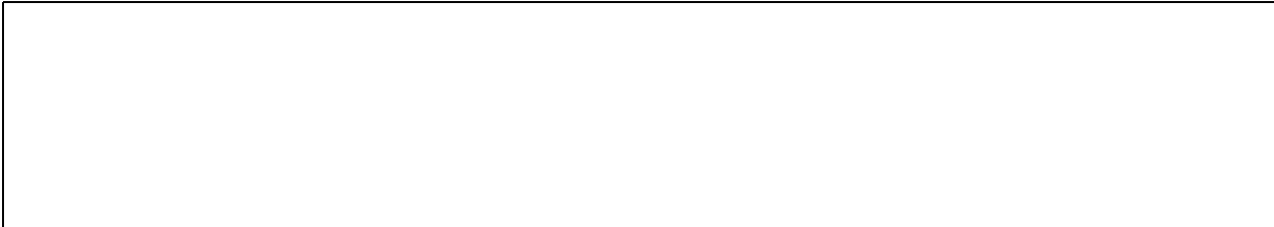


<b>1. JOB IDENTIFICATION</b>	
Job Title:	Senior Staff Nurse for Minor Procedures room
Band/Grade:	Band 6
Hours of Work:	37.5 hrs
Accountable to:	Chief Nursing officer.
Responsible to:	Outpatient Sister / Outpatient & Patient Services Manager
Department:	Outpatient
Job Reference:	
Last Update (insert Date):	25 <sup>TH</sup> May 2021
Disclosure and Barring(DB) Check Required:	Yes <span style="float: right;">Leve</span>

**JOB DESCRIPTION**

<b>2. JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>● To provide clinical leadership to a designated nursing team and ensure the provision of high quality nursing care in minor procedure room .</li> <li>● To act as a role model and expert clinical practitioner</li> <li>● To assist in the safe, effective and efficient management of the department within allocated resources</li> <li>● To promote a progressive attitude to the continual improvement of patient care through research and evidence based practice</li> </ul>

<b>3. ORGANISATIONAL STRUCTURE</b>



#### 4. ROLE OF DEPARTMENT

The Outpatient's department is a busy department comprising of 24 consulting rooms, 2 treatment rooms, a minor operational room and an eye examination room.

There is a variety of clinical specialties within the department such as:

Orthopaedics , Ophthalmology, Urology, Obstetric-Gynaecology, Dermatology, Plastic and reconstructive Surgery, general surgery, Gastroenterology with upper GI Surgery Spinal ,Rheumatology ,Podiatry, Vascular, Private GPs and Neurology as well as a Nurse led pre-assessment clinic.

#### 5. RESPONSIBILITIES OF THE POST

##### Key Accountabilities

##### 5.1 Professional:

- Assessing, planning, delivering and evaluation of a high level of peri-operative patient care
- To ensure to ensure adherence to the 5 steps to safer surgery and the safe and efficient running of the list.
- Ensure all equipment is checked prior to use and any faults reported immediately.
- Adhere to the procedures for the use of supplies, ordering requirements for the Department as directed by line manager.
- To maintain confidentiality surrounding patient admission and treatment at all times.
- To ensure documentation is completed accurately and within agreed timescales using Hospital approved documentation, in line with NMC and Hospital guidelines.
- To have knowledge of and adhere to the department and Hospital policy and professional standards. To ensure that team members do likewise and report any areas of concern to the Outpatient Sister.
- To demonstrate a professional approach to work, and act in accordance with the Hospital Code of Conduct and the NMC Code of Professional Conduct at all times.
- To meet PREP and Revalidation requirements. To identify own learning needs and ensure own professional development is maintained by keeping up to date with practice developments.
- To undertake further training and academic qualifications as relevant to the role and service requirements.

##### 5.2 Clinical:

- To be a clinical expert for the various procedures performed in the Minor Procedures room.
- To ensure the provision of excellent, evidence based nursing care for patients.
- Help to prevent cross infection by observing departmental policy regarding dress code, the maintenance of a clean working environment, decontamination and sterilisation procedures and a high level of aseptic practice.
- Prepare patients for invasive procedures.
- Provide initial urgent or emergency care as required
- Maintain safe handling of drugs in accordance with hospital policy

- Ensure the provision of a welcoming, caring and safe environment for all service users including patients, their families and clinicians.
  - To assist the mentors of new staff with assessing of competencies for minor procedures.
  - To communicate complex and sensitive information effectively to patients, carers and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events.
  - To develop and maintain clinical skills and knowledge necessary to provide holistic, evidence based nursing care. This includes completion of training and development identified as part of appraisal and personal development (PDP) planning.
  - To be competent in the administration of medication
  - Communicate effectively, promoting open and trusting relationships.
  - To be aware of the uses, safety precautions and handling of equipment in the department.
  - Assist in the development and review of policies and standards for the safe use of equipment and any new equipment introduced to the department.
- To be competent in the use of all relevant Hospital IT systems ensuring that data is entered in an accurate and timely fashion, in accordance with Hospital policy and procedure.

### **5.3 Supervisory:**

- Ensure the provision of appropriate supervision and support to members of the Outpatient team helping in Minor Procedures room.
- Support the provision of effective communication between all members of the multidisciplinary team, other hospital departments, relatives and visitors.
- Ensure quality care is given, by being familiar with agreed standards of care and to inform seniors, if the required standard cannot be reached.
- Manage allocated resources effectively and efficiently.
- Assist in ensuring the safety of the department, and the risk management process by actively participating in clinical audit, clinical risk and quality issues, including the managing and reporting of incidents.
- Act as a team leader for staff nurses, acting as a mentor/preceptor, and facilitating their development.

### **5.4 Educational:**

- To actively assist in the practical training of learners, junior staff at every opportunity, through formal and informal teaching.
- Supervise and orientate temporary staff and staff new to the Minor Procedures room.
- To act as a role model and a mentor for staff nurses.
- To initiate and participate in audit relating to nursing and multidisciplinary care.
- Maintain own professional development and mandatory training

## **6. GENERAL INFORMATION:**

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

### **6.1 Other Duties:**

To undertake any other similar duties, as required by the manager.

**6.2 Confidentiality:**

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the Data Protection Act, 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

**6.3 Health and Safety:**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

**6.4 Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

**6.5 Equal Opportunities and Diversity**

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity

**7. CREATED BY:** Esther Lawrence/Laureta Zotaj

**SIGNATURE:**



## PERSON SPECIFICATION

**Post Title:** Band 6 Staff Nurse

Criteria		Essential	Desirable	Assessment
<b>Qualifications</b>	Registered Nurse  Current NMC registration in adult or general nursing  Educated to first degree level or equivalent	√  √  √		Application form and interview  PIN number  Certificates of achievement  Professional portfolio
<b>Experience</b>	<b>Significant post registration skills</b>  Minimum of 3 years post-registration in nursing field  Previous experience in providing nurse led pre-assessment services.	√  √	√	Application form and interview  Professional portfolio

<b>Skills and Knowledge</b>	<p>Excellent clinical skills</p> <p>Excellent communicator</p> <p>Professional commitment and self-awareness</p> <p>Motivate self and others</p> <p>Work without direct supervision</p> <p>Sound knowledge of current issues in nursing, developments</p> <p>Ability to work within a multidisciplinary team</p> <p>Good organisational and time management skills</p> <p>Good interpersonal skills</p> <p>Demonstrable knowledge and skills in a variety of clinical specialities within an outpatient's setting</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p>	<p>Application form and interview</p> <p>Reference</p>
<b>Attributes and Qualities</b>	<p>Motivated and Enthusiastic</p> <p>Flexible</p> <p>Confident decision maker</p> <p>Computer literate</p> <p>Awareness of resources and ability to operate within these</p> <p>Good health record</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Application form and interview</p> <p>Occupational health screening</p> <p>Reference</p>