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| JOB DESCRIPTION: Referral to admission (R2A) RGN |

**Managerially**

**Accountable to: R2A Coordinating Manager**

**Professionally**

**accountable to: Outpatients Manager**

**Service delivery at Plymouth Hospital**

Practice Plus Group believes in strong team work and partnership amongst its people. This approach is at the heart of everything we do to deliver a high level of patient care.

Significant time and resources are invested in recruitment to ensure that rigorous standards are met and that staff share the same focus on teamwork and delivery. Employing high calibre people in roles that require personal responsibility and close interaction with patients allows everyone the opportunity to make a difference to patients during their treatment and deliver high quality outcomes.

Supporting employees in their careers at PPGHP with great opportunities to learn and develop through training, Practice Plus Group is an organisation that’s continually innovating to raise standards of best practice in healthcare.

Practice Plus Group delivers services to create the best experience for their patients, through best standards of care, clinical excellence and low infection rates. A focus on selected procedures and skills in their delivery means that as a healthcare provider they can consistently improve their performance and in turn benefit their patients.

## **PURPOSE OF JOB**

To provide a high quality service within the Referral to Admission Team; maintaining the highest standard of care and safety for patients, visitors and staff.

Work as part of a collaborative multidisciplinary team to ensure safe admission planning, ensuring all admission requirements are in place prior to patient arriving at the facility and to incorporate discharge planning and health education into patient care.

**KEY TASKS:**

* To ensure the safe pathway of each patient from the pre-admission stage to surgery.
* Understanding Practice Plus Group Plymouth set clinical criteria, and protocols to follow to adhere to policy.
* Excellent communication skills including verbal and written documentation.
* Ensure Pre-operative 7 day telephone calls are carried out. Confirming patients fit for surgery to reduce clinical cancellations.
* Organising clinical tasks such as, managing patients with MRSA/MSSA, stop medication advice,skin care advice etc

**SCOPE OF JOB:**

**Clinical/ professional**

* Provides skilled and considerate nursing care to patients taking into account their specific needs during procedures utilising the appropriate integrated care pathway (ICP).
* To act as an advocate for patients, to ensure a patient orientated approach to the delivery of care and to meet national best practice standards, corporate and local policies / SOPs.
* To be responsible for maintaining accurate, timely and complete patient health records, ensuring the safety and confidentiality of information.
* To ensure nursing care is based on sound and current research and will initiate, participate and promote nursing research and evidence based practice.
* To use GP Connect and any other accessible IT systems e.g IPM,ICM to source clinical information to support referrals.
* Working with both Private Pay,PMI and NHS Patients.
* Ensure all referrals are triaged appropriately in accordance with service provision and CCG policy.

**MANGEMENT AND LEADERSHIP**

* Assist in the development and implementation of protocols and guidelines to ensure a robust Referral to Admission team.
* Assist with refining and evaluating protocols, guidelines and information needed to ensure effective patient journey from pre-assessment.
* Adhere to Practice Plus Group Plymouth policies and procedures.
* Be involved in audits and monitoring, and the implementation of change to improve service delivery.
* Work closely with all departments internally and externally to ensure the service meets the needs of the patient and business contact KPI’s.
* Be aware of any changes that may affect the standards of care, service delivery or have an impact on the service.

**Educational/ Professional development:**

* To adhere at all times to the relevant regulatory bodies framework and guidance
* To take responsibility for planning self and professional development, identifying personal objectives for discussion at individual performance review
* To be responsible for attending own mandatory training, and ensure that the team reaches 95% compliance within mandatory training requirements
* To have active participation in staff induction and training of all team members

**Health and Safety**

As an employee of Practice Plus Group Ltd, the postholder 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 / GDPR**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and GDPR principles. 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 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.

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

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………...

Date …………………………………...

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| **PERSON SPECIFICATION PAT RN** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Registered Nurse Level 1 qualification * Evidence of continual professional development to meet relevant regulatory body requirements. * ILS | Teaching qualification/ ENB 998 or equivalent |
| Experience | * Minimum of 3 years of professional nursing experience with demonstration of competent clinical judgement. * Previous experience in pre-assessment | * Experience within a private acute healthcare environment |
| **Skills and Knowledge** | * Evidence of ability to work as part of a multidisciplinary team * Excellent written and verbal communication skills * Desire for self-development * Good understanding of infection control and health & safety issues relating to theatre * Ability to plan and prioritise own workload when under pressure * Ability to work flexibly within a changing environment. * Competent to use varied IT systems. * Excellent time management skills and able to work unsupervised. * Knowledge of when to refer patients to anaesthetist. | * Research and audit skills. * Awareness of how to use STOP BANG assessment, American society of anaesthesiologist’s scale, to be able to carry out a basic anaesthetic assessment. * Be willing to learn the above skills with the appropriate training. |
| Other Factors | * Committed to the overall aims of Practice Plus Group * A flexible, positive attitude to performing a variety of duties * Ability to be flexible with regard to working hours * Commitment to own personal development. |  |