared for surgery thereby reducing the number of patient cancellations.
* To effectively support, supervise and teach clinical registered and support staff to ensure that time and resources are managed through effective teamwork.
* To ensure compliance in meeting the Care Quality Commission (CQC) regulatory standards, and those of NHSLA where relevant
* Ensuring prompt communication with the line manager to resolve the concerns of patients and their families.
* To ensure that accidents/incidents and complaints are correctly dealt with and fully documented on Datix. Promptly inform all relevant personnel of the details of any of these events in accordance with Practice Plus Group policy.

# Professional / Clinical

* To actively and consistently promote the highest standard of patient care ensuring that all care given is to the highest possible standard according to professional body guidelines, research based nursing practice and Practice Plus Group policies and procedures
* Conduct a comprehensive preoperative patient education session to ensure that planned inpatients or Day cases receive adequate education regarding their surgical procedure, preparation for their stay and rehabilitation expectations.
* To understand and become fully conversant with any Practice Plus Group competency models and their application.
* Responsible for ensuring that clinical audit are undertaken successfully when asked to do so and standards are achieved.
* Responsible for maintaining accurate, timely and complete records ensuring the safety and confidentiality of information

**Infection prevention and control**

* To be responsible for maintaining high standards of cleanliness/hygiene and infection control, implementing infection control policies and procedures and establishing effective infection control systems in all Outpatient areas.
* Ensure that all Practice Plus Group Infection Control policies and procedures are applied in clinical practice
* Report infections to the Clinical Effectiveness Manager.
* Ensure that all patients receive appropriate counselling prior to testing for infectious diseases such as MRSA

**Developmental**

* Identify own training and development needs and undertake appropriate training and education as required to meet the changing needs of the patient.
* Attend mandatory training sessions and complete elearning on an annual basis.
* To have active participation in staff induction and training of all team members

**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.

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.

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 – Outpatients Nurse** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * NMC Registered Nurse Part 1 * Evidence of Continued professional development | .   * ECG, * Venepuncture training * Intermediate Life Support training |
| Experience | * Recent experience at Band 5 or equivalent . * Ability to demonstrate evidence based practice. | * Surgical experience * Participation in clinical audit * Experience in a pre-assessment/outpatient setting |
| **Skills and Knowledge** | * Ability to maintain and enhance effective working relationships * IT Skills * Ability to plan, allocate and evaluate own work and develop self to enhance performance of others. * Ability to teach/train/ develop Health Care Assistants * Excellent communication skills both verbal and written * Report writing skills * Able to meet the needs of the patients . * Prepared to undertake appropriate pre-assessment qualifications and courses * Ability to work closely with medical colleagues. * Ability to take a clinical lead whilst reporting to a team leader | * Ability to contribute to, monitor and implement changes and improvements to the service * Resource management * Interest in developing Scope of nursing practice. * Conflict Management: uses conflict resolution strategies to achieve a satisfactory settlement. |
| Other Factors | * Committed to the overall aims of Practice Plus Group * Committed to the provision of quality services. * A flexible, positive attitude to performing a variety of duties. * 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 * Effective leadership skills * Negotiating and influencing skills * Ability to co-ordinate and liaise within the multidisciplinary team. * Effective time management |  |