

Job Description

Job Title:	Registered Nurse – Pre assessment Clinic
Band:	5
Division:	Surgery Theatres Critical Care & Anaesthetics Care Group 1
Job Evaluation Reference No:	1189/JE/22
Responsible to:	Lead Nurse Pre assessment Clinic (PAC)
Responsible for:	n/a

Overview

Undergoing surgery can be a stressful experience. The Pre Assessment Clinic (PAC) provides a friendly, relaxed atmosphere where patients can be prepared physically and psychologically for their forthcoming operations and discharge from hospital. The PAC is a nurse led clinic run by a team of PAC nurses within Surgery, Theatres, Critical Care & Anaesthetics. As a member of the team, the post holder will have responsibility for the pre assessment of patients undergoing a range of surgical and diagnostic procedures while assisting the team to ensure that the pre assessment processes are of the highest quality, delivered by a committed and innovative team.

CARE

Within Manx Care we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

Job Purpose

Together with other members of the Pre Assessment Team the post holder will assist in the smooth daily operation and development of a committed, innovative pre assessment service that understands the needs of the patient community. The post holder will continue to develop their skills, knowledge, education, training and clinical practice. Provide support, guidance and education for other members of the team including registered nurses, health care assistants, students and administration staff. Assist in the monitoring of service quality, effectiveness and efficiency in line with wider department objectives.

Duties and Responsibilities

Responsible for documenting assessment and care needs and communicating all relevant information to wards and departments as required.

Work collaboratively with anaesthetists, surgeons and other members of the multi-professional team such as Clinical Nurses Specialists, Cardiologists etc. to provide a seamless pre assessment service for patients attending clinic.

Keep records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, procedures and policies.

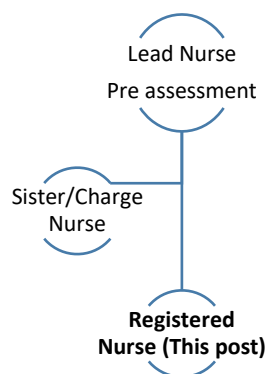
The post holder will continue to develop their skills, knowledge and expertise in pre-assessment through education, training and clinical practice.

Provide support and guidance for other members of the pre assessment team including nursing and medical students, Health Care Assistants and administration staff.

Assist in the monitoring of service quality, effectiveness and efficiency in line with wider department objectives.

Organisational Structure

A copy of the organisational structure and its relevance to this role is shown below.



Communication and Relationship Skills

The communication and relationship skill requirements of this role are:

On a daily basis:

- ♥ Demonstrate excellent interpersonal and communication skills at all times, using a professional and confidential manner.
- ♥ Establishes and maintains effective communication with a wide range of people to ensure delivery of the Pre assessment Service, working with:
 - ♥ Patients, relatives and / or carers
 - ♥ All members of the multidisciplinary team, including medical staff and allied health and social care professionals
 - ♥ Ward and department staff
 - ♥ Primary care professionals such as GP Practices, pharmacies, nursing and residential care homes
 - ♥ UK hospitals
- ♥ Communication can be verbal, written or electronic. All communication is underpinned by the general rules of professional accountability such as Data Protection / GDPR, Human Rights, The Freedom of Information, The Equality and Public Interest Disclosure Acts.
- ♥ Gives specialist advice to patients, relatives, carers and members of the multidisciplinary team in a manner appropriate to the level and understanding of each individual.
- ♥ To organise support for patients with communication difficulties such as hearing impairments or language barriers.
- ♥ Assist patients to give informed consent for procedures through the provision of relevant written information during their pre assessment appointment.

Knowledge, training and experience required to do the job

The essential knowledge, training and experience requirements of this role are:

- ♥ Registered Nurse with current NMC registration.
- ♥ Demonstrates appropriate professional knowledge, skills and competence to deliver care based on current evidence, best practice, and where applicable, validated research when it is in accordance with the NMC.
- ♥ Evidence of ongoing professional development.
- ♥ Attend and participate in a personal review interview and identify own educational and training needs and incorporate them within the needs of the Care Group and the organisation.
- ♥ Following training, will be able to perform extended practices including Venepuncture , ECG recording, Patient Group Directions, request pre assessment investigations in line with local policy, make referrals as requested such as anaesthetic clinic, Radiology.
- ♥ Ability to educate, supervise and assess junior RNs, student nurse and Healthcare Assistants.
- ♥ Attend mandatory training as per hospital and local policies and ensure adherence to principles within same.
- ♥ Be familiar with and adhere to Manx Care, Hospital and local department policies and procedures relevant to your post.
- ♥ Demonstrate effective use of time of self and others.
- ♥ Demonstrate excellent communication and interpersonal skills at all times.
- ♥ Demonstrate ability to work using own initiative.
- ♥ Demonstrate ability to work alone and in a team.

The desirable knowledge, training and experience requirements of this role are:

- ♥ Degree in Health Care Studies.
- ♥ Holds recognised teaching and assessing qualification.
- ♥ Previous pre assessment experience.

Analytical and Judgement Skills

The analytical and judgement skill requirements of this role are:

- ♥ Practice within the legal and ethical framework as established by the NMC to ensure the interests and wellbeing of patients are met.
- ♥ Manage and prioritise own caseload making appropriate decisions ensuring delivery of an effective, efficient and safe service.
- ♥ Work autonomously within sphere of responsibility, using knowledge and experience to assess, plan and implement care, anticipating changes to physical, psychological and sociological wellbeing and taking action as required.
- ♥ Recognise own limitations in the provision of clinical care and or advice, referring to senior member of the pre assessment team for advice and assistance as required.
- ♥ Deal with all concerns and potential complaints as they occur. Report same to Lead Nurse and be aware of the hospitals complaints procedure.
- ♥ Undertake appropriate risk assessment in accordance with statutory guidance and hospital policy and procedures.

Planning & Organisational Skills

The planning and organisation skill requirements of this role are:

- ♥ Independently plans and organises own workload on a daily basis to ensure the needs of patients attending pre assessment clinic are met.
- ♥ Using hospital systems maintain accurate records in relation to clinic attendances and outcomes.
- ♥ Manages time effectively to ensure own needs are balanced with those of patients such as break and lunch times.
- ♥ Following training and in the absence of administration staff be responsible for booking, cancellation and changing of patient appointments. Liaise with wards, secretarial staff and Patient Flow Team as required.

Physical Skills

The physical skill requirements of this role are:

- ♥ Keyboard skills
- ♥ Good knowledge of Microsoft Word
- ♥ Good handwriting skills
- ♥ To perform venepuncture for patients attending pre assessment clinic.
- ♥ Be familiar with the action to be taken when dealing with hazards and faulty equipment.
- ♥ Undertake history taking and perform physical examination including height and weight.
- ♥ Teaching clinical skills and sharing practice with other staff members while seeing patients in the clinic.

Patient/Client Care

The patient/client care requirements of this role are:

- ♥ Responsible for the specialist pre assessment of adult patients who are scheduled for a range of anaesthetic, diagnostic and or surgical procedures, including assessment of patients undergoing procedures at tertiary centres in the UK.
- ♥ Provides clear, concise completion of pre assessment processes.
- ♥ Responsible and accountable for patient-centred assessment, care planning, implementation and evaluation of patient needs from pre-admission through to discharge, ensuring safe practice and demonstrating high standards of care.
- ♥ Responsible for completion of National Joint Registry (NJR) consent.
- ♥ Ensures accurate STOPBANG assessment and reports any concerns to senior nursing staff.
- ♥ Within agreed parameters be responsible for requesting pre assessment investigations according to the National Institute for Clinical Excellence and local protocol.
- ♥ Is competent in the supply of medications appropriate to the needs of patients attending pre assessment using Patient Group Directions in accordance with evidence-based practice, national and local practice protocols and within scope of professional practice.
- ♥ Recognises own limitations in the provision of clinical care and or advice, discussing with and referring to senior members of the team as required.
- ♥ Provide written and verbal information to patients regarding relevant preparation for admission, procedures and anaesthetic.

- ♥ Incorporate health education and health promotion within clinical practice through providing verbal and written information to patients / relatives / carers such as diet, smoking cessation etc.
- ♥ To maintain effective communication with patients / relatives / carers and other members of the multidisciplinary team and others to ensure that appropriate information is shared and patient needs are met.
- ♥ Demonstrates accurate record keeping skills in relation to patient activity, maintaining patient confidentiality in accordance with professional guidelines and organisational policies.

Policy and Service Development

The policy and service development requirements of this role are:

- ♥ Contribute towards the development of written protocols and policies.
- ♥ Contribute towards the review of existing related protocols and policies.
- ♥ Contribute towards the identification of service improvement and development.
- ♥ Work within and adhere to all local, organisational and departmental policies and procedures.
- ♥ Contribute as part of the Pre Assessment Team, to the development, implementation and maintenance of policies, procedures and standards such as undertaking a link role within the pre assessment service.

Financial and Physical Resources

The financial and physical resource requirements of this role are:

- ♥ Ensure that resources are used appropriately.
- ♥ Ensure that resources are maintained at the required level.
- ♥ Monitoring equipment – BP machine, urinalysis / blood glucose equipment, weighing scales
- ♥ Responsible for ensuring equipment is safe for use, stored correctly, decontaminated after use, maintained as per service agreement and local policy.

Human Resources

The Human resource requirements of this role are:

- ♥ Works within and adheres to NMC Code and all associated guidelines.
- ♥ Maintain the necessary NMC Post Registration Education and Practice requirements and personal development.
- ♥ Participate in Individual Performance Review procedures, to enable continuous professional, personal and service development.
- ♥ Undertake professional and personal training and development as identified through the appraisal process or in response to service needs.
- ♥ Act as a professional role model to patients / relatives / carers / staff / general public with regards to approach, conduct and performance.
- ♥ Act in such a manner as to promote and safeguard the interests and wellbeing of patients.
- ♥ Be accountable and responsible for own practice, all acts and omissions, regardless of advice or directions received from other professionals.
- ♥ Contribute to the supervisory and peer review processes.
- ♥ Maintain full and accurate clinical records and be aware of the legal implications of these documents.

- ♥ Establish and maintain effective communication channels with all members of the multi professional team.
- ♥ Dress and conduct will be of a standard that promotes patient and public confidence in the ability of the individual and the service as a whole.
- ♥ Support and participate in the pre-assessment education and training for other registered nurses, health care assistants, administration and students within pre-assessment clinics.

Information Resources

The information resource requirements of this role are:

Operates daily

- ♥ Telephone / Telephone Answer System
- ♥ Medway / Medviewer
- ♥ ICE
- ♥ Email / Intranet / Internet
- ♥ Biz Hub – fax / scan
- ♥ Be competent in the use of systems and equipment.
- ♥ Reports faults as required.
- ♥ Adhere to organisational, local and national policies, procedures and current legislation relating to pre assessment service and actively encourages staff members to do so, to ensure the delivery of the highest level of patient care.
- ♥ Report any untoward incident / accidents in accordance with hospital policy using reporting systems such as DATIX.

Research and Development

The research and development requirements of this role are:

- ♥ Participate in study days, lectures and meetings with the pre assessment service including regional / national pre assessment events, in order to enhance knowledge and skills and share best practice.
- ♥ Work with lead nurse and senior pre assessment staff to identify ongoing personal and professional developmental needs in order to remain updated within specialist field.
- ♥ Contribute to and participate in clinical audit as required.
- ♥ Actively encourage other staff members within the pre assessment service to work within policy and procedures, reporting any concerns to the Lead Nurse.
- ♥ Comply with and participate in the hospital Clinical Governance Strategy as directed by senior members of the pre assessment team.
- ♥ Adhere to Data Protection and GDPR policy and procedure at all times, reporting any breaches using DATIX.
- ♥ Be familiar with professional responsibility in relation to Duty of Candour.
- ♥ Maintain appropriate knowledge regarding all aspects of Clinical Governance.

Freedom to Act

The freedom to act requirements of this role are:

- ♥ The post holder reports to the Lead Nurse for Pre assessment.

- ♥ Work within the NMC Code.
- ♥ Able to work independently within sphere of responsibility, referring patients as required to services within hospital and primary care such as allied health professionals and GP's.
- ♥ Responsibility for own actions and recognise the boundaries of practice.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

Health & Safety/Security

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all health and social care policies relating to safeguarding.

Job Description Appendix 1

Physical, mental and emotional demands of the job and working conditions

Physical Effort

- ♥ Phlebotomy skills – exposure to sharps and body fluids.
- ♥ Working and keeping to time on scheduled clinics.
- ♥ Moving and handling of patients, pushing wheelchairs, carrying patient notes to inpatient wards.
- ♥ Walking to other areas of the hospital.
- ♥ Twisting, bending, reaching, and kneeling on a daily basis.
- ♥ Repetitive use of key board and computer screens.
- ♥ Documentation of large volumes of information relevant to patient's admission.
- ♥ Ascertain weight and height of patients and calculate Body Mass Index Daily.
- ♥ Collect Health Care Notes from other departments of the hospital daily.
- ♥ Push wheelchairs from lounge area to the Pre-operative Assessment room daily.
- ♥ Repetitive use of key board.

Mental Effort

- ♥ Managing intense and often complex workload.
- ♥ Problem solving skills and the ability to make decisions when performing pre assessment.
- ♥ Retention and communication of complex information relating to patients and their procedures, hospital admission and discharge.
- ♥ Adapting to the changing needs of different patient groups.
- ♥ Intense concentration required when checking documents / patient records / results while subject to frequent interruptions from patients / relatives and or other team members.
- ♥ Prolonged periods of concentrating on computer screens.
- ♥ Responding to frequent interruptions and changing priorities day-to-day.
- ♥ Concentration and action when observing and managing patients with unpredictable behaviour and clinically unstable conditions.
- ♥ Effective and prompt reporting of complaints to lead nurse for pre assessment.
- ♥ Managing an unpredictable caseload of patients with diverse physical and psychosocial needs.
- ♥ Prioritising a busy and demanding workload.
- ♥ Professional support to patients, their families / carers with complex needs undergoing surgery both here and in the UK.
- ♥ Managing potential aggression and confrontational situations involving patients and their families / carers.
- ♥ Maintaining up-to-date clinical skills and knowledge.

Emotional Effort

- ♥ Emotional support and advice to distressed / worried patients and their families / carers.
- ♥ Frequently required to respond to awkward and difficult questions from patients and or their relatives/ carers.
- ♥ Deals with emotionally and/or mentally challenging situations involving patients, relatives and/or members of the multidisciplinary team.
- ♥ Exposed to potential aggression occasionally.
- ♥ Dealing with conflict.
- ♥ Dealing with patients with poor prognosis.

Working Conditions

- ♥ Risk of needle stick injury due to venepuncture.
- ♥ Managing potential aggression and confrontational situations involving patients and their families / carers.
- ♥ Ability to work autonomously.
- ♥ Expected to conduct clinics with patients on a one-to-one basis.
- ♥ Working in confined spaces such as shared office space with patients and their relative / carer.

Agreement of above description

I have read and agree with the above description

Job Holder's Name (please print)

Date:

Job Holder's Signature

Line Manager's Name (please print)

Date:

Line Manager's Signature



Person Specification		
Job Title:	Registered Nurse Pre assessment Clinic	
Department:	Manx Care	
Division:	Surgery Theatres Critical Care & Anaesthetics Care Group 1	
Band:	5	
Attributes	Essential (E) or Desirable (D)	Method of Assessment
Qualifications <ul style="list-style-type: none"> ♥ Registered Nurse with current NMC registration ♥ Evidence of ongoing professional development ♥ Degree in relevant Health Care Studies or working towards ♥ Possession of recognised teaching and assessing qualification 	E E D D	CV/Interview
Experience <ul style="list-style-type: none"> ♥ Understanding of professional accountability ♥ Evidence of continuing professional education ♥ Current professional portfolio ♥ Awareness of the current issues in nursing ♥ Mentorship / preceptorship experience ♥ Previous surgical experience ♥ Previous pre assessment experience 	E E E E D D D	CV/Interview
Attributes <ul style="list-style-type: none"> ♥ Excellent communication and interpersonal skills ♥ Pleasant and positive attitude and good organisational skills ♥ Ability to work alone and in a team ♥ Supportive team member ♥ Innovative practitioner ♥ Venepuncture ♥ ECG 	E E E E D D D	CV/Interview
CARE <ul style="list-style-type: none"> ♥ Flexible working approach ♥ Professional role model ♥ Motivated and enthusiastic attitude ♥ Resilience 	E E E E	Assessment Centre Interview Assessment Centre Assessment Centre
Circumstances and Interests <ul style="list-style-type: none"> ♥ An interest in speciality 	E	CV/Interview

<ul style="list-style-type: none"> ♥ A commitment towards quality care ♥ Ability to work effectively under pressure ♥ Evidence of involvement in quality issues ♥ Satisfactory Police Check 	<p>E E E D</p>	<p>Pre-employment checks</p>
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