

Job Description

1. Job Details

Job Title:	Staff Nurse – Pre-operative Assessment
Responsible to:	Lead Nurse
Professionally Responsible to:	Lead Nurse
Grade:	Band 5
Unit:	Pre-operative Assessment

2. Job Purpose

Responsible for performing holistic health assessments for each patient, encompassing physical, medical, social, psychological and cultural needs within the pre-operative assessment clinic. To provide accurate pre-operative, intra-operative and post-operative information to the patient.

To provide registered nursing skills as an accountable member of the multidisciplinary team delivering evidence-based care. The post holder is expected to carry out all relevant forms of care and procedures for which they are competent to practice, without direct supervision and to supervise and provide leadership to junior staff.

The post holder may be required to take charge of the department as necessary in the absence of a more senior member of staff.

3. Dimensions

Services the preoperative assessment service.

No direct budget accountability, but responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs).

Responsible for the safe handling of patient property/valuables in line with Trust procedures and SFIs.

To meet the needs of the service and minimize clinical risk may be required to work in other areas as appropriate and as directed by the Lead Nurse/Senior Nurse.

4. Organisational Chart

Senior Nurse
Lead Nurse – Preoperative assessment
Staff Nurse – Preoperative assessment

Supervision of Healthcare assistants, junior Staff Nurses and healthcare learners

N.B. If the organisational structure is complicated a separate chart may be attached.

5. Main Tasks/Duties and Areas of Responsibility

To assess the patient's fitness for surgery and anaesthesia.

Accurate completion of assessment documentation of patient's nursing, medical and social history.

Identify and perform any relevant preoperative investigations as per protocol and in

accordance with national good practice guidelines.

Identify any condition that may require intervention prior to admission and surgery and take appropriate action.

Identify from the assessment the patient's suitability for day case, overnight or inpatient stay. Initiate discharge planning and identify potential problems which may delay discharge prior to admission.

Responsible for the assessment of care needs and development of program of care, including implementation and evaluation for a select group of patients, to ensure that high quality evidence-based care is delivered.

Responsible for communicating and involving patients and their families / carers during the planning and delivery of care to ensure that they understand and agree with the program of care/preoperative assessment process.

Give appropriate advice, support and education to the patient and their family / carer.

Responsible for carrying out all forms of care, for which they are competent to practice, without direct supervision, in accordance with local and Trust policies and procedures.

Cooperate and communicate clearly and professionally with all members of the multidisciplinary team to facilitate effective provision of care and treatment.

Responsible for maintaining up-to-date, accurate and comprehensive paper and electronic records.

As part of the multidisciplinary team participate in discharge planning, to ensure continuity of care for patients and that all necessary follow-up arrangements have been made.

Be alert to the health and safety of self, staff, patients and any member of the public on Trust property and comply with and promote the Trust's Health and Safety Policy.

Administer and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust's Policy on Administration of Medicines.

In conjunction with senior staff assist in ordering and controlling stocks of drugs, dressings and supplies used by the Department.

Participate in setting standards, monitoring the quality of the service and identifying how current practice can be improved.

As part of the multidisciplinary team be responsible for actively identifying areas of risk, reporting incidents and taking immediate action utilising the relevant Trust procedures.

Initiate and / or participate in the audit process and professional and managerial projects as / when required.

Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service. Maintain an up-to-date Personal Development Plan.

Promote and support innovative and evidence based practice ensuring the development of accountability in all areas of practice.

Utilise educational opportunities to facilitate learning in the clinical situation.

Participate in the training, education and assessment of pre and post registration nurses, Auxiliary nurses and other Healthcare Learners completing NVQ's and other forms of qualification.

Participate in the development and delivery of the induction program for junior members of staff.

Participate in, and promote clinical supervision.

General

Act in accordance with the NMC Code of Professional Conduct.

Be aware of and work within the policies and procedures adopted by Northern Devon Healthcare Trust.

Carry out other duties as may be required and which are consistent with the responsibilities of the post. Learn new skills associated with the role.

Attend mandatory training relevant to post as specified by the Trust.

Adhere to the Northern Devon Healthcare Trusts Confidentiality guidelines.

Uphold and promote the Trusts Equality and Diversity Policy.

Comply with Trust procedures on working with Children and Vulnerable Adults.

6. Communication and Working Relationships

Line Manager

Department nursing team

Multidisciplinary team

Other Trust/PCT departments, e.g. Pharmacy, Pathology, Radiology, Patient Management Team (PMT), Community Teams and Sodexo.

Patients

Carers/families.

GENERAL

- This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
- We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.
- We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.
- Each registrant is expected to evidence as part of their KSF review the clinical audit and service level review activity undertaken by them individually or as part of a team in relation to the services they deliver. This can include a wide range of activity from more formal clinical audit activity to more routine evaluation of clinic activity or undertaking service user feedback exercises.
- We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.
- The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
- All employees must demonstrate a positive attitude to The Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.
- If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

STAFF HEALTH AND WELLBEING

You must take responsibility for your workplace health and wellbeing:

- Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
- 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.

If you are a line manager, in addition to the above, it is expected you will: Champion health and wellbeing.

- Encourage and support staff engagement in delivery of the service.
- Encourage staff to comment on development and delivery of the service.
- Ensure during 1:1's / supervision with employees you always check how they are.

HEALTH AND SAFETY AT WORK

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

INFECTION CONTROL - ROLE OF ALL STAFF

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

CONFIDENTIALITY

You may not process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

SAFEGUARDING

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare 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. Northern Devon Healthcare Trust ensures that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

JOB DESCRIPTION AGREEMENT

Job holder's Signature:.....

Date:.....

Manager's Signature:.....

Date:

Person Profile

Job Title:	Staff Nurse
Grade:	Band 5
Department:	Preoperative Assessment service

Criteria Required	Essential	Desirable
Qualifications & Training	Registered Nurse	
Specific Knowledge & Skills	Professional and clinical knowledge acquired through registration Understanding of the implementation of evidence-based practice Awareness of Risk Management	
Special Experience	Professional and clinical knowledge through registration Surgical nursing experience proven general experience including Orthopaedic experience	Pre operative assessment experience
Physical Skills & Effort	Constant standing/walking. Assists patients with walking/sitting and other activities of daily living Pushes trolleys/beds/wheelchairs Moving and handling of patients by means of mechanical aids Manual handling requirements within Trust manual handling policy	
Emotional Effort	Provide emotional support to patients/carers and colleagues Deals with the effects of terminal illness and chronic disease; explains issues of patients/carers Provides emotional support for patients/carers with change of body image	
Mental Effort	Concentration required when assessing patient's physical, social and psychological needs Ability to be able to apply wide range of clinical knowledge to	

	individual patients in order to problem solve and manage risk effectively	
Requirements due to working environment	Working in small rooms with no natural daylight or natural means of regulating the room.	

HAZARDS :					
Laboratory Specimens Proteinacious Dusts		Clinical contact with patients	x	Performing Exposure Prone Invasive Procedures	
Blood/Body Fluids		Dusty Environment		VDU Use	x
Radiation		Challenging Behaviour	x	Manual Handling	x
Solvents		Driving		Noise	x
Respiratory Sensitisers		Food Handling		Working in Isolation	
Cytotoxic drugs		Night working			