

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Registered Nurse Day Case (Ward & Recovery) |
| **Reports to** | Clinical Nurse/ODP Manager – Exmouth Day Case Unit |
| **Band** | Band 5 |
| **Department/Directorate** | Day Surgery - Surgical Services/Critical Care |

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| **JOB PURPOSE** |
| We are seeking to appoint dynamic, dedicated Ward/Recovery Nurses (1 x full time or 2 part time). The successful candidate(s) will plan and manage the implementation of individual care programmes for patients undergoing surgery as part of the team within the Day Surgery Unit. You will need to have the flexibility to support the other Day Surgery Units if required. The successful applicant/s will be valuable in delivering high quality care in a professional and friendly environment. This will include admission and discharge with the addition of airway management for the recovering patient with all the necessary training/support given from our team of Clinical Educators.  An interest in anaesthetics is desirable but not essential. There is the potential for training in this area.  This post requires enthusiasm, motivation, excellent communication skills and a commitment to work flexibly within a multidisciplinary team. It will also allow a great work life balance as there are no unsociable hours including weekends, bank holidays or nights.  If you are a good communicator, have excellent interpersonal skills, are hardworking and would like to make a real difference within this service, we would like to hear from you.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The Exmouth Day Surgery Unit offers a variety of different day case surgical procedures and specialties including Urology, Colorectal, dermatology, orthopaedic and plastic surgery and a number of pre-operative clinics. The Unit is open 0730-1800, with theatre lists covering a range of specialities under general, regional and local anaesthesia.  For more details about our service at: <https://view.pagetiger.com/bljkxkn>  **This is an exciting time to join Exmouth Day Case Unit having just undergone a major refurbishment we are currently in the process of expanding our services.** |
| **KEY WORKING RELATIONSHIPS** |
| The post holder will work with the Day Surgery Management team to provide a high quality, safe service for patients who have undergone a surgical procedure. This will include admission and discharge with the addition of airway management for the recovering patient with all the necessary training/support given. The post holder must be responsible and accountable for delivering care for adult patients who have undergone a surgical procedure within the Day Surgery Unit - this should be undertaken without direct supervision. The post holder must adhere to Trust policies and procedures and be part of the multidisciplinary team within the Day Surgery Unit. They should also participate in the training of students and other team members.  The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Exmouth Day Case Team * Surgeons, Anaesthetists and Doctors of all grades * Patients, relatives and carers | * Company Representatives * DPT * NHS Property Services * Members of the public | | * Specialist Nurses |  | | * Other Community Day Case Units * Other service providers relevant to our services i.e. Dermatology / Urology * Learning and Development Team * Facilities and Estates Staff * Domestic and Housekeeping Staff |  | |  |  | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * To maintain patient safety through rigorous and consistent compliance with trust policies. * To respect and value the diversity of our patients, their relatives, carers and staff by committing to address the needs and expectations of the diverse communities we serve to provide high quality care, and strive to make best use of talents and experience from our workforce. * To assess, plan, deliver and evaluate the individual care requirements of patients using the designated nursing model and processes. * To Practice in accordance with NMC or HCPC Codes and Standards |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Act at all times in a manner which illustrates Trust values * This role requires excellent communication skills, verbal, written and use of IT. * Be able to keep accurate documentation using and supporting the Trust’s documentation held in electronic healthcare record systems. * Understand safeguarding issues and act within the guidance of the policy to keep adults within their care safe. * Communicating and building therapeutic relationships with patients, relatives, carers and professional partners to ensure patient care is focal and managed effectively. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To Practice in accordance with NMC or HCPC Codes and Standards. * To develop own knowledge and practice including theatre/ward competencies. * To provide clinical leadership within the ward/unit. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To assess, plan, deliver and evaluate the individual care requirements of patients using the designated nursing model and processes in the day case setting. * To supervise and direct the planning and management of patients care. * To be accountable for the safe admission, care and discharge or transfer of patients who are having, or who have had, a surgical procedure. * Have the ability to manage the day to day organisation of the ward/recovery team in partnership with the senior ODP. |
| **PATIENT/CLIENT CARE** |
| * To demonstrate clinical competence developed through CPD, reflective practice and maintenance of a personal development plan * Always work within the standards set out in either the Nursing and Midwifery Council (NMC) or Health & Care Professions Council (HCPC). * To maintain patient safety through rigorous and consistent compliance with trust policies. * To respect and value the diversity of our patients, their relatives, carers and staff by committing to address the needs and expectations of the diverse communities we serve to provide high quality care, and strive to make best use of talents and experience from our workforce. * To report all accidents and incidents promptly in accordance with Health and Safety policy. * Undertake training to develop a range of knowledge and skills in order to deliver high quality evidence based surgical care. * Promote health and wellbeing. * Contribute to quality care delivery through audits, reports and organisational performance data. * Ensure appropriate delegation and use of resources. * Promote evidence-based practice through the process of clinical audit and research within a multiprofessional framework to ensure that clinical care is both effective and appropriate. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To participate in maintaining standards of patient care and services by working to Trust policies, procedures and Standard Operating Procedures (SOP). * To maintain Trust Standards of Clinical Governance * To maintain Professional Standards of Practice. * To participate in the implementation of service improvement for patient safety * To contribute to the development of professional knowledge and skills of other staff within the team. * To assist with the planning and implementation of improvements to working methods and practices. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To contribute in controlling the use of resources within the budgetary limits. * To develop financial awareness within the team so that individual staff contribute to the efficient use of resources. * Assist with maintaining stocks and supplies |
| **HUMAN RESOURCES** |
| * To contribute to the development of professional knowledge and skills of other staff within the team. * To develop own knowledge and practice including theatre competencies. * To provide clinical leadership within the ward/unit. * Individual responsibility for ensuring attendance at mandatory training. * Participate in 1 to 1’s and appraisals with line manager to support professional development. * Training, supervising and supporting staff, pre and post reg students, Care Certificate candidates and new members of staff. |
| **INFORMATION RESOURCES** |
| * To assist with the collection, recording and storage of information. * To contribute to the analysis and use of relevant information in decision making, problem solving and care management. * Accurately completing and maintaining effective patient’s records including addressing confidentiality issues. |
| RESPONSIBILITY for RESEARCH AND DEVELOPMENT |
| * Works with senior colleagues to develop further expertise in developing own and team evidence based practice, including research and involvement in the audit process   Make recommendations for and support development/change within the Day Case Service. |
| **PHYSICAL SKILLS** |
| * Daily work involves sitting/standing, use of electronic healthcare records systems. Moving equipment, patients and other manual handling. |
| **PHYSICAL EFFORT** |
| * To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling, Basic Life Support. * Daily manual Handling – patients and equipment. * Daily use of IT equipment. |
| **MENTAL EFFORT** |
| * Understanding a range of procedures which are evidence based such as: * Day Case procedures * Clinical Observations * Immediate Life Support * Infection control * Assessing, planning, implementing and evaluating patient care * Accurately completing and maintaining effective patient’s records and maintaining confidentiality. * Ability to use and concentrate using IT. |
| **EMOTIONAL EFFORT** |
| * Instigates emergency procedures when necessary * Liaising with patients and carers * Ability to cope and deal with areas of conflict * Working with patients who have mental health, learning disabilities and challenging behaviour. |
| **WORKING CONDITIONS** |
| * Clinical contact with patients * Contact with blood/bodily fluids * Occasional challenging behaviour * Food handling * VDU Use * Manual Handling * Handling of specimens. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
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| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | Registered Nurse Day Case (Ward and Recovery) |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  RGN / Registered ODP  Up to date professional portfolio | E  E | E  E |
| **KNOWLEDGE/SKILLS**  Ability to handle a fast throughput of work whilst maintaining high standards of individualised care.  Ability to use initiative, problem solve and prioritise work.  Recognised teaching and assessing qualification.  IV Drug Administration.  Established organisational and leadership skills.  Knowledge of current professional trends in Day Surgery/Theatre Practice. | E  E  D  D  D  E | E  E  E  E  E  E |
| **EXPERIENCE:**  Recent Day Surgery experience | D | E |
| **PERSONAL ATTRIBUTES**  Insight into effective team work and work constructively in a multi-disciplinary team.  Contributes to own personal development and service improvement.  Positive approach to change.  Good written and verbal communication skills.  Able to maintain confidentiality. | E  E  E  E  E | E  E  E  E  E |
| **OTHER REQUIREMENTS**    The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to move trolleys, patients, necessary theatre equipment.  Flexibility in day-to-day work routine.  Willingness to work and support the other Day Case Units  within the Community (Tiverton and Heavitree)  Holds a current driving licence with business insurance cover. | E  E  E  E  E | E  E  E  E  E |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N |  | Y |  |  |
| Contact with patients | Y/N |  |  |  |  |
| Exposure Prone Procedures | Y/N |  | Y |  |  |
| Blood/body fluids | Y/N |  |  |  | Y |
| Laboratory specimens | Y/N |  | Y |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N | YYyY |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N | Y |  |  |  |
| Animals | Y/N | NN |  |  |  |
| Cytotoxic drugs | Y/N | Nn |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N | N |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N | N |  |  |  |
| Dusty environment (>4mg/m3) | Y/N | Y |  |  |  |
| Noise (over 80dBA) | Y/N |  | Y |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N | N |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N |  |  | Y |  |
| Driving | Y/N |  | Y |  |  |
| Food handling | Y/N |  |  | Y |  |
| Night working | Y/N | N |  |  |  |
| Electrical work | Y/N | N |  |  |  |
| Physical Effort | Y/N |  | Y |  |  |
| Mental Effort | Y/N |  | Y |  |  |
| Emotional Effort | Y/N |  | Y |  |  |
| Working in isolation | Y/N | N |  |  |  |
| Challenging behaviour | Y/N |  | Y |  |  |