#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: Nurse PractitionerResponsible to (insert job title): Pre-Operative Assessment ManagerDepartment(s): Ward / Dept Centralised Pre-Operative Assessment ServiceDirectorate: All surgical specialitiesOperating Division: AcuteJob Reference:No of Job Holders: 14Last Update (insert date): 31st January, 2010 |

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| 2. JOB PURPOSE |
| * The post holder will be accountable for the assessment; development, implementation and evaluation of programmes of care for a defined caseload of patients using evidence based practice for the benefit of patients undergoing surgery. Working within the professional standards held in the NMC Code of Professional Conduct.
* The post holder will support the Pre-operative Assessment Manager in the management of an effective and efficient pre-operative assessment service across the two sites within the General Hospitals Division. Has the delegated responsibility to ensure all nursing resources including staff rotas and appropriate skill mix of staff are provided for, within their defined area of responsibility.
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| **3. DIMENSIONS** |
| * The post holder will be accountable and responsible for co-ordinating and the delivery of pre-operative assessment across the General Hospitals Division (within Ayr and Crosshouse hospital) in all surgical specialities:-

 General Surgery Vascular Orthopaedic Gynaecology Ear, Nose and Throat and Maxillo-Facial Urology Ophthalmology* The post holder will work within all surgical speciality directorates and be employed by Ayrshire and Arran General Hospitals Division – making them accountable for all clinical decision making undertaken and for all clinical assessment, investigation and treatment under their management.
* Liase with healthcare professional from satellite hospitals i.e. Arran and EACH ensuring they have updated information in pre-operative assessments. Organise pre-operative assessment for those patients unable to attend hospital for their assessment and triage the information when available ensuring patient safety at all times.
* The post holder has a responsibility to teach, supervise and assess staff members, and to plan, prioritise and delegate work to other staff members.
* Has delegated responsibility from the pre-operative assessment manager to co-ordinate the clinical area.
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| 4. ORGANISATIONAL POSITION |
| HCA Band 3Nurse Practitioner(This Post)Clinic Co-ordinator Band 2Pre-op assessment manager |

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| 5. ROLE OF DEPARTMENT |
| * The overall role of the department is to meet the needs of clients requiring pre-operative services, including physical, psychological, social and spiritual needs.
* The department operates as an integral part of the General Hospitals Division, promoting patient centred services based upon local and National strategies, taking account of the Division’s clinical, corporate and staff governance agenda.

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:-

 Minimise peri-operative morbidity and mortality. Minimise patient anxiety. Minimise the length of time patients spend in hospital. Ensure utilisation of beds and theatre time to prevent last minute cancellations. Minimise delays for patients who are waiting for surgery. Ensure patients are appropriately prepared for proposed procedure. Ensure patients are appropriately informed about their admission and surgery.* The department works to promote a culture of openness and honesty and provide learning and stimulating environment where staff can flourish.
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| 6. KEY RESULT AREAS |
| The post holder will:-Clinical* Work autonomously using their clinical judgement when selecting the appropriate care pathway for patients attending the service/department.
* Support and supervise junior staff and healthcare assistants in the provision of safe and effective nursing care.
* Demonstrate high level clinical knowledge and skill, with continuous professional development to maintain optimum levels of clinical practice
* Participate in 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
* Actively participate in the patient’s journey from pre-operative assessment clinic to hospital and commencement of discharge planning.
* Raise and maintain patients’ awareness of health promotion.
* Structure allocation of shift duties by appropriate delegation of workload and deployment of staff.
* Co-ordinate care for a delegated caseload in the absence of the caseload holder.
* Undertake administration of medicines and treatments according to local and National policy, and via Patient Group Directions.

Management* Deputise for the nurse in charge in his/her absence.
* Fulfil any delegated Health and safety roles, as delegated by the Pre-operative assessment manager.
* Promote, encourage and adhere to all Organisational policies and procedures.
* Maintain knowledge of current local and National guidelines.
* Assist the pre-operative assessment manager in the monitoring of sickness absence, ensuring return to work interviews are held and issues addressed.
* Assist the pre-operative assessment manage in identifying, minimising and managing interpersonal conflict, maintaining the trust of the team.
* Report all incidents as per incident reporting policy.
* Assist the pre-operative assessment manager in the investigation into complaints including actions to improve patient care as a result of complaints received.
* Assist the pre-operative assessment manager in the effective management of the nursing and supplies budget ensuring resources are effectively utilised.
* Support all members of the team in the provision of safe and effective programmes of care.

Communication* Establish and maintain effective communication with patients, relatives and the multi-disciplinary team.
* Maintain accurate nursing care plans and all relevant documentation for individual patients.
* Collaborate with other disciplines to ensure that good communications / relationships are established (see organisational chart).

Professional/Educational* Assist the pre-operative assessment manager in the compilation of a record of all staff training, ensuring all mandatory training is undertaken.
* Maintain a high standard of conduct and dress to promote public confidence.
* Ensure that the Code of Professional Conduct is adhered to at all times.
* In collaboration with pre-operative assessment manager ensure development and the implementation of staff education programmes.
* Work with the pre-operative assessment manager to ensure all nurses in training are allocated a preceptor and monitoring the performance of preceptors, working in partnership with practice education facilitators and the University as required.
* Take an active role in self-development, extending knowledge and skills as opportunities arise.
* Actively seek opportunities and carry out audit / research of practice within area of responsibility and evaluate findings.
* Be responsible for the orientation of new staff.
* Be responsible for the teaching and supervision of junior and student nurses, nursing auxiliaries and non-nursing staff as appropriate.
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| 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* Heart rate and oxygen saturation monitoring equipment
* Defibrillator.
* Peak flow measuring equipment to measure lung capacity.
* Auroscope to examine patients’ ears
* Ophthalmoscope to examine patients’ eyes.
* Tendon hammer to test patients’ reflexes.
* Stethoscope for listening to heart and lung sounds.
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| **7b. SYSTEMS** |
| * Maintenance of paper and electronic patient record system.
* Responsible for 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.
* Assist with the compilation of statistical information databases and generation of reports.
* Assist with the development and maintenance of patient booking and appointment system for clients attending the service.
* I.T. skills.
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Workload is generated by the clinical activity within the organisation and by the pre-operative assessment manager. This can be unpredictable.
* Work is generated by service developments and advances in practice and research.
* Review will be annually by formal performance appraisal, personal development plan and objective setting.
* Assignment and review of work may be undertaken by the manager, requiring the post holder to accept responsibility for a specific workload and to oversee the operational management of the area in the absence of the manager
* Locally agreed objectives.
* Peer group review.
* In collaboration with anaesthetists and pre-op manager initiates the relevant protocols ensuring best practice and to update protocols regularly.
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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder:-* Has responsibility for a caseload and is expected to function with a high degree of autonomy and independence, whilst recognising their own limitations.
* Has the autonomy to assess and respond to operational issues as they arise, to ensure patient safety and service delivery.
* Undertakes assessment of patient’s complex needs (physical, psychological, social and spiritual) to establish change in condition, inform clinical decision making and plan care.
* Provides professional advice to registered nurses, unregistered staff and students and medical staff who are unfamiliar with pre op assessment clinics, and has the ability to recognise own limitations and the requirement for appropriate referral.
* Has the ability to quickly identify, assess and respond to patient needs in emergency situations.
* Is able to make sound clinical judgements from obtaining a patient history, reviewing case notes and performing physical examination. Using the information obtained will decide on the appropriate pre-operative investigations that are indicated.
* Will collate and analyse results of investigations and seek appropriate referral if required
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Increased responsibility and clinical leadership, ensuring the continuation and promotion of high quality, clinically effective care.
* Assuming an active role in teaching and developing junior staff within the realms of evidence based practice.
* Ability to prioritise and effectively manage workload given the competing demands as deputy ward manager.
* Ability to continually change and adapt to new situations and strategies.
* Being responsive to new practices and communicate these to colleagues and junior staff.
* To be able to cope with the workload with available resources which at times can be limited.
* Increased responsibility of performing complete physical examination using highly developed specialist knowledge, underpinned by theory and practice, supplemented by specialist training.
* Interpretation of investigation results and act upon findings.
* Assisting pre-operative assessment manager to develop protocols for specialist area which will impact on other disciplines.
* Ensuring adequate accomodation to carry out pre-op assessment of patients.
* Be proactive rather than reactive in dealing with the idiosyncracies of individual members of the multidisciplinary team to minimise any potential conflict.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The main purpose of communication would be regarding the patients’ conditions and / or issues relating to patient care. The post holder would be expected to communicate with the pre-operative assessment manager regarding nursing team issues.The post holder:-* Will be expected to communicate effectively verbally and in writing with the multi-disciplinary team, colleagues, patients, relatives, carers and senior staff.
* Has the ability to liase effectively with external agencies.
* Will participate in ward / department meetings.
* Will adhere to the Divisions policy on confidentiality, including Caldicott Guidelines and the requirements of the Data Protection Act
* Has a frequent requirement to receive and communicate complex information tactfully.
* Has the ability to handle sensitive information in a manner not liable to offend or antagonise.
* Will utilise communication skills to motivate others.
* Will respond to incidents/complaints as they arise. Provide statements/reports as requested by the senior nurse.
* Will use appropriate negotiation and persuasive skills to achieve optimum outcomes for service users.
* Will deal with specialised information requiring precision and accuracy.
* Will liaise with internal and external agencies that have associations with pre-operative assessment.
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| The post holder will be involved in both clinical and managerial 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 constantlyPhysical* Exposure to 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.
* Short periods of moderate physical effort such as moving and handling patients with or without the use of mechanical aids or hoists.
* Frequent exposure to body fluids.
* The post holder will be required to work within limited spaces and will be required to assist immobile patients.
* The post holder will be required to be able to identify the need for and initiate emergency care appropriately.
* High degree of precision/accuracy required when undertaking physical examination of patient.
* The post holder will be able to adapt to the shift pattern required and may be required to work a variety of shifts.

**Mental*** The post holder will be responsible for the delivery of care to an undefined number of patients.
* The post holder will be required to use own initiative and be able to make decisions with minimal supervision.
* At all times maintain safety of staff, patients and carers.
* There is a need for high levels of concentration and for absolute accuracy when undertaking clinical tasks including the administration of medicines
* High level of concentration required during in-depth health assessment process. Manage frequent interruptions during this process.

**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 staff, and assist in the management of complex/contentious personnel issues
* There is a requirement to deal with complicated family dynamics and high levels of public expectations.
* There is a requirement to on occasion work in hostile and emotive atmospheres, which may result in the need for sudden intense effort and concentration
* The post holder will be required to deal with complaints, involving meeting the complainant and seeking to address their concerns, whilst supporting staff involved.
* There is a requirement to deal with distressed patients and relatives as a consequence of terminal illness diagnosis, frequently with limited time to do so.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Post holder will be a Registered Nurse with current NMC registration
* Educated to degree level or working towards
* Post registration diploma relevant to speciality or equivalent experience
* Working knowledge of organisational policies and Procedures.
* Ability to keep relevant skills / knowledge updated and documented.
* Well developed written, electronic and verbal communication skills.
* Be able to supervise and provide a mentorship role to students and junior staff.
* A commitment to lifelong learning and demonstrates evidence of continuing professional development.
* History taking skills.
* Physical examination skills.
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| **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: |