

Day surgery  
JOB DESCRIPTION

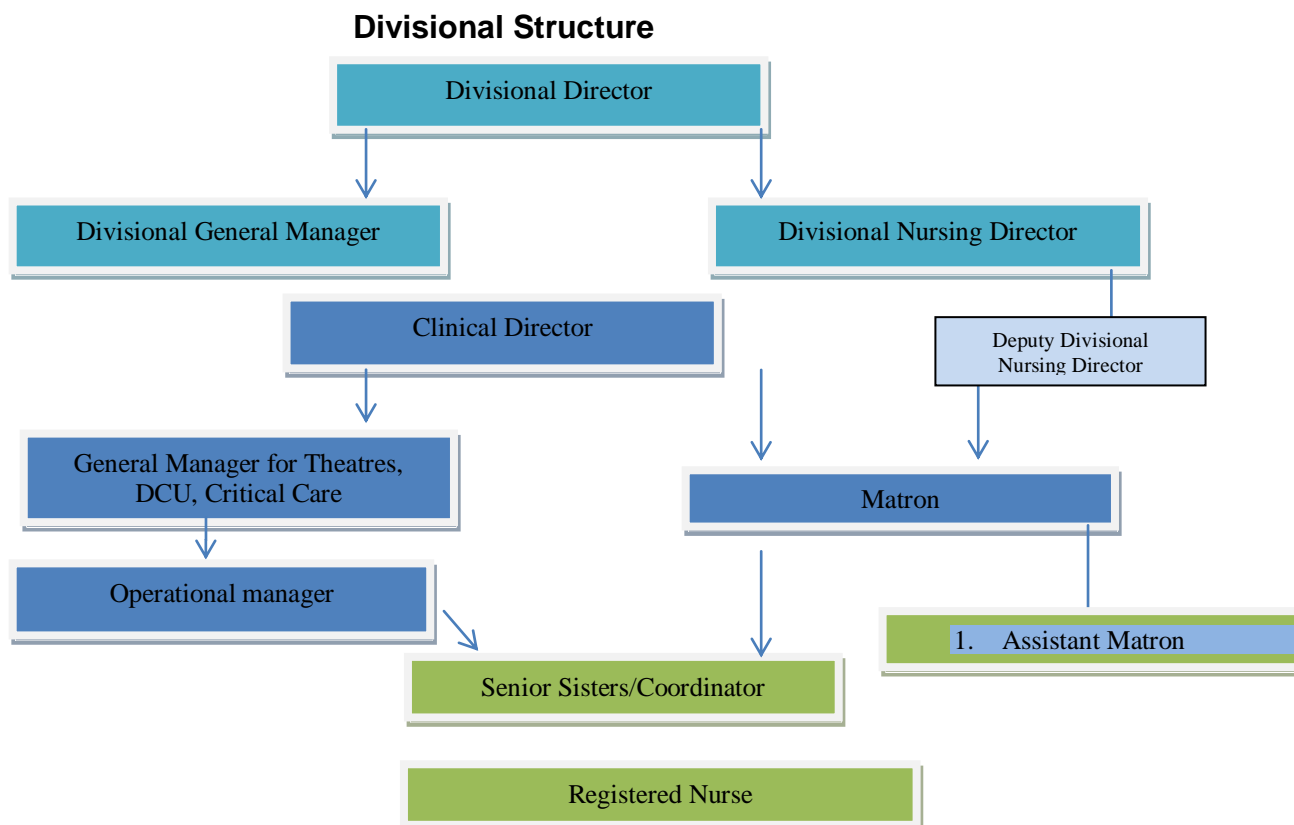
**DEPARTMENT:** Elective Centre

**POST:** Staff Nurse Band 5

**RESPONSIBLE TO:** Line Manager or Deputy

**ACCOUNTABLE TO:** Operational Manager / Head of Nursing

**ORGANISATION CHART**



**JOB SUMMARY**

To provide and promote the highest possible standard of care based on professionally determined standards and accept accountability for the patient as an individual, providing autonomy.

Support, innovative clinical practice contributing to implementing nursing policies based on National and Local strategies for Health Care.

To rotate through all clinical areas, to meet service needs and professional development.

## **DUTIES AND RESPONSIBILITIES**

### **CLINICAL**

1. Plan, implement and evaluate standards of care within the Trust essence of care programme.
2. Provide high level of surgical nursing expertise to deliver excellent standards of individualised care
3. Establish a safe working environment for patients and staff and ensure that patient dignity is compromised as little as possible .
4. Assist and coordinate in the cleaning of clinical areas, ensuring that the area is clear of potential hazards.
5. Assist in the investigation of all incidents, accidents to all patients, visitors or staff and implement the clinical incident reporting process.
6. Assist in the removal of clinical waste and contaminated items, including Blood products to relevant areas
6. Maintain the appropriate unit documentation – e.g. profiles, care plans and electronic records
7. Participate in the safe transfer and positioning of a range of patients.
8. Attend meetings as required
9. Send equipment for repair with appropriate documentation
10. Demonstrate competence in nurse led discharge policy to including dispensing take home prescriptions

### **PROFESSIONAL**

1. Develop professionally through self development – extending own knowledge through the NMC's / HPC codes of professional conduct
2. Participate in research and learning projects ongoing in the department.
3. Participate in the implementation of clinical practice that is carried out in accordance to Trust and Departmental policies / procedures / standards / guidelines and protocols.
4. Offer professional support to medical / staff in solving care related problems and carry out treatment as instructed to deliver quality care.
5. Participate in the development and review of new day surgery procedures
6. Maintain stock levels of all clinical equipment and supplies.
7. Assist in the implementation of procedure for complaints from relatives, patients and staff and inform the line manager of any untoward incidents and participate in the clinical incident reporting process.
8. Participate and promote policy service development
9. Ensure the effective use of all resources.
10. Participate in clinical audits and trials as required
11. Ensure daily checks of equipment, and report faults to helpdesk

12. Provide guidance and support to students/ cadet nurses

## **CLINICAL GOVERNANCE**

### **1 Participate in the timely completion of IR1 forms**

## **COMMUNICATION**

1. Communicate with patients, visitors, colleagues, medical team and outside agencies – by telephone, face to face, in writing or electronically to ensure the effective running of the service.
2. Co-operate with members of the multi-disciplinary team sensitive information regarding the patients condition
3. Participate in regular staff meetings.
4. Ensure that important information relating to the patient's physical condition or which would affect the nursing care, is related to the appropriate personnel.

## **EDUCATION AND DEVELOPMENT**

1. Attend mandatory training and reviews as local policy.
2. Participate in performance review process and achieve objectives.
3. Contribute to the development of the service.
4. Act as Mentor/Assessor and preceptor for all learners and support ward staff in their role as assessor/mentor
5. Be actively involved in appropriate groups and working parties to develop both professionally and individually and to meet service needs.

## **HEALTH AND SAFETY**

1. To comply with safety policies, procedures and guidelines for self and others.
2. To refrain from the wilful misuse or interference with equipment provided in the interest of Health and Safety.
3. To report as soon as is practically possible any hazards or defects.
4. To report as soon as is practically possible accidents or untoward incidents and to ensure appropriate incident reporting documentation is completed.
5. Be actively involved as an appropriate departmental representative.

## **EQUALITY AND DIVERSITY**

1. To promote the equality, diversity and rights of patients, relatives and colleagues.

## **STANDARDS OF CONDUCT**

Ensure that personal actions and conduct comply with the Trust Policies and Procedures e.g. Health and Safety, Tobacco Control Policy, equal opportunities,

confidentiality, the Data Protection Act (1998), Moving and Handling Regulations.

Attend training courses as required e.g. induction, moving and handling, fire lectures etc.

Conduct duties with regard to values underpinning the Trust's Vision:

- If its about me, involve me
- Working together in partnership
- Aspiring to excellence
- Ongoing improvement of our service

The Trust operates a Tobacco Control Policy

*Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out additional duties if they are receiving support or training in order to obtain the recognised level of competence*

Theatre review group February 2012

**I agree with the job description and person specification**

(Signature)

Staff member:

date:

Manager:

date:

### PERSON SPECIFICATION

Criteria	Essential	Desirable	Assessed By
<b><u>ATTAINMENTS</u></b>			
Education/ Qualifications	Registered Nurse – 1 <sup>st</sup> Level  Teaching/Assessing qualification		Application Form Certificates
Experience	Full training will be given	Experience of Surgery	Application Form Interview References
Work Skills	Able to prioritise and plan workload  Proven ability to plan and comply with detailed procedures  Accurate record keeping	Clear and accurate record keeping	Application Form Interview References
<b><u>PERSONAL SKILLS</u></b>			
Communication	Clear and accurate written/verbal communication	Electronic	Application Form Interview References
Flexibility	Able to work the hours required by the need of the service.  Able to adapt to the changing needs of the service		Application Form Interview References
People Skills	Proven ability to work within a team and also, when required, be an effective team leader.  Demonstrate a sympathetic /sensitive approach and to be able to speak effectively to colleagues, staff and patients	Have an understanding of team building	Application Form Interview References
Learning Ability	Actively seeks to develop own skills and clinical knowledge	Willingness to undertake future study for own professional development and service needs	Application form Interview
Other Skills	Able to deal with confidential information in the appropriate manner.	Demonstrate ability to use own initiative and work without close supervision	Application Form Interview References

