

JOB DESCRIPTION

JOB TITLE:	Outpatient Registered Nurse
LOCATION:	Outpatients Department, Practice Plus Group, Portsmouth
RESPONSIBLE TO:	Outpatient's Manager
ACCOUNTABLE TO:	Head of Nursing and Clinical Services

Purpose of Role:

Job Summary:

The Outpatient Nurse plays a critical role in the surgical process, ensuring that patients are adequately prepared for their upcoming procedures. This role entails assessing patient health, providing education, conducting pre-operative assessments, and collaborating with surgical teams to facilitate a smooth and safe transition to surgery. This role includes multi-site working and travelling to the Isle of Wight and working weekends. Candidates who are interested should only apply if they have the ability to conduct multi-site working.

Key Tasks

Patient Assessment: Perform thorough pre-operative assessments; including reviewing medical history, physical examination, vital signs, and current medications.

Education: Provide information to patients and their families about the surgical procedure, pre-operative protocols, and post-operative care, ensuring that they understand the process and are mentally prepared. Able to support and mentor AP's, HCA's and Student Nurses.

Documentation: Maintain accurate and detailed patient records and documentation in accordance with Practice Plus guidelines and policies.

Collaboration: Work closely with surgeons, anaesthetists, and other healthcare professionals to coordinate and implement pre-operative plans.

Health Promotion: Discuss lifestyle factors that may influence surgical outcomes and provide supportive resources to encourage healthy behaviours.

Medication Management: Review and manage pre-operative medications, give appropriate instructions on medications that require omitting including anti-coagulation and other relevant

therapies, in accordance with protocols. To liaise effectively with the in-house pharmacy for pre-operative medication advice

Patient Support: Address patient concerns and queries to provide reassurance and enhance the patient's overall experience.

Infection Control: Implement and adhere to infection prevention and control standards in accordance with Practice Plus Group policies to ensure patient safety.

Continuous Improvement: Participate in quality improvement initiatives to enhance the efficiency of pre-operative care processes.

Clinical/ Professional

Qualifications:

Education: Registered Nurse (RN) with a valid NMC (Nursing and Midwifery Council) registration. Pre-op course desirable, and or History taking.

Experience: Previous experience in Pre-operative assessment is essential with experience in surgical nursing.

Skills:

Strong clinical assessment skills, including current Phlebotomy competency

Excellent communication and interpersonal skills.

Ability to work effectively in a fast-paced and multi-disciplinary environment.

Knowledge of surgical procedures, standards, and protocols in common surgical specialities.

Training: Current Basic Life Support (BLS) certification; ILS is an advantage

Personal attributes

Compassionate and patient-centred approach.

Strong organisational and time-management skills.

Ability to handle sensitive situations with empathy and professionalism.

Critical thinking and problem-solving abilities.

CPD

Regularly engage in activities that meet the requirements of the Post Registration Education and Practice (PREP) standards.

Ensure you are knowledgeable about your professional responsibilities and obligations to maintain your registration.

You will have access to the Electronic Practice Plus Group Education platform to complete any necessary training, you will be able to transfer across existing compliance.

Use of IT in the Role of Pre-Operative Nurse

The efficient use of information technology (IT) is essential for a Pre-Operative Nurse to ensure effective communication, documentation, and overall patient care. Key responsibilities regarding IT usage include.

Effective Communication through IT Systems:

Utilise computer systems effectively to manage patient data, update medical records, and communicate with multidisciplinary teams, ensuring accuracy and compliance with confidentiality standards.

Experience with Maxims (Advantageous):

Previous experience with Maxims, a comprehensive healthcare management system, is beneficial for streamlining patient care and operational efficiency.

While familiarity with Maxims is advantageous, training will be provided to ensure you can competently use the system for patient documentation, scheduling, and information retrieval.

Email Communication:

Use email as an effective tool for communication with colleagues and other healthcare staff to share updates, coordinate patient care, and disseminate important information.

Maintain professionalism, clarity, and confidentiality in email communications to foster collaborative working relationships among healthcare team members.

Data Entry and Documentation:

Accurate and timely entry of patient information into electronic health records (EHR) is essential, reflecting any changes in patient status or care plans.

Ensure all documentation meets hospital protocols, is legally compliant, and maintains high standards of record-keeping and patient confidentiality.

Compliance with IT Policies:

Follow all relevant IT policies regarding data protection, patient confidentiality, and electronic communications to safeguard patient information and comply with legal standards.

Report any technical issues or potential security breaches to the IT department or your manager immediately to ensure compliance and safeguard sensitive data.

Health and Safety Responsibilities

As a Pre-Operative Nurse, you are required to uphold and promote a culture of health and safety within the healthcare setting. Your responsibilities include:

Compliance with Health and Safety Guidelines:

Work in accordance with the Health and Safety at Work Act (1974) and adhere to established health and safety protocols.

Attend mandatory training sessions (e.g., fire safety, manual handling) to ensure compliance with relevant health and safety legislation.

Ongoing Training:

Participate in yearly mandatory health and safety update training to remain informed about current practices and protocols.

Responsibility for Health and Safety:

Assume personal responsibility for understanding and adhering to health and safety laws relevant to your role and contribute to maintaining a safe environment for staff, patients, and visitors.

Incident Reporting:

Report and document all accidents and incidents involving yourself, patients, staff, or visitors to your manager following established reporting procedures.

Ensure that incident reports are complete and submitted in a timely manner to facilitate corrective actions and improve safety procedures, using the Datix system.

Risk Assessment:

Engage in regular risk assessments to identify potential hazards within the pre-operative care area and collaborate with the healthcare team to implement measures to mitigate identified risks.

Environmental Safety:

Maintain a clean and organised pre-operative environment to minimize risks of infection and accidents.

Ensure that all medical and surgical equipment is functioning correctly and proactively address any maintenance issues.

Patient Safety:

Perform thorough pre-operative assessments while prioritising patient safety and ensuring all safety protocols are followed during the surgical preparation stage.

Educate patients regarding safety measures and risks associated with their procedures to ensure informed consent and preparedness.

Personal Accountability:

Be proactive in identifying potential health and safety issues and addressing them promptly.

Foster a culture of safety among colleagues by encouraging open dialogue regarding safety concerns and suggestions.

Maintain vigilance regarding safety practices and uphold a commitment to always protecting the well-being of patients and colleagues.

By adhering to these responsibilities, the Pre-Operative Nurse contributes significantly to a safe and effective surgical environment, ensuring the welfare of patients, staff, and visitors alike.

Professional:

To always adhere to the NMC Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

Regulatory framework:

To always adhere to the regulatory frameworks set out by the Care Quality Commission incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to PRACTICE PLUS GROUP policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

Conflict of interest:

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

Confidentiality:

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and PRACTICE PLUS GROUP business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

Privacy, dignity and respect and quality of opportunity:

The Surgical Centre is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory

behaviour. Staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

Vulnerable Adults Abuse:

The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

Raising Concerns- Freedom to Speak Up and Civility Saves Lives.

It is everyone's responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

Equal opportunities

PRACTICE PLUS GROUP is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job-related needs of all staff working in PRACTICE PLUS GROUP are recognised.

PRACTICE PLUS GROUP will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be based on the individual's ability to meet the requirements of the job.

This job description is subject to change in consultation with the post holder to consider changing organisational needs.

Signature _____

Date _____

Signature of
Head of Department _____

Date _____

**PRACTICE PLUS GROUP
PERSON SPECIFICATION FORM**

Job title: **Bank Preoperative Nurse**
Department: **Outpatients**
Level: Experienced/specialised RN

Factors	Essential	Desirable
1. Physical Requirements	<ul style="list-style-type: none"> • Satisfactory Occupational Health clearance for the role specified • Good attendance record • Have a satisfactory DBS clearance • To be registered with the NMC 	
2. Education/ Qualifications	<ul style="list-style-type: none"> • NMC Registered Adult Nurse • BLS • Phlebotomy • ECG 	ILS Pre op course History taking
3. Previous Experience	<ul style="list-style-type: none"> • Substantial experience within an acute environment • Previous experience in pre-assessment 	Current role as a Preoperative RN.
4. Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Evidence of ability to work collaboratively in a multidisciplinary team • Desire for self-development • Ability to plan and prioritise own workload when under pressure • Safe manual handling practices • Ability to work flexibly within a changing environment • Excellent written and verbal communication skills • Competent to use varied IT systems • Knowledge of when need to escalate a case to relevant speciality consultant. • Excellent time management skills and able to work unsupervised. • Have access to a car. • Driving license with Business insurance. 	Audit skills
5. Aptitude/ Personal Characteristics	<ul style="list-style-type: none"> • Assertive and self-motivated • Commitment to own personal development • Confident and innovative 	