

# TETBURY HOSPITAL TRUST LTD

## JOB DESCRIPTION

<b>Title:</b>	<b>Bank Registered General Nurse /Operating Department Assistant</b>
<b>Grade:</b>	<b>I</b>
<b>Responsible to:</b>	<b>Outpatient Manager</b>
<b>Accountable to:</b>	<b>Matron</b>
<b>Liases with:</b>	Nurses, HCA's, OPD's, consultants, surgeons, anaesthetists, administration staff, departmental managers, domestics, porters, patients, relatives, carers

### **Job Summary:**

The post holder's prime responsibility is to perform all the tasks of a Registered Practitioner in helping care for patients who attended the Outpatient Departments following relevant policies and procedures as laid down in National and Local policies.

The post holder is expected to carry out all relevant forms of care without direct supervision whilst maintaining a safe working environment.

The post holder will be an ambassador for the Trust, delivering care in an efficient, patient focused and professional way.

Tetbury Hospital has a generic outpatient and day surgery unit, which delivers services across seventeen different medical and surgical specialities. The clinics are consultant led, and the Registered Practitioners are required to work across these specialities.

### **Principle Duties**

#### **1. Clinical**

- 1.1 To participate in the assessment of pre-operative patient care needs, plan, implement and evaluate care delivery according to changing health care needs/technology and varying levels of complexity.
- 1.2 Collect, collate, evaluate and report information, maintaining accurate patient records and documentation.
- 1.3 Involve where possible patients, multidisciplinary team and carers/relatives in the planning and delivery of services.
- 1.4 Work collaboratively with other professionals and departments to ensure patients care needs are met, especially with regard to efficient enhancement of the patient's journey within the speciality.
- 1.5 Establish and maintain effective communication with multi-disciplinary team, patients, carers/relatives and other wards and departments.

- 1.6 Recognise and respond appropriately to urgent and emergency situations in the Trust when required following appropriate training.
- 1.7 Treat all information regarding clients and patients as confidential.
- 1.8 Participate in local decontamination and sterilisation procedures as per Trust policy.
- 1.9 Ensure patient's records are maintained and that documentation reflects care provided.
- 1.10 Maintain safe custody of drugs in compliance with Trust policy.
- 1.11 Fulfil all mandatory training requirements.
- 1.12 Be prepared to work flexibly in undertaking other duties as required, both within and outside of the designated service area.

## **2. Management**

- 2.1 Support the Outpatient Department manager to maximise best use of clinical resources, implementing best practice in patient flow and the patient's journey.
- 2.2 Ensure the effective and efficient use of physical and financial resources.
- 2.3 Promote the development of services within the speciality area and assist the Outpatient Manager to implement change.
- 2.4 Monitor health, safety and security of self and others and implement best practice within the theatre suite.
- 2.5 Responsible for stock control, liaising with internal/external auditors.
- 2.6 To ensure that the patients valuables and possessions are cared for in accordance with Trust policy.

## **3. Education and Development**

- 3.1 Develop own clinical knowledge.
- 3.2 Ensure own compliance with mandatory training and national requirements.
- 3.3 Participate in multi-disciplinary meetings.
- 3.4 Maintain a Professional Portfolio and complete Continuous Personal Development as required by their Registering Body

## **4. Clinical Governance**

- 4.1 Participate as required in the annual departmental audit.

- 4.2 Ensure compliance with policies, procedures and clinical guidelines; participate in the development of the same.
- 4.3 Continually monitor standards of care and assist in the improvement of care, take part in benchmarking, audit and research within the speciality.
- 4.4 Act in a prompt and timely manner of incident reporting, investigation & provision of the information to day surgery unit manager.
- 4.5 Promote people's equality, diversity and rights.
- 4.6 To be aware of duties and responsibilities in relation to risk management.

## **5. Research**

- 5.1 Actively keep up to date with research based changes, ensuring they adhere to all new protocols, policies and guidelines.
- 5.2 Participate in local research and projects as directed by senior members of the team.
- 5.3 To be aware of all current medical research relating to the operating department.

## **6. General Responsibilities**

- 6.1 Adhere to Trust Policy and Procedures.
- 6.2 Maintain up to date skills and knowledge and maintain awareness of professional issues.
- 6.3 Maintain a professional portfolio.

## **Confidentiality**

As an employee you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Tetbury Hospital Trust

Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

## **Health & Safety**

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors,

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training

### **Quality Assurance**

As an employee of the Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

### **Equal Opportunities**

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.

### **Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse effect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

### **General Notes**

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the role specification will be reviewed on a regular basis. Changes will be subject to consultation with the post holder.

### **Safeguarding**

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures

### **Development**

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular 1:1s and appraisals with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

### **NHS Constitution**

As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

### **Criminal Records**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

### **PERSON SPECIFICATION**

*This document describes the qualities required for a post-holder that are not captured by the JD.*

SPECIFICATION		
	Essential	Desirable
<p><b>Qualifications</b></p> <p><i>(This must include the level required to appoint to the post.</i></p> <p><i>Any requirement for registration should also be recorded here.</i></p>	<ul style="list-style-type: none"> <li>• First Level Registered Nurse</li> <li>• Operating Department Practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and assessing qualification</li> </ul>
<p><b>Experience/Skills</b></p> <p><i>(Type and level of experience required to fulfil duties)</i></p>	<ul style="list-style-type: none"> <li>• Good level of clinical skills</li> <li>• Ability to plan and priorities own workload</li> <li>• Evidence of ability to work collaboratively in a multi-disciplinary team</li> <li>• Knowledge of current practice, research and development within day surgery and outpatient areas</li> <li>• Work within the latest Code of Professional Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Phlebotomy</li> <li>• ECG</li> <li>• Pre-admissions</li> <li>• Perioperative experience</li> </ul>
<p><b>Communication Skills</b></p> <p><i>(Indication type of communication and audience.</i></p> <p><i>e.g. face-to-face with patients, presentations to colleagues, etc.)</i></p>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and in collaboration with others using effective verbal, written and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication skills – verbal, written, presentation</li> </ul>
<p><b>Flexibility</b></p> <p><i>(Note here any flexibilities required by the post.</i></p>	<ul style="list-style-type: none"> <li>• Adaptable to change</li> <li>• Working as a team member to provide support and</li> </ul>	

<i>e.g. Shift Working required, New tasks may need to be undertaken frequently,)</i>	cover for periods of annual leave and sickness	
<b>Other</b> <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i>	<ul style="list-style-type: none"> <li>• Demonstrates attention to detail</li> <li>• Self-motivated</li> <li>• Enthusiastic and assertive</li> <li>• Polite</li> <li>• Approachable</li> </ul>	

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification

	Name	Signature	Date
Post Holder			

	Name	Signature	Date
Line Manager			