

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Clinic Nurse Pre-Operative Assessment Clinic
Pay Band:	Band 5
Department:	Pre-Operative Assessment Clinic. Peri-operative directorate.
Directorate:	Peri Operative Care.
Clinical Board:	Surgery.
Base:	University Hospital.

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	<u>Senior Nurse.</u>
Reports to:	<u>Clinical Leader.</u>
Professionally Responsible to:	<u>Lead Nurse.</u>

Our Values: *‘CARING FOR PEOPLE; KEEPING PEOPLE WELL’*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it’s our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask ‘what can I learn’?
We act with integrity	Never let structures get in the way of doing the right thing.

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

- To work closely with all disciplines of staff to ensure the promotion of high standards of Pre-Operative assessment for adult and paediatric patients.
- Develop and utilise specialist skills encompassing adult and paediatric surgery.
- To undertake responsibilities without direct supervision but supported by the Clinical Leader/ Clinical Specialists.

DUTIES AND RESPONSIBILITIES

Quality of care

To develop, maintain and utilise knowledge of surgical and pre-assessment nursing in order to work as part of a team to ensure the smooth and effective running of the Pre-Operative assessment service.

Ensure nursing practice is in accordance with the NMC Code of Conduct which incorporates and respects differences in respect of gender, sexuality, ethnicity, religion, culture and disability.

To meet the training and development needs and assist in facilitating a team approach to the running of the specialist service.

According to the unit's guidelines and existing practice efficiently and effectively assess a patients' suitability for safe admission, surgery and discharge within the SSSU or In Patients Day of Surgery Admission (DOSA).

To discuss the proposed procedure with the patient ensuring they are appropriately prepared physically, emotionally and socially for their surgery and that the patient has been sufficiently informed, by their referring surgeon, about the need for and type of surgery planned.

After appropriate training and support and in order to ascertain fitness for surgery carry out physical cardio- respiratory assessment.

Undertake appropriate, routine Pre-Operative observations (Blood Pressure, Pulse, and Body Mass Index) and investigations (ECG recording, venepuncture,

Spirometry), evaluate the readings and manage abnormal results accordingly referring patients to the appropriate medical team where necessary.

To rationalise the decision for deeming a patients admission to SSSU or an inpatient area inappropriate and then coordinate the patients referral to the appropriate area.

To have responsibility for the management of designated consultant surgeons' theatre lists, ensuring optimal utilisation and an appropriate case mix within the sessions identified time and resource constraints.

To assist in managing designated consultants SSSU/ In Patient waiting lists appropriately according to a patients clinical priority, waiting time and Health Board policy collaborating with the relevant directorates where necessary.

To work closely with, and provide clinical support to administrative staff involved in the maintenance of consultants waiting lists.

To liaise with the clinical and non-clinical multi-disciplinary team to facilitate a patients admission for surgery according to their requirements and needs, ensuring confidentiality of patient information at all times.

To undertake designated responsibilities without direct supervision but to work as a member of the assessment nurse team offering and receiving support where appropriate.

To work in collaboration with other Preoperative Assessment Practitioners and Clinical Specialists.

To rotate across the UHB sites as required, to meet the needs of the service.

Communication and Liaison

Demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors, relatives and colleagues; maintaining good customer relations at all times.

Actively participate in the communication of sensitive/difficult information and subsequent support of patients/clients, relatives, carers and colleagues as appropriate.

Contribute towards sharing good practice within the ward/department and UHB wide.

Promote a positive image of the UHB at all times; acting as an ambassador/role model for the organisation and the nursing profession.

Work cohesively with all members of the multidisciplinary team in ensuring that the very best services to patients/clients are provided at all times.

Ensure that all views of patients/clients are effectively sought channelled and acted upon.

Ensure that information of a confidential nature is not divulged to any unauthorised person and is stored in line with the provisions of the Data Protection Act 1998.

Ensure that all documentation is complete, legible and written in accordance with professional guidelines and best practice.

Management of Resources

Work together with the team to ensure effective use of resources & adequate stock levels.

Ensure that agreed UHB policies and procedures are followed.

Report any maintenance requirements through the UHB processes reporting any difficulties to the Clinical Leader.

Actively engage with self-rostering and adopt a flexible approach to personal rostering to ensure the needs of the service are met.

Personal Development

Keep up to date and participate in training programmes identified in a Personal Development Plan.

Participate in an annual personal appraisal development review with manager.

Participate in special projects, research and surveys related to the clinical area as directed.

Actively manage own annual leave in line with UHB Policy.

Maintain a personal, professional profile, identifying role and skill developments in line with the Scope of Professional Practice.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder

will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all

areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Pre assessment clinic nurse	Department:	POAC
Band:	Band 5.	Clinical Board:	Surgey.
Base:	UHW		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> NMC registration BSc in Nursing Practice. Evidence of continual professional Development 	<ul style="list-style-type: none"> Venepuncture ECG and interpretation. Clinical patient assessment module NR3177. 	Application Form Certificate Check Registration Card – Nurse/AHP
EXPERIENCE	<ul style="list-style-type: none"> -Significant surgical/theatres experience. -Understanding of The NHS structure, -Sound understanding of professional nursing issues. -Understanding of clinical Governance. Supervising/teaching junior staff and students. 	-Preassessment experience.	Application Form Interview References
SKILLS	<ul style="list-style-type: none"> -Excellent communication and interpersonal skills. -Able to organise and prioritise own workload. -Maintain a high standard of documentation and record keeping. -IT skills 	<ul style="list-style-type: none"> -Knowledge and understanding of the theatre management systems. -Clinical Portal. -PMS. 	Application Form Interview References
SPECIAL KNOWLEDGE	-Understanding the Pre Assessment Nursing role.	<ul style="list-style-type: none"> -RTT guidelines. -Analytical skills. -Initiative. 	Application Form Interview References
PERSONAL	-Ability to work	Ability to speak	Application Form

QUALITIES <i>(Demonstrable)</i>	under pressure. -Manage difficult situations appropriately. -Professional. -Flexible approach to work. -Enthusiastic and positive work ethic.	Welsh	Interview References
OTHER <i>(Please Specify)</i>			Interview Document Check*
