**Agenda For Change Job Description Template**

|  |
| --- |
| * **JOB IDENTIFICATION**

**Job Title: Nurse Practitioner- Plastic OPD and Outreach Service****Responsible to: Sharon Doherty****Department: Plastic Surgery OPD****Directorate: Regional services** |
| **2. JOB PURPOSE** |
| To work within the nursing and multi-professional team to ensure high standards of care to a defined patient group in hospital and community settings. Competently perform the necessary technical/invasive/physical aspects of care for this defined patient group |
| **3. ROLE OF DEPARTMENT** |
| Plastic Surgery and Burns is part of the Regional Services Directorate within NHS Greater Glasgow & Clyde. It provides specialist services to the West of Scotland population of around 2.5 million. Plastic Surgery and Burns deals with many aspects of surgery, including cancer, trauma, congenital deformities and degenerative conditions. The Unit is based within Glasgow Royal Infirmary however outpatient clinics are also run in other major hospitals throughout the West of Scotland, and it has close links with Orthopaedic Surgery, General Surgery, Gynaecology, Dermatology and Oncology. |
| **4. ORGANISATIONAL POSITION** |
|  |
| **5. SCOPE AND RANGE** |
| * Be responsible for managing your clinical workload in a variety of settings including patient’s homes, OPD’s and Wards.
* Participate in education to staff, patient’s and carers thereby providing a professional resource to these groups
* Supervise and participate in providing clinical leadership for qualified and unqualified staff in hospital and community settings
* Contribute to the monitoring and management of the department budget
* Work autonomously within the multi-disciplinary team
* Responsible to the Senior Charge Nurse for clinical guideline, professional management work review and formal appraisal.
 |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| Clinical* Undertake and provide assessment of patient’s needs , implementation and evaluation of care
* Implementation and evaluation of programmes of care which are evidence based.
* Utilising all available resources taking into account lifestyle, gender and cultural background
* Ensure involvement with patients, family, carers and significant others
* Maintain patient records in line with Nursing Midwifery Council (NMC) guidelines for records and record keeping.

Professional * Practice within the legal and Ethical framework as established NMC Scope of Practice.to ensure patient’s needs are being met.
* Work within the National Health Service (NHS), NHS Greater Glasgow and Clyde and Health and Safety Executives (HSE) Legislation, Policy, Guidelines and Procedures.
* Empower patient’s to take responsibility for their health, well-being and future lifestyle by practising in an open, transparent and inclusive manner; thereby ensuring patients have the relevant information in decisions about their care.

Education and Research/Audit* Provide an appropriate learning environment in line with NES Quality Placement standards
* Ensure completion of clinical appraisals of pre and post registration nurses
* Demonstrate own professional development
* Identify research/ clinical audit priorities in conjunction with relevant professional groups

Organisational/ Managerial* Organise own time and others including junior staff and learners
* Participating in developing nurses knowledge of Plastic Surgery within/ out with their team
* In conjunction with the Senior Charge Nurse ensure that nursing resources is utilised efficiently and effectively by managing duty roster/ sickness absence and the use of additional hours including bank/ agency.
* Participate in the recruitment and selection process
* Share personal objectives and participate in the appraisal and setting of personal development plans with staff.
* Contribute to the wider corporate agenda
 |
| **7a. EQUIPMENT AND MACHINERY** |
| Must be aware of the responsibilities places upon them under the Health hand Safety at work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patient, visitors and employees. |
| **7b. SYSTEMS** |
| * The post holder is responsible for documenting information into electronic patient records/ written notes where applicable.
* They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality
* Knowledgeable of medical devices and all other equipment used in their clinical environment
* Ability to maximise the use of Information Technology to benefit personal development and patient care using Attend anywhere.
 |
| **8. DECISIONS AND JUDGEMENTS** |
| * Uses own initiative and acts independently within the bounds of existing knowledge and skills
* Initiate and follow through appropriate procedures when there is a breach of policy
* Assist in development of action plans to address any systems failures
* Has access to a supervisor
* Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner
* Exercised the ability to challenge any interaction, which fails to deliver a quality service for internal and external customers.
* Performance is monitored on an ongoing basis and is appraised annually.
 |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| * Engage in effective communication with staff, patient , relatives, visitors in the hospital and community setting
* Effective verbal and written communication with all members of the multidisciplinary team
* Provides empathy, support and reassurance in the delivery of patient care
* Contributes to a supportive environment in the interest of staff morale
* Develop external professional networks which promote the profession and organisation.
 |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical demands* Moving and Handling of patients from self-caring to total dependence
* Moving and Handling equipment
* Walk/stand for most of the shift
* Daily walking and or driving between facilities/clients
* Driving/waking in all-weather types
* Driving /walking within the city and countryside environments in hospital and community settings
* Frequent short periods of moderate physical effort

Emotional demands * Communicating with distressed, anxious , aggressive patients/ relatives
* Responding to urgent care requests in a timely manner.
* Dealing with complaints
* Dealing with staff /management issues

Environmental* Utilising time and manging patient care
* Exposure to body fluids such as blood, faeces, urine, vomit and sputum
* Exposure to dirty/smoky working conditions
* Driving in all-weather conditions
* Exposure to bacteria and viruses
* Exposure to dust, fleas, lice and scabies
* Exposure to needle stick injuries
* Exposure to pets
* Exposure to drug/alcohol abuse
 |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Performing mentally and challenging tasks whilst being interrupted by outside influences such as other staff member, relatives or the phone.
* Achieving a balance between direct patient care within the existing time/ resources
* Communicating and supporting distressed/anxious/worries relatives
* Communicating with external agencies including GP’S, District Nurses and Practice Nurses to ensure the patient care needs are met
* Dealing with verbally abusive patient’s, relatives and members of the public
* Be able to work over contracted daily hours when clinics are running late/ meet patient needs
 |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| Essential First level registered nurses with a minimum of 3 years Plastic Surgery Experience.Clinical Assessment module or working towardsAdditional rolesPerformance of extending roles such as venepuncture, seroma aspiration and breast implant inflation/deflationTopical Negative Pressure application |