

### Job Description

<b>Job Title</b>	Triage Nurse
<b>Location</b>	Sheffield
<b>Reports to</b>	Clinical Service Manager / Service Manager
<b>Hours</b>	40hrs per week, 10hr shifts. Early, Late and weekends shifts

### JOB SUMMARY

An exciting opportunity is available at the Sheffield Walk in Centre, for an experienced nurse, to join our team as a Triage Nurse. The successful candidate will be able to assess adult and paediatric patients, providing advice, signposting and repatriation, where appropriate, assessing the patients condition, determining their need for immediate medical attention. Patients once assessed will be prioritised ensuring effective and timely review based on their clinical need.

The role would require the individual to participate in training given in house and attend any necessary courses that are required. There may also be the requirement to provide remote triage in certain instances.

The post holder will be responsible for supporting the team, ensuring effective communication and safe management of the patients at all times throughout the shift.

There may be the opportunity after 12 months of performing this role, for the right candidate, to potentially develop as a trainee Advanced Clinical Practitioner, if there is a position vacant.

The post holder will provide effective input into the work of OneMedicalGroup, to support the achievement of our vision and values:

- Putting people first
- Working together
- A better future

## **JOB RESPONSIBILITIES**

### **Overall**

- To assess, triage, record the vital signs and prioritise adults and children who present to the service with minor illness and at times injuries
- To advise, signpost and repatriate patients where it is safe to do so.
- To utilise the modified Manchester Triage system
- To support and promote adult and children safeguarding processes within the service
- To have a willingness to develop in their role
- To be actively involved in audit
- To attend any necessary training that is deemed important to the role
- To ensure that Mandatory training is completed
- To provide training and development to other staff members
- To escalate any clinical issues to the person in charge
- To support the implementation of the Clinical Strategy for OnePrimaryCare
- To support and contribute to a robust clinical governance programme

### **Clinical Leadership**

- Promote and deliver the OnePrimaryCare business model via the clinical strategy
- Ensure effective communication and escalation
- To demonstrate good interpersonal skills
- Committed to innovation and continual improvement

### **Contract Adherence**

- Ensure the relevant clinical procedures and systems are in place to enable all clinical KPIs to be met
- Partake in mandatory training (clinical and systems)

### **Communication**

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members and external suppliers
- Recognise people's needs for alternative methods of communication and respond accordingly
- Have good customer service skills
- Have the ability to educate patients on their clinical condition

### **Equality and Diversity**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with OneMedicalGroup procedures and policies and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental
- and respects their circumstances, feelings, priorities and rights.

### **Quality**

The post-holder will strive to improve and maintain quality, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

### **Health & Safety**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:-

- Using security systems within the workplace according to guidelines
- Identifying the risks involved in work activities and understanding such activities in a way that manages those risks
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

### **Confidentiality**

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, OneMedical staff and other healthcare workers. They may also have access to information relating to the business. All such information from any source is to be regarded as strictly confidential.
- The post holder will be required to adhere to their confidentiality agreement at all times.

### **Note**

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will

be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.