

**Oxford University Hospitals NHS Trust
Cardiac and Thoracic Surgery
Job Description**

Job title	Pre Admission and Discharge Liaison Nurse
Base	Cardiothoracic Pre admission Clinic
Grade	Band 6
Hours of work	37.5 Hours per week pro rata
Managerial accountability	Pre-admission Manager
Professional accountability	Matron Cardiothoracic Surgery
Details of special conditions	

Purpose of post	
<ul style="list-style-type: none"> • Provide a comprehensive assessment service to pre-operative Cardiac and Thoracic patients to ensure patients are physically and psychologically prepared for elective surgery • Identify those patients requiring further investigations /intervention/preparation for surgery, making appropriate referrals as required. • Facilitate the discharge process by initiating discharge planning and making any necessary referrals e.g. rehab • Co-ordinate and run an advice and help line service for patients and their relatives both pre and post discharge. • Assist in patient scheduling into appropriate operating slots through liaison with the elective access team, surgeons and their PA's. • Actively participate in service development and audit • Provide support to the PAC Manager and to contribute to the operational management of the service. • Promote and ensure the delivery of high quality, evidence based care/best practice whilst acting as a role model to staff. 	

RESPONSIBILITIES

Clinical Practice

- Demonstrate a high level of clinical competence in the assessment of the fitness of patients for cardiac and thoracic surgery, identifying where further investigations/interventions/preparation are required making any necessary referrals
- Work collaboratively with colleagues within the cardiac directorate to promote a customer-focussed culture that enhances the patient experience

- Liaise with primary and secondary care sectors in developing plans and providing support to those patients who are initially assessed as being 'unfit' for surgery.
- Ensure all cardiac and thoracic specific assessments are completed and all results collated, reviewed and actioned where necessary
- Work collaboratively with the multidisciplinary team when assessing more complex patients' fitness for surgery
- Provide up to date health promotion advice to reduce potential risk factors for cardiac and thoracic surgery
- Ensure discharge planning begins at the outpatient clinic involving both the patient and carer, identifying any potential problems, making any relevant referrals and completing all documentation.
- Demonstrate use of highly developed/advanced communication skills to support patients and families in stressful situations, giving clear information and providing support. To manage conflict promptly and effectively, and to support and promote effective working relationships both within the trust and with outside agencies.
- Co-ordinate the pre and post-op advice/help line for patients and their relatives and ensure all calls are followed up.
- Demonstrate competence at interpreting complex clinical information responding to information promptly and appropriately and developing plans of care in collaboration with colleagues
- Utilise all resources efficiently and effectively (actively promoting this in others) and assist with the maintenance of stock levels, ordering and receiving items according to Local and Trust policy.
- Exercise professional accountability at all times and to be aware of own development needs/limitations, actively seeking to address these.
- Maintain accurate and legible patient records whilst maintaining patient confidentiality according to Trust policy.
- Access, input and interpret computer data entries whilst maintaining confidentiality, and to undergo training in the relevant electronic systems.
- Demonstrate the ability to concentrate for prolonged periods and to apply accuracy and attention to detail at all times.
- Contribute to a climate where staff members appropriately question and challenge practice, and where decision-making can be openly debated and discussed.

- Appropriately act upon and advise the unit manager when standards of practice conduct or decision making raise concern.
- Appropriately report and manage adverse incidents according to local policy, and to support team members in doing the same.
- Ensure appropriate and adequate data collection to enable ongoing audit of the service and contribute to the data collection of the Cardiothoracic Surgical Clinical Unit
- Demonstrate and promote a patient partnership style of practice
- Demonstrate a commitment to research based practice and clinical excellence
- Promote progressive nursing practice by working collaboratively with the multi-disciplinary team
- Adhere to the Nursing and Midwifery Council Code of Professional Practice at all times
- To be flexible/willing to assist all areas within cardiac and thoracic surgery e.g. at times of sickness or increased workload.

Education

- Identify the pre-operative educational needs of patients and their carers, co-ordinating and contributing to multidisciplinary education sessions and developing other audio-visual methods of preoperative education such as videos for those unable to attend education sessions
- Regularly evaluate all educational material given to patients and carers to ensure the information is still valid and current
- Demonstrate a commitment to personal professional development and maintain registration in line with NMC requirements.
- Complete mandatory study days as required by the Trust and apply to attend, as per divisional study leave policy, course/ conferences etc. related to the area of interest i.e. thoracic, enhanced recovery, pre-op.
- Act as associate mentor to both undergraduate and post basic students and junior nurses, following completion of recognised training (annually updated), and to assist with the completion of relevant competencies with support from mentor
- Utilise the opportunity to undertake clinical supervision/coaching.

- Actively participate in projects that develop staff and the unit profile.
- Act as a resource for colleagues, guiding their practice, assessing their competence and enabling and supporting their learning
- Ensure that new staff within the team are given an appropriate orientation programme.
- Complete agreed Local and Trust competency frameworks and take active responsibility for having an annual appraisal with a relevant personal development plan that is reviewed with your mentor.
- Participate in and support research projects undertaken within the directorate
- Undertake and maintain ILS qualification
- Undergo and complete Solus, Insight Web, IRMER, Excelera, Medcon and EPR training, this list is not exhaustive.

Management

- Assist the Matron in the adhering to the 18 week pathway for admissions and 2 week cancer targets allowing patients and carers to participate in setting a mutually convenient date for surgery.
- Demonstrate a flexible and adaptable approach to working practices, tackling challenges constructively.
- Manage time efficiently through appropriate planning and prioritisation
- Co-ordinate clinics, ensuring optimal allocation of staff to meet patient needs, promote staff development and facilitate continuity.
- Maintain the professional profile of the department and facilitate communication links with other areas.
- To be fully aware of the procedure to be followed in the event of a major disaster, fire or incident
- Adhere to local and Trust policies and procedures and promote awareness in others.
- Ensure all equipment is stored, cleaned and operated safely according to Trust and Local policy and to train and supervise junior staff to do the same.
- Adhere to COSHH and Infection Control guidelines and policies (Trust and Local), actively supporting all staff to do the same in order to prevent cross infection and identify and minimise potential hazards.

- To be involved in the recruitment of new staff following appropriate training and support.
- Participate in on-going performance reviews of team members
- Ensure appropriate and adequate data collection to enable ongoing audit and presentation of the data
- Actively contribute and commit to service review and development
- Assist in the monitoring of annual leave /study leave/sick leave, and to anticipate and plan for changes in order to ensure appropriate cover for clinics.
- Initiate and facilitate team meetings, and to represent the team at other relevant meetings

Personal Development

- Contribute to the continuing development of professional nursing practice, embracing new ideas and changes for the benefit of patient care, demonstrating a commitment to disseminating information and sharing experiences.
- Keep up to date with clinical practice issues relating to Cardiothoracic Nursing
- Take responsibility for own personal and professional growth and for maintaining a record of professional development experiences
- Complete all mandatory training as required.
- Complete agreed local and Trust competency frameworks and take active responsibility for having an annual appraisal with a relevant personal development plan that is reviewed regularly with mentor.

Trust Statements

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy
- Incident Reporting Policy

and should make themselves familiar with the 'local response' plan and **their** role within that response.

RESPONSIBILITIES FOR HEALTH AND SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health and Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

INFECTION CONTROL

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

CHILD PROTECTION

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

INFORMATION GOVERNANCE

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

DATA QUALITY

Data quality is a vital element of every member of staff's job role. The Oxford University Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> • 1st level registration • First degree • Post registration cardiothoracic/critical care course or equivalent experience 	<ul style="list-style-type: none"> • Post graduate/masters level education • Teaching / Assessing Qualification • ILS / ALS
Experience and Knowledge	<ul style="list-style-type: none"> • Demonstrable evidence of experience within Cardiothoracic or Critical Care nursing • Evidence of continuing professional development • Ability to discuss and demonstrate evidence based practice • Understanding of clinical governance and audit issues and the implication of the NSF for CHD 	<ul style="list-style-type: none"> • Evidence of advanced patient assessment skills • Phlebotomy Skills • Experience in introducing and managing nurse led practice • Experience using solus/Insight web/medcon/excelera
Skills/Abilities	<ul style="list-style-type: none"> • Excellent communication skills • I.T. literate (WORD, basic typing) • Ability to motivate self and others • Demonstrates adaptability/flexibility and a positive approach to challenges • Ability to use initiative • Conflict management skills • Good presentation skills • Evidence of leadership skills 	<ul style="list-style-type: none"> • Project management skills • Evidence of publications and/or presentations at conferences
Personal Qualities	<ul style="list-style-type: none"> • Professional attitude • Patient centred philosophy • Role model • Committed to professional development of self and colleagues • Committed to advancement of nursing • Ability to liaise confidently and effectively with other disciplines 	

ORGANISATION CHART

