**JOB DESCRIPTION**

|  |
| --- |
| **1.     JOB IDENTIFICATION** |
| Job Title:  Nurse Practitioner, Day Surgery Unit  Responsible to:   Senior Charge Nurse Day Surgery Unit  Department:  Day Surgery Unit QMH  Directorate:  Planned Care Directorate  Operating Division:  Fife Health Board  Job Reference:  No of Job Holders:  1  Last Update  June 2021 |
| **2.  JOB PURPOSE** |
| To work along side the current Nurse Practitioner/Charge Nurse in the Day Surgery Unit (DSU) and Pre-assessment Service at Queen Margaret Hospital under the supervision of the Senior Charge Nurse.  To assess patient’s fitness for surgery using advanced assessment skills such as heart and lung assessment, 12 lead ECG interpretation and blood results interpretation skills.  To work as a senior member of the pre-assessment service under the lead of the Band 7 Senior Charge Nurse and support the Charge Nurse in their absence.  To work along side the current charge nurse offering support and leadership |

|  |
| --- |
| **3. DIMENSIONS** |
| The post holder will be responsible for comprehensive patient health assessment delivering pre-operative assessment for patients attending Day Surgery for their operation. The post holder is responsible for advanced clinical decision making in clinical assessment and investigation.  The post holder will work closely with the Lead Anaesthetic Consultant, implementing and evaluating evidence based protocols to ensure that patients are safely prepared for surgery.  Working within the pre-assessment service the post holder will, under the lead of the Band 7, implement evidence based protocols to ensure the smooth running of the service ensuring that patients are appropriately prepared for their proposed surgery.  The post holder will have a responsibility to teach, supervise, assess and performance manage staff members and to plan, prioritise, support and organise training requirements within the Day Surgery Unit with the guidance and support of the SCN  The post holder will support and seek guidance from the Band 7 Senior Charge Nurse who holds overall continuing responsibility for the pre-assessment service at Day Surgery Unit QMH, or from the Senior Charge Nurse at Pre-assessment Suite VHK. |
| **4.  ORGANISATIONAL POSITION** |
| |  |  | | --- | --- | | General manager Planned care  Directorate Nurse Manager  Clinical Nurse Manager  SCN DSU  ~~SC~~  Nurse Practitioner DSU   |  | | --- | | HCSW Band 3/Nursing Auxillary band 2 | | |

|  |
| --- |
| **5.   ROLE OF DEPARTMENT** |
|      The overall role of the department is a Nurse Led Day Surgery Service to meet the needs of clients requiring pre-operative services and elective day case surgery promoting a patient centred service including physical, psychological, social and spiritual needs based on local and national guidelines, taking account of the Division’s clinical, corporate and staff governance agenda.  ● To provide a comprehensive pre-assessment service for all patients attending Day Surgery.       The department operates at the Queen Margaret Hospital and supports pre-assessment for patients attending Day Surgery Unit at QMH and Day Intervention at VHK for day case surgery  Working collaboratively the department assesses patients on an individualised basis to ensure they are appropriately prepared for their planned operative procedure.       Working on a protocol driven basis, the department will:  Reduce peri-operative morbidity and mortality  Reduce patient anxiety  Minimise the length of time patients spend in hospital  Minimise same day cancellations  Minimise delays for patients who are waiting for surgery  Ensure patients are appropriately prepared for proposed procedure  Carry out MRSA screening  Ensure patients are fully informed about their admission and surgery.  The department works to promote a culture of openness and honesty and provides learning and stimulating environment where staff can flourish. |
| **6.  KEY RESULT AREAS** |
| **Clinical**  In collaboration with the Consultant Anaesthetists, medical, surgical and nursing colleagues develop a patient centred; evidence based pre-operative health assessment, advocacy, support and health promotion to enhance the patients’ journey through the pre-operative process until hospital admission and discharge thereafter.  The post holder will:       Undertake assessment of individual patient care needs and the planning, implementation and evaluation of care, ensuring all forms of care/instructions are understood and carried out.       Demonstrate expert clinical knowledge in pre-operative anaesthetic assessment with continuous professional development to maintain high levels of clinical practice.       Facilitate the development and management of the pre-operative assessment process throughout the Operational Division and undertake advanced health assessment and clinical examination.       Carry out extended roles applicable to area of work ie, venepuncture/cannulation and 12 lead ECG interpretation and non medical prescribing.       Perform complete physical examination using highly developed specialist knowledge, underpinned by theory and practice supplemented by specialist training.       Actively participate in the patients’ journey from the pre-operative assessment clinic to hospital admission and commencement of discharge planning. This will include treatment planning and implementation where a health deficit has been discovered in order to facilitate admission and prevent delay.       Raise and maintain patients’ awareness of health promotion.  Assist in medical management of surgical patients within Day Surgery Unit. This will be in partnership with the multidisciplinary team and will include the patient’s journey from admission to discharge.  Accountable for the clinical assessment and when required prescribe medicines in line with Trust Guidelines. Nurse Prescribing Formulary and British National Formulary.  Initiate treatments according to written protocols and guidelines e.g. commencing intravenous infusions.  Critically evaluate current practice, developing innovate ideas to improve effectiveness and efficiency of care.  To provide support and advice to patients and their carers related to surgical procedures.  **Management**  The post holder will:       Have responsibility for the safe and responsive provision of care in their area of responsibility.       Act as a role model and provide clinical support and expert advice for nursing and other members of the pre-operative assessment and ward team.       Support more junior members of the team in the provision of safe and effective nursing care, ensuring effective structures are in place for the supervision and direction of work.       Promote, encourage, develop and adhere to all NHS Fife policies and procedures.       Assist in the development of and implement protocols, policies and practices for specialist area/service in support of clinical and risk governance agenda, which may impact on other disciplines ie, ward staff and anaesthetists.       Support service changes which will assist in the delivery of care elsewhere in the Division.       Undertake health and safety responsibilities identified within the Safety, Health and Environment implementing policy.       Maintain knowledge of current local and national guidelines.    Assist in the recruitment and selection process of personnel, enhancing teams and individuals to achieve maximum performance and positive working relationships.       Report all incidents as per incident reporting policy.       Be involved in investigating complaints, including actions to improve patient care as a result of complaints received.       Be aware of the nursing and supplies budget, ensuring resources are effectively utilised.       Ensure delivery of a safe and effective programme of care.       Support the operational division in the development of any changes to service delivery of pre-operative assessment.  **Professional/Educational**  The post holder will:  At all times act as a professional role model in accordance with all directives and guidance from the NMC  Develop the role by using evidence based practice and continuously improve own knowledge, following PREP guidelines.       Assist with developing and implementing orientation programmes/objectives for new staff members or student nurses.       Adhere to the NMC Code of Professional Conduct at all times.       Participating in teaching nursing and non-nursing staff as appropriate.      Take an active role in self-development, extending knowledge and skills as opportunities arise.       Promote evidence based practice and contribute towards the teaching and supervision of junior staff.       Participate in audit programmes and utilise findings to promote a positive attitude towards the implementation of evidence based practice.       Assist in the utilisation of data in collaboration with multi-disciplinary team in initiating research, audit and project work to assist in future planning and delivery of healthcare services.       Maintain accurate and robust up to date records for the purpose of research and audit in compliance with the Data Protection Act and Caldicott Guidelines. |
| **7a. EQUIPMENT AND MACHINERY** |
| The post holder is expected to have a comprehensive knowledge of all the equipment used in the department.  Generic       Venepuncture equipment.       Blood glucose monitoring equipment.       Weighing scales with height measuring attachment to measure patients’ body mass index.       Blood pressure measuring equipment.       Patient moving and handling equipment and aids.       Electronic temperature measuring device.  Specialised       electrocardiogram       Heart rate and oxygen saturation monitoring equipment       Defibrillator.       Peak flow measuring equipment to measure lung capacity.       Tendon hammer to test patients’ reflexes.       Stethoscope for listening to heart and lung sounds.       Computer. |
| **7b.  SYSTEMS** |
|      Maintenance of paper and electronic patient record system.       Frequent ordering of departmental supplies using a paper based stock control system.       Completion of request forms for patient investigations.  Accessing results following investigations via electronic results reporting system.       Compilation of statistical information databases and generation of reports.       Development of patient booking and appointment system for clients attending the service.       I.T. skills (Patientrak, Trakcare, Clinical Portal, Carstream, Internet,Outlook, Excel, Word) |

|  |
| --- |
| **8. ASSIGNMENT AND REVIEW OF WORK** |
|      Workload is generated by the clinical activity within the Day Surgery unit and by the Band 7 Senior Charge Nurse.  This can be unpredictable ie waiting list initiatives, replacing cancellations.       Work is generated by service developments and advances in practice and research.  Review will be by performance appraisal in line with TURAS and will be reviewed annually by the Senior Charge Nurse. |

|  |
| --- |
| **9.  DECISIONS AND JUDGEMENTS** |
| The post holder:       Analyses complex facts/situations, interprets results and compares a range of options for the servicer user.       Has discretion to work within agreed parameters including the application of Human Resources policies Health and Safety policies and risk management strategies.       Has autonomy to proactively identify and resolve operational and clinical issues that impinge on service needs and patient safety.       Undertakes assessment of patients’ complex needs (physical, psychological, social and spiritual) to establish change in condition, inform clinical decision making and planning pre-operative care, investigation and preparation accordingly.       Acts as a point of contact for all pre-operative assessment patients and provides professional advice to registered/unregistered staff and students.       Collates results of investigations and seek appropriate referral.       Demonstrate an ability to recognise own limitations and the requirement for appropriate referral.       Has the ability to quickly identify, assess and respond to the patient needs in emergency situations.  Justify clinical decision making with regard to patient health care, through stringent monitoring of the patient’s condition and acting on clinical judgement. |
| **10.  MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
|      Ability to prioritise own workload under continually increasing demands from a variety of sources.       Ability to change and adapt to new situations and strategies.       Being responsive to new practices and communicate to colleagues and junior staff.       Occasionally dealing with violence, aggression and abusive behaviour.       Support change to improve quality of clinical care for patients.       Recognising and responding to the needs and feelings of others. |

|  |
| --- |
| **11.  COMMUNICATIONS AND RELATIONSHIPS** |
| The main purpose of communication would be regarding the patients’ conditions and/or issues relating to patient care/preparation/assessment. The need to receive and convey sensitive and complex information regarding medical conditions, preparation for surgery and necessary investigations is a daily requirement.  The post holder:  ·     Will support team performance, creating, motivating, maintaining and enhancing effective communication.  ·     Use appropriate negotiation, motivation and persuasive skills to achieve optimum outcomes for service users.  ·     Co-ordinate and act on any relevant safety action notices and other essential communication within the department.  ·     Establish and maintain effective communication with patients and relatives.  ·     Will be expected to communicate effectively verbally and in writing with the multi-disciplinary team, colleagues, patients, relatives, carers and senior staff.  Ensure the maintenance of accurate nursing documentation for individual patients.  ·     Liaise with other disciplines and external agencies to ensure that good communications and relationships are established and maintained.  ·     Liaise closely with Consultant surgeons and Consultant Anaesthetists to ensure best possible outcome for patients.  ·     Collaborate with waiting list and bed management to identify patients who require to attend pre-operative assessment prior to their admission to hospital.  ·     Liaise with and develop multi-disciplinary team approach to provide continuity of seamless care for all surgical in-patients.  ·     Will have the ability to liaise effectively with external agencies.  ·     Will attend and participate in appropriate meetings regarding service and develop mechanisms to cascade information to all areas associated with pre-operative assessment in collaboration with Pre-assessment Suite at VHK  ·     Will demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives, staff and other members of the multi-disciplinary staff.  ·     Has a frequent requirement to receive and communicate complex information tactfully and has the ability to handle sensitive information in a manner which would not cause offence or antagonism. |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| The post holder will be involved in clinical activity and may frequently be required to move between tasks at short notice to meet the needs of the service. There is a requirement for flexibility of working patterns and for the ability to deal with situations as they arise. Workload is unpredictable, with priorities changing constantly  Physical  ·     Exposure to potential hazards such as verbal, physical, aggressive and abusive behaviour.  ·     Prolonged light to moderate physical effort including bending, walking, lifting, pushing and operating equipment is required on all shifts.  ·     On a daily basis there will be short periods of moderate physical effort such as moving and handling patients with or without the use of mechanical aids or hoists.  ·     Prolonged periods of sitting during administrative duties.  ·     Potential exposure to uncontaminated body fluids i.e. blood and urine.  ·     The post holder will be required to be able to identify the need for and initiate emergency care appropriately.  ·     The post holder must adapt working hours to support the needs of the service.  ·     High degree of precision/accuracy required when undertaking physical examination of patient.  Prescribing pre and post operative medications.  Prescribing of drug and fluid therapies.  Patient examination including heart and lung assessment.  Insertion of urinary catheters.  **Mental**  ·     The post holder will be required to use own initiative and be able to make decisions with minimal supervision.  ·     The post holder will be required to use own judgement whilst assessing patient and report any changes to the relevant disciplines.  ·     There is a requirement to deal with challenging behaviours/patient groups i.e., patients with special needs.  ·     The job holder will at all times maintain safety of staff, patients and carers.  ·     High level of concentration required during in-depth health assessment process for prolonged periods.  Keeping abreast of international, national policy directive and evidence based practice, interpreting applicability and adapting for local implementation.  **Emotional Effort/Skills**  ·     There is a requirement to deal with distressed and anxious patients and carers in a professional and sensitive manner on a daily basis.  ·     There is a requirement to support other members of the multi-disciplinary team, and to deal with difficult and demanding situations.  These must be dealt with fairly and tactfully.  ·     There is a requirement to deal with complicated family dynamics and high levels of public expectations.  ·     The post holder will be required to be involved in investigating complaints which may require meeting the complainant addressing their concerns. |

|  |  |
| --- | --- |
| **13.  KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** | |
| ·     The post holder will be a Registered Nurse with current NMC registration  ·     Substantial post registration experience within the appropriate specialties.  ·     Will be educated to degree level or equivalent  · Pre-assessment and/or clinical decision making course is essential  ·     Patient history taking and physical skills and competencies   · Highly developed specialist knowledge and assessment skills with relation to suitability for anaesthesia.  ·     Willingness to undertake appropriate further educational training in order to expand clinical practice / theoretical knowledge in line with service development  ·     Well developed written and verbal communication skills.  ·     Ability to supervise and provide mentorship to students and junior staff.  ·     Working knowledge of NHS Fife Policies and Procedures.  ·     IT skills.  Non Medical Prescriber or willingness to undertake | |
| **14.  JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |