



**University  
Hospitals Sussex**  
NHS Foundation Trust

# Job Description and Person Specification

## Job Description

<b>Job Title</b>	Staff Nurse
<b>Band</b>	5
<b>Hours</b>	37.5 (P/T considered)
<b>Department</b>	Preoperative Assessment - Hickstead
<b>Division</b>	Perioperative
<b>Location / Hospital Site</b>	Princess Royal Hospital Haywards Heath
<b>Responsible to</b>	Ward Manager
<b>Accountable to</b>	Ward Manager
<b>DBS Level</b>	Enhanced
<b>DBS Barring</b>	Children and Adults
<b>DBS Workforce</b>	Children and Adults

## Role Summary

The Preoperative Assessment Department at the Princess Royal Hospital (PRH) manages clinics for the elective surgical patient and from multiple specialities; covering planned admissions to the PRH in Haywards Heath, the Royal Sussex County in Brighton, and the Sussex Orthopaedic Treatment Centre (which is GIRFT accredited) in the grounds of the PRH. You will be based in the PRH.

This is a dynamic, nurse-led department where the staff nurse's role is to provide high-quality care through a comprehensive, individualised assessment of the elective surgical patient. Initiate and follow through investigations and referrals to other health care professionals according to agreed protocols. Commence necessary planning for perioperative care and maintain close liaisons with staff concerned with planning and scheduling patient admissions.

The department provides an excellent opportunity to develop skills and knowledge across a variety of specialities with support from unregistered members of staff. We are proud to offer an in-house training programme to develop physical assessment skills. We positively encourage professional development.

(Please note we are **not** theatre-based).

## Key Working Relationships

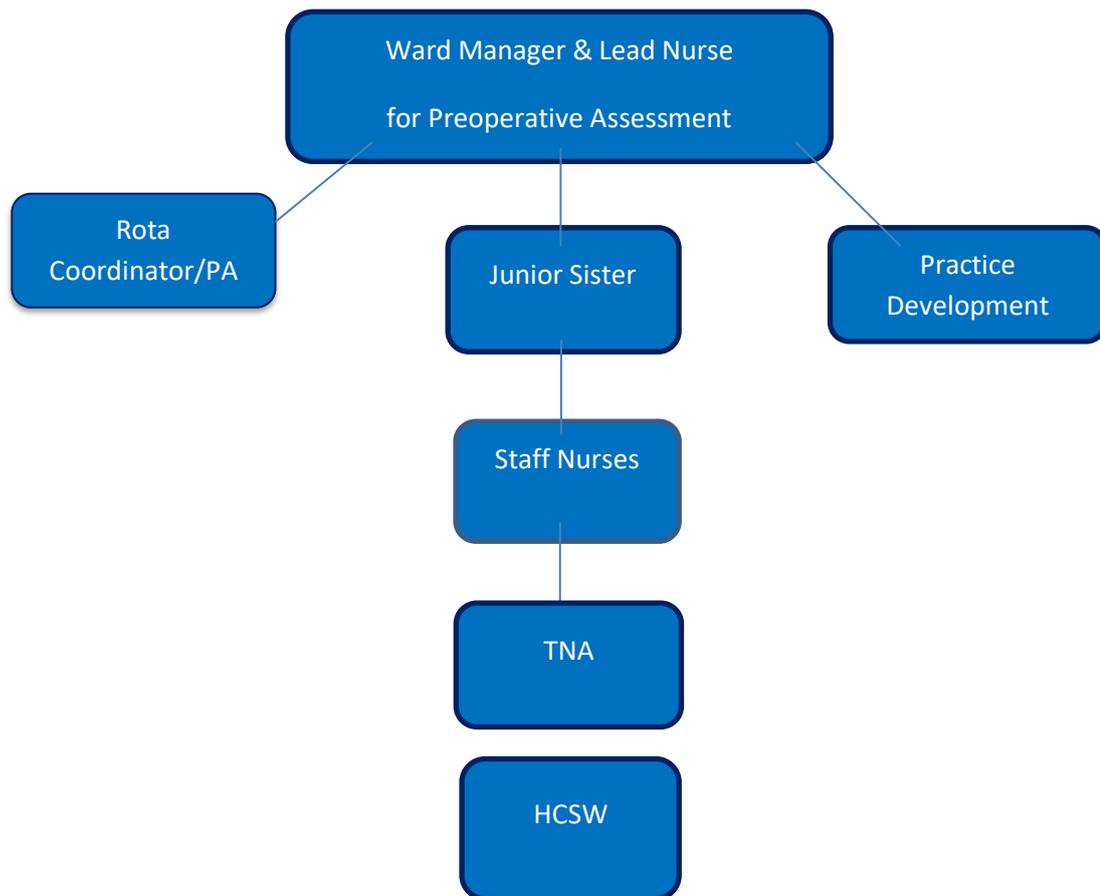
The post holder's key relationships will be with:

**Internal:** Ward Manager & Lead Nurse, Junior Sisters, Practice Development Sister. Junior staff including TNA and HCSW. Anaesthetists and waiting list managers.

**External:** External partner organisations, Trust advisors, GPs, and the wider MDT.

## Structure Chart

Directorate Lead Nurse



## Main Duties and Responsibilities

### Communication

Establish and develop effective communication verbally and via formal documentation and electronic sources with:

All disciplines of staff including - schedulers, surgeons, anaesthetists, patients, and relatives.

Have the ability to provide and receive complex and sensitive information.

Communicate with senior colleagues regarding changes in circumstances, which may affect safe practice.

Ensure that accurate records and information systems are maintained.

To competently receive sensitive information concerning patient's medical condition and provide information using persuasive, reassuring skills as required, where barriers exist e.g. bereavement / special needs / learning disabilities / where English is not the first language.

Be aware of the legal implications of accurate record keeping.

Adhere to the NMC code of professional conduct with regard to patient confidentiality and data protection.

Work in partnership with patient/ family and colleagues to develop and maintain effective working relationships within the clinical area.

To influence and prioritise the development of knowledge, ideas and work practice in self and others.

To encourage others to seek advice and solutions.

### Service Delivery and Improvement

Ability to concentrate and focus on tasks, managing unforeseen interruptions as they arise.

Ability to use initiative and determine what action(s) required.

Support and assist the POA team in case-managing preop patients by liaising/trouble shooting with multiple departments to ensure relevant results and letters are available.

Ensure own compliance and compliance of others with regard to mandatory training and professional development requirements.

Using judgment and diagnostic skills involving a complex range of facts or situations, which require analysis, or comparison of a range of options.

To ensure a high standard of care provision by initiating and supporting the POA team in liaising with all disciplines such as the G.P, with regards to abnormal results and optimising.

Initiate diagnostic procedures and interpret results within their sphere of practice. (E.g. - physical assessment skills, ECG diagnostics, phlebotomy, and blood result interpretation).

Work collaboratively with other healthcare professionals for the benefit of patient care. I.e. theatre admission staff and schedulers.

Ensure that clinical practice accurately reflects unit and Trust policies.

Have an interest in Pre-Op Assessment. Provide advice /support to junior colleagues.

### **People Management and Development**

Self-motivated with the ability to prioritise care.

Act as a role model.

Assist in providing effective appraisal for junior members of staff within the team.

Actively encourage good practice and personal development. Contribute to an active learning environment for all grades of staff and students.

Assist other clinical areas within the trust on all sites if the clinical situation or staffing levels demand.

Assist with clinical projects, standard setting, audits, and quality monitoring within the clinical area.

Report and manage incidents such as complaints, clinical emergencies, injury, or drug administration errors as per Trust policies / procedures.

Demonstrates the ability to work as part of the team and independently using own initiative. Be able to prioritise care effectively.

Be proactive in developing own expertise and learning resources within identified area of clinical interest for the benefit of all staff.

Keep up to date with professional issues relevant to nursing practice within area of clinical practice, management education and research.

Participate in the development of new ways of working within the department.

To facilitate / participate in the induction programmes for each member of staff newly employed.

Continually monitor standards of care and contribute to improvement of care through benchmarking, audit, and research.



## **Patient Care Delivery**

To assess, plan, implement and evaluate the physical, social, and psychological condition of the patient in the preparation for elective surgery.

To practice in accordance with the professional, ethical, and legal framework for nursing

To undertake nursing interventions consistent with evidence-based practice, transferring and applying knowledge and skills to meet patient's needs.

To provide support and care for the patient and their family respecting their need for privacy and dignity

Ensure that all pre-operative assessment documentation is completed in accordance with the department's protocols and guidelines, and that these are filed in the correct place within the medical case notes.

Accurately explore and document each patient's previous anaesthetic history and medical, surgical drug history and social history in accordance with the dept. guidelines.

Record baseline observations and action identified problems.

Perform venepuncture, understanding which blood samples to obtain for specific investigations. Obtain blood samples for General Practitioners, Anaesthetists and Consultants.

Check blood results and identify abnormal reference ranges. Highlight potential problems to General Practitioners, Anaesthetists and Consultants.

Identify diabetic patients and request glycosylated haemoglobin HbA1c. Inform scheduling clerk to put these patients first on theatre list.

Competently undertake 12 lead ECG's where problems are highlighted liaise with the Anaesthetist, G.P, Manager of the pre-operative assessment clinic, as appropriate.

Competently perform the required patient risk assessments.

Identify patients who are a possible anaesthetic risk and follow the anaesthetic risk referral protocol.

Perform MRSA Screening on appropriate patients following department guidelines.

Book interpreters for non-English speaking patients to facilitate Preoperative Assessment, consenting and admission to hospital.

Ensure patients have an adequate knowledge of the purpose, nature, likely effects and risks of their planned operation/procedure.

Offer health promotion to patients preoperatively. Ensure patients are given pre- and post-operative care and discharge advice.

Confirm verbally and in writing admission dates and times. Explain the admissions procedure to patients and document the estimated date of discharge.

Inform relevant scheduling teams and medical team when you have identified unfit patients or patients who do not fit the criteria for day case surgery to establish the most appropriate method of management.

We encourage a digital approach in preoperative assessment and in the near future look forward to carrying out digitally led preops.

## **Learning and Development**

Attend mandatory training updates as required.

Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.

Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

Identify own learning needs and jointly plan training requirements with your line manager

Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

## **Mission and values**

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***'Excellent care every time'***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation, we want University Hospitals Sussex to be.

Our mission and values are extremely important to us, and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## **Patient First**

Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.

The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.

Staff will be equipped with skills to identify improvement opportunities and supported to see those through

It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.

The philosophy behind this is centred on:

- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change



- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

### Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

### Equality, Diversity, and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities. Having all our staff feel safe, supported, included, and valued will lead to better care and outcomes for our patients – our True North Objective. All staff have a duty to report any behaviours which contravene this to their managers.

### Workplace and Environmental Factors

<b>Physical</b>	Physically fit to undertake the duties of the role. Frequent requirement to sit/stand in restricted position, word processing for substantial proportion of working day. The post holder will be required to exert frequent moderate physical effort for several short periods during a shift e.g. moving patients in wheelchairs. Ability to manage/carry notes.
<b>Emotional</b>	The post holder will at times be exposed to distressing and occasional highly distressing and emotional circumstances, caring for patients with life limiting conditions. Recognises and effectively deals with traumatic and emotional situations for self and all disciplines.
<b>Mental</b>	To exert frequent concentration where the work pattern is unpredictable e.g. dealing with unpredictable patient / relative behaviours.
<b>Working Conditions</b>	Occasional exposure to unpleasant working conditions/hazards e.g. uncontrollable body fluids, physical and verbal aggression. Remains flexible and organised in a busy environment.

	<p>Able to work flexibly when the needs of the service demands.</p> <p>You are required to take reasonable care for your health, safety, and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.</p>
--	--

### Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
		Application form (AF) Selection interview (I) Assessment (A)		Application form (AF) Selection interview (I) Assessment (A)
<b>Experience/Qualifications</b>	RGN Degree/Diploma Current NMC registration Evidence of recent continuous professional development Experience (through placement or employment) of working in an acute clinical environment	<b>AF</b> <b>I</b>	Teaching qualification Degree	<b>AF</b>
<b>Skills</b>	Clear and precise communication skills – both verbal and written. IT skills, particularly familiarity with Trust IT systems Good organisation skills Good interpersonal skills Ability to undertake venepuncture, physiological observations, and ECG recording. Ability to prioritise. Ability to demonstrate and interest and understanding of the requirements of preoperative assessment. Effective time management Flexible, adaptable	<b>AF</b> <b>I</b>	Leadership potential Experience of supervising students and junior staff Desire to learn.	<b>AF</b> <b>I</b>

	Punctual Team Player Evidence of having undertaken own development to improve understanding of equalities issues			
<b>People Management and Development</b>	Self-motivated with the ability to prioritise care. Actively encourage good practice and personal development. Contribute to an active learning environment for all grades of staff and students.	<b>AF</b> <b>I</b>		
<b>Equality, Diversity, and Inclusion</b>	Evidence of having championed diversity in previous roles (as appropriate to role).	<b>I</b>		
<b>Specific Requirements</b>	Previous surgical experience Knowledge of pre- and post-operative care Knowledge of dealing with emergency situations Awareness of trust Values & Behaviours	<b>AF</b>	Experience of anaesthesia in theatres or pre-operative assessment	<b>AF</b>
<b>Freedom to Act</b>	Work is managed rather than supervised and can act independently within appropriate occupational guidelines. To undertake all duties having regard to the NMC 'Code of Professional Conduct' for the nurse, midwife and health visitor and their professional contribution to Clinical Governance • Is guided by Trust protocols and codes of conduct	<b>I</b>		

