

Pre-Operative Assessment Nurse

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Western Isles Health Board
The best at what we do

Pre-op Assessment Nurse Outpatients

Band 6 £37,831 - £46,100 (pro rata)
Plus £1,279 Distant Islands Allowance (pro rata)
15 Hours per Week
Permanent Post

We are seeking an enthusiastic and motivated Pre-op Assessment Nurse to join our Outpatients team based at Western Isles Hospital.

Do you have good communication and interpersonal skills along with an ability to work as part of a small nurse-led team? Are you used to liaising with a wide variety of members from the multi-disciplinary team and have a passion for improving the patient's surgical pathway? Then this could be the role for you!

Pre-op assessment nurses play a pivotal role in delivering safe and efficient pre-operative care by optimising patients for surgery. You will be working with the multi-disciplinary teams, including GP's, Surgeons, and Anaesthetists to provide effective assessment to ensure our patients and their families/carers receive excellent preparation for surgical procedures.

Three years post registration experience within the areas of surgical or theatre would be advantageous but not essential.

For further information regarding this post please contact: Coleen Macleod Ambulatory Care Senior Charge Nurse, coleen.macleod@nhs.scot, tel: 01851 704704.

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme). This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website: <https://apply.jobs.scot.nhs.uk/> along with a job description.

Tha beàrnan-obrach NHS Eilean Siar uile gu léir a' nochdadh air làrach-lìn NHS na h-Alba <https://apply.jobs.scot.nhs.uk/>, còmhla ri dealbh-obrach.

If you have any further queries, please contact Tel: 01851 762027.

1. JOB IDENTIFICATION

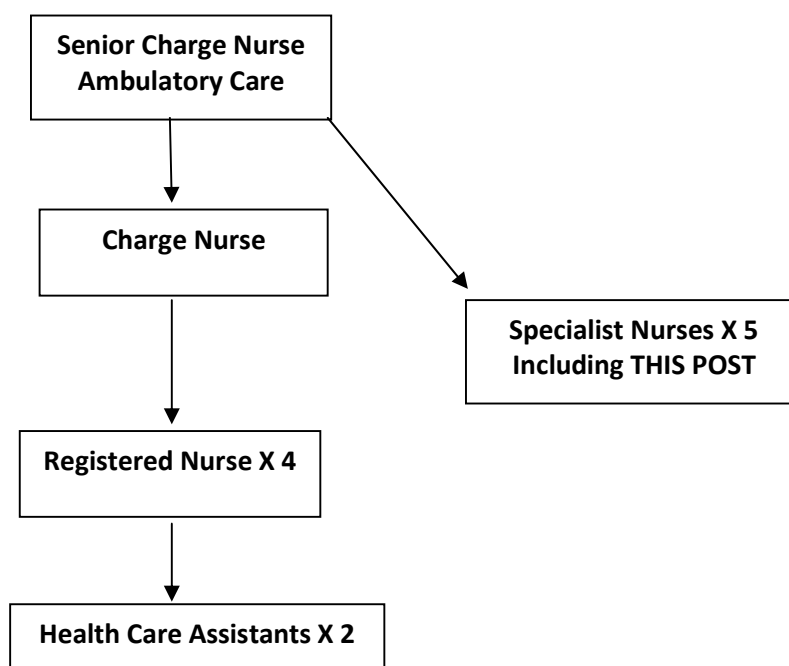
Job Title:	Pre-Operative Assessment Nurse
Responsible to (insert job title):	SCN Ambulatory Care
Department(s):	Outpatients
Directorate:	
Operating Division:	
Job Reference:	
No of Job Holders:	
Last Update (insert date):	

2. JOB PURPOSE

N.B In the event of NHS Scotland being placed on an 'Emergency Footing' and or NHSWI declaring a 'Major Incident', or similar critical service demand, the role will be subject to change based on the exigencies of the service and post holder competence.

- To provide pre-operative assessment to all NHS Western Isles patients listed for surgery at Western Isles and mainland hospitals.
- To set up and establish pre-operative assessment clinics in accordance with patient and service needs.
- To work with multidisciplinary team to develop appropriate documentation, protocols, and assessment criteria.
- To participate in clinical supervision as a supervised practitioner and to provide clinical supervision to others.
- Identify and access best practice statements to contribute to the assessment, planning and implementation of patient care.

3. ORGANISATIONAL POSITION



4. ROLE OF DEPARTMENT

The Pre op Assessment service is part of the Outpatients department at Western Isles Hospital and helps to provide services to patients across the whole of the Western Isles.

The Outpatient Department currently helps facilitate clinics for resident and visiting clinicians of the following specialities: Orthopaedics; General Surgery; Gynaecology; Urology; Oncology; Ophthalmology; Audiology; ENT; General Medicine & Respiratory; Dermatology; Rheumatology; Minor surgery procedures and specialty dressings are supported by suitably qualified nurses within the department. We also offer facilities to support a wide range of remote consultations with specialities based at mainland hospitals. The department is made up of a Senior Charge Nurse, Charge Nurse, Specialist Nurses (including this post), Registered Nurses and Healthcare Assistants.

5. MAIN DUTIES AND RESPONSIBILITIES OF THE POST

KNOWLEDGE TRAINING AND EXPERIENCE

- Registered nurse, level 1 or 2 of the Nursing and Midwifery Council (NMC).
- The post holder will be required to continuously update his/her knowledge of nursing developments, medical techniques and treatments and is required to provide evidence of Continuing Professional Development to meet the NMC requirements to maintain Registration.
- The post holder will require the ability to carry out patient assessment including physical examination skills either through previous relevant experience or by having a relevant qualification.
- The post holder is required to be trained in or to receive training in Infection Control, Health and Safety, Fire, Moving and Handling, Immediate Life Support (ILS).

ANALYTICAL AND JUDGEMENTAL SKILLS

- Requires the ability to take an in depth patient history.
- Requires an ability to interpret patient care plans, medical case notes, patient observations, recognise anomalies in patients' conditions.
- Be able to accurately carry out patient orientated risk assessments, and then to implement and evaluate specific interventions to manage identified risks. For example, manual handling assessment, frailty score (and other risk assessment tools).
- Initiate appropriate investigations and treatments, including onward referral where appropriate, in response to clinical assessment and patient needs.
- Require specialist skills to carry out physical assessment and to refer for appropriate investigations when required.
- Ability to understand the significance of Haematology and Biochemistry reported results.
- Ability to liaise with multi-disciplinary teams in hospital and community to meet the identified needs of patients following outpatient consultation.
- Be able to set up and use accurately and safely medical devices, for example ECG Machines and an ability to recognise faults with complex equipment and to take appropriate measures to ensure patient and staff safety.
- Be able to interpret patient drug prescriptions safely in accordance with NMC guidelines and good practice statements/protocols and to safely calculate complex drug calculations to ensure that the correct volume or quantity of medication is administered via the correct route. The nurse must consider the dosage, method of administration in the context of the condition of the patient and any co-existing therapies.
- Be able to identify contra-indications associated with specific medications and to implement explicit precautions/interventions to mediate against such contra-indications for example,

bleeding and the use of anti-coagulants.

- Be able to identify the side effects of patients medications and to take remedial actions to protect the safety of the patient. Such actions may involve the with-holding of medications, making judgements as to when to administer/implement life saving interventions such as adrenalin in the case of anaphylactic shock.
- The nurse is competent in assessing and determining the appropriateness of contacting the prescriber of any medication prescribed to the patient.

PLANNING AND ORGANISATIONAL SKILLS

- Arranges own clinics, and prioritises and manages patient caseload, with the ability to re-organise schedule in accordance with workload variations.
- Ability to collate all relevant patient information and to ensure such details are timeously transmitted e.g. to patient, carer, community and medical staff.
- The ability to liaise with Consultants, Allied Health Professionals, Primary Care Team etc to ensure continuity of care following Outpatient visits and fully prepare patient by time of admission.
- Organise time to allow for Pre op Care Home visits as appropriate.

PHYSICAL SKILLS

- The post holder is expected to have a higher degree of dexterity, hand eye co-ordination, to accurately perform nursing tasks, for example venepuncture, moving and handling patients, operating medical devices etc.
- The post holder is required to be competent in the use of specialised equipment for patient care and to be able to provide instruction and demonstration to other staff, patients, and relatives/carers.

RESPONSIBILITY FOR PATIENT/CLIENT CARE

- To be the named nurse and to be responsible for assessing, developing, implementing, evaluating, and documenting all forms of nursing care given to patients.
- Always encourages patient/carers participation in appropriate aspects of care and involves the patient in the planning of that care.
- Give specialist clinical advice on pre and post operative care to patients, and where appropriate to relatives/carers and which includes aspects of health promotion.
- Always act as patient advocate and to act in accordance with the NMC's Code of Professional Practice that ensures the integrity of the nurse patient relationship and that patients are

empowered to exercise informed consent.

- As the named nurse to be responsible for patient referral to appropriate clinicians e.g., Anaesthetist, Dietician, Physiotherapy, OT, Speech and Language Therapy.
- The nurse will know the therapeutic uses of the medicine to be administered to patients, its normal dosage, side effects, precautions, and contra-indications.
- The nurse will be aware of the patients care plans and ensure that the appropriate medical or nursing intervention is carried out on the correct patient and in accordance with the patients expressed need.

COMMUNICATION AND RELATIONSHIP SKILLS

- When on duty will receive and advise on complex and sensitive information e.g., confidential information relating to social, sexual, and medical history.
- Counsel patients, and where appropriate relatives/carers, in relation to medical investigations and results, lifestyle behaviours and contribute to health.
- Ensure patients receive all information necessary to fully prepare them for admission and surgery and that this information is understood and provided in the most appropriate form for the individual concerned.
- Work with medical staff to obtain informed consent for any planned procedure.
- Required to be able to convey distressing and unpleasant information with empathy and sensitivity to patients and where appropriate, to relatives/carers.
- Use tact, reassurance and sensitivity when necessary to overcome barriers to understanding, for example, in distressing situations such as death, dying and bereavement.
- Display a positive attitude to diverse cultures and to facilitate different forms of communication that embraces the philosophy of social inclusion.
- Participate in counselling, assessing, and supporting colleagues whenever required.
- Attend and participate in meetings and disseminate information to staff at ward/department level.
- Communicate relevant data in verbal, written and electronic format.
- Where appropriate arrange and participate in video consultations with patients and members of the MDT.

RESPONSIBLE FOR POLICIES AND SERVICE DEVELOPMENT

- Follows policies in own role and comments on policies as appropriate.
- Has a responsibility to develop, implement and review policies and protocols for own speciality in partnership with colleagues.

- To be aware of Western Isles NHS Health Board policies and make colleagues and where appropriate members of the public aware of the existence of relevant policies.

RESPONSIBLE FOR FINANCIAL AND PHYSICAL RESOURCES

- Always exercise economical use of ward/department resources e.g., incontinence products and other sundry items.
- Ensure maintenance and checking of equipment before each use and report faults timeously and to appropriate person/department.
- Always demonstrate economic utilisation of equipment, services, resources, and facilities.
- Non budget holder

RESPONSIBILITY FOR HUMAN RESOURCES

- Is required to advise and demonstrate practice to nurses and other health professionals.
- To always promote an environment that provides learning and growth for registered nurses and healthcare assistants and to participate in learning programmes.
- To always facilitate the development of an environment that is conducive to promoting 'reflective practice'.

RESPONSIBILITY FOR INFORMATION AND RESOURCES

- To always maintain patient records and documentation e.g., case notes, investigations, test results etc.
- To obtain results electronically to ensure all information is available to clinicians when required.

RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- Participate in data collection of clinical audits relating to good practice guidelines (SIGN, QIS, CRAG, Infection Control etc.), national standards, local audit programmes etc.

FREEDOM TO ACT

- Accountable for regulatory requirements of own professional practice without supervision.
- Able to act within established parameters e.g., acknowledgement of personal competencies, extended scope of practice which are clearly defined by the NMC's code of conduct and the Western Isles NHS Boards operational policies and protocols.

6. SUPPORTING EVIDENCE

PHYSICAL DEMANDS OF THE JOB

- The postholder will assist in moving patients when necessary.
- There will be occasions the postholder will have to manoeuvre heavy equipment within the ward, and between wards in confined spaces during emergency situations e.g., during cardiac arrest.
- There will be occasions where the postholder will have to move heavy patients and equipment without access to hoists during emergency situations e.g., cardiac arrest, patient falls where the environment prohibits the use of hoists.

MENTAL EFFORT

The postholder will be required, on every shift, to prioritise caseload and work demands in the face of:

- Unpredictable work patterns.
- Frequent interruptions such as telephone enquiries, demands of other patients and relatives/carers, demands from other staff such as doctors, peers etc.

Periods of intense concentration are often required to facilitate the physical examination of patients and carrying out patient assessments using verbal, non-verbal language, and imaging equipment. Concentration may be particularly intense when the patient is distressed and or is experiencing difficulties in co-operating with instructions and having difficulties with communication, for example post stroke, head injury, toxic confusional states associated with endocrine disorders, infections etc.

Intense concentration is also required to, for example: -

- Take a full patient history in a clinical setting.
- Observe unpredictable patient behaviours that may present risks such as potential for falls.
- Manage the unpredictability associated with people (patients/members of the public) who are exhibiting behavioural difficulties and who are unknown to staff.
- Carrying out intricate and or personal interventions e.g., physical examination.
- Nursing un-cooperative patients.

EMOTIONAL EFFORT

The post-holder will be expected to manage the following situations:

- Exposure to emotional and distressing situations such as imparting distressing and upsetting information to patients, relatives/carers, junior staff, and learners daily.
- To counsel distressed patients and relatives on coming to terms with their illness/disability as and when required.
- Nursing and caring for the terminally ill or dying patient.
- Required to provide peer support following adverse incidents such as sudden and unexplained death.
- Occasional exposure to aggressive and abusive patients, relatives/carers, members of the public and members of staff.

WORKING CONDITIONS

- Exposure to varying atmospheric conditions.
- Contact and exposure to body fluids such as faecal matter, blood-stained fluid, sputum, soiled linen, infective materials etc. on every shift.
- The postholder may be expected to manage occasional exposure to aggressive and abusive patients, relatives/carers, members of the public and members of staff.

7. EQUIPMENT AND MACHINERY

Excellent working knowledge and use of:

- Spirometer.
- Electrocardiogram (ECG).
- Vital Signs Monitoring Equipment
- Moving and Handling and Health and Safety Equipment.
- Beds and Trolleys.
- Telecommunication and Computing Equipment.

7b. SYSTEMS

Excellent working knowledge and use of:

- SCI Stores Results.
- SCI Gateway
- Topas
- Windows
- MS Word, Excel
- Teams
- Near Me (video consultations)
- Turas
- Pecos
- Datix
- TAM (Treatments and Medicines) App

8. STANDARD ELEMENTS

STANDARD ELEMENTS

Confidentiality

Comply with all approved NHSWI Policies and Procedures.

Comply with NHSWI Communication Strategy and Media Strategy.

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

Health and Safety:

Assist in maintaining own and others' health, safety and security.

This involves:

- a) Complying with Board health and safety policies, procedures and participating in mandatory training.
- b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

Ensure own actions support equality, diversity and rights.

This involves:

- a) Acting in ways consistent with the Board's policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.

15. 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:13.09.2023

NHS WESTERN ISLES - PERSON SPECIFICATION GUIDANCE

Job Title: Pre-operative Assessment Nurse

Department: Outpatients

Location: NHS Western Isles

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	At least 3 years' experience as a Registered Nurse.	
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	<p>Current NMC registration on level 1 or level 2 of the NMC register.</p> <p>Degree, Diploma, modules, or relevant practice experience.</p> <p>Evidence of recent CPD.</p>	<p>Further education in a related field of nursing.</p> <p>Nurse Prescribing.</p> <p>Pre-assessment training or experience in theatre or surgical nursing.</p>
KNOWLEDGE AND SKILLS	<p>Good communication skills.</p> <p>Ability to work unsupervised.</p> <p>Ability to plan and organise.</p> <p>Ability to adapt to changes in work environment.</p> <p>Ability to teach junior staff, learners, peers, medical and other colleagues.</p> <p>To undertake training in Immediate Life Support (ILS), moving and handling.</p>	<p>Previous experience in administering IV medication and IV cannulation, ECG's, Venepuncture, Spirometry.</p> <p>Champion in Infection Control Certification</p> <p>IT skills</p>

	Infection Control and Health and Safety events	
DISPOSITION	<p>Good interpersonal skills.</p> <p>Able to work independently and as an effective team member.</p> <p>Pleasant disposition.</p> <p>Effective leadership skills.</p> <p>Ability to reflect analytically one's own practice.</p>	<p>Sense of humour.</p> <p>Non-judgemental.</p>
OTHER	<p>Willing to travel to mainland for further training.</p>	

A Place to Live

The quality of life in the Western Isles, particularly for those with families, is outstanding: a safe space to bring up children, stress-free commutes with jaw-dropping views, and the opportunity to stroll along our pristine beaches or explore our dramatic scenery on your days off.

Community spirit is at the heart of the Western Isles. It is close-knit and welcoming, residents are proud of the place where they live and are keen to support young and old. The islands have a strong cultural identity stemming from their distinctive history.

Although the islands are remote, you can still keep connected with the wider world. There are frequent transport links to the mainland via ferries and three island airports – Barra, Benbecula, and Stornoway. The Air Discount Scheme (cheaper flights for islanders) and Road Equivalent Tariff (subsidised ferry fares) ensure transport is affordable. High-speed internet is widely available and allows islanders to stay connected globally.

Local Primary and Secondary Schools provide high quality education with the opportunity to learn through the Gaelic language. There is a network of excellent sport and leisure facilities in the Western Isles with annual cultural festivals and venues with live entertainment.

Key worker housing can be applied for through Hebridean Housing Partnership.

Useful Information

cne-siar.gov.uk Comhairle nan Eilean Siar (Western Isles Council - for more information on Schools, leisure and culture)
visitouterhebrides.co.uk (for more information on our islands and what to see and do)

A Place to Work

NHS Western Isles employs over 1000 staff over a number of sites, including:

- Ospadal nan Eilean Siar (Western Isles Hospital), Stornoway
- Ospadal Uibhist agus Bharraigh (Uist and Barra Hospital), Benbecula
- St Brendan's Hospital, Barra
- A number of GP and Dental Practices across the island chain
- A variety of community-based health services

Being part of a smaller team with a flat management structure provides the opportunity to widen your experience and be involved in a range of planning and decision-making that you might not otherwise experience in a larger setting. Our patients are our community, and there is opportunity to contribute to multi-disciplinary and holistic care to patients and families across healthcare settings.

Support and development are central to NHS Western Isles' ethos, and this involves working in partnership with the University of the Highlands and Islands, NHS Education for Scotland, and other higher education institutions. Our Professional Practice and Learning team will support and advise you on your learning journey. Many opportunities can now be accessed remotely through online learning. Regular clinical training is available and scenario-based learning is available in our recently-installed sim lab.

The Western Isles has a range of employment opportunities in the public and private sector for those that are relocating as a family. Please contact us and we can direct you to vacancies that might be suitable.

All staff are valued equally and we welcome and encourage those from diverse backgrounds to come and work for us.



NHS WESTERN ISLES BENEFITS

Pay

The NHS pay system is known as Agenda for Change (AfC) which applies to all staff excluding medical, dental and executive level managers.

The benefits include a standard working week of 37.5 hours, with pay enhancements to reward weekends, nights and overtime working. This ranges from time plus 88% to time plus 30% depending on your pay band and shifts you work.

Distant Islands Allowance is paid to all staff who live in the Western Isles. This is currently £1,117 per year.

Annual Leave

Annual leave entitlement is 27 working days, rising to 29 working days after 5 years' service and 33 days after 10 years' service. In addition to this, you are entitled to 8 statutory public holidays every year.

Work-life balance

We understand that balancing work and home commitments can sometimes be difficult.

Our policies offer:

- Flexible working including home working
- Paid parental leave
- Paid carer leave
- Paid bereavement leave
- Occupational sick pay scheme

Wellbeing

We recognise that your mental and physical wellbeing is important and we aim to support you in the workplace.

We have a 24-hour confidential helpline to support you and your family through any of life's issues or problems. This includes counselling, family issues, bereavement, financial wellbeing, relationship advice, legal information and more.

NHS Pension Scheme

All new employees will automatically be enrolled in the NHS Pension Scheme, or if you are an existing member your membership will continue.

Key features

- Benefits accrued on a Career Average Revalued Earnings (CARE) basis.
- Normal pension age the same as your State Pension Age.
- Pension accrual rate of 1/54th of pensionable earnings each year.
- Valuable death benefits for your dependents.
- Option to take part of your pension and continue working.

Further information on the benefits of the scheme, can be found at sppa.gov.uk.

Travel & Transport

We participate in the Cycle to Work scheme, enabling you the opportunity to buy a bike tax-free.

Those who need to travel a lot for work will be eligible for a leased car.

Right to Work in the United Kingdom

We will support those that are eligible for a certificate of sponsorship to apply for a work visa. Candidates who require a Certificate of Sponsorship can access further information on the UK Border Agency's new points based system that now governs the way individuals from outside the EEA can work in the UK at bia.homeoffice.gov.uk.

