

NEW VICTORIA HOSPITAL

JOB DESCRIPTION

POSITION INFORMATION
1. Job Details
Post/Title: Staff Nurse – Outpatient Department Responsible To: Outpatient Manager Accountable To: Director of Clinical Services
2. Job Summary (A brief description of the main purpose of the post)
<ul style="list-style-type: none">• To participate in the effective management of the department, taking charge occasionally in the absence of a Sister.• To understand and implement the agreed policies and procedures of New Victoria Hospital.• To maintain a high standard of individualised patient care and a courteous, efficient service to visiting patients and relatives.• To develop clinical practice and professional competence.• To work and liaise with consultant users and other disciplines as appropriate within the hospital, always striving to provide high quality service.• To promote and implement the requirements of the hospital's Quality Assurance System.
3. Role of the Department (The function of the department in which the post holder works)
To provide exceptional nursing care to all patients of New Victoria Hospital. As part of a dedicated team you'll work collaboratively to meet the needs of patients, within the framework of The New Victoria's policies and procedures.
4. Key Working Relationships (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)
All members of the team have regular weekly, if not daily contact with the following range of individuals and organisations: <ul style="list-style-type: none">• Patients and their relatives• All members of the OPD team including nurses and receptionists• Consultant users• Other professionals allied to medicine• All employees

5. Duties and Responsibilities of the Post

Professional

- To maintain current registration with the NMC through revalidation and comply with the NMC Code Standards of conduct, performance and ethics for nurses and midwives.
- To promote effective team work through good communication and example.
- To ensure that the dignity, safety and well-being of the patient are respected at all times.
- To observe the codes of confidentiality and loyalty to patients, medical staff and colleagues.
- To participate in the production and implementation of programmes for evaluating nursing policies and procedures, ensuring the highest standards according to current practice.
- To understand the principles, and practice the correct procedures, with regard to Fire, Infection Control, CPR, Health and Safety and Manual Handling.
- To attend mandatory training updates annually.
- To carry out delegated duties within the sphere of capability and authority.
- To keep abreast of professional and clinical developments by attending seminars, courses, reading appropriate journals and participating in nursing research.
- To maintain own personal and professional development.
- To behave with integrity and dignity at all times in support of the Director of Clinical Services and the hospital.

Clinical

- To observe the clinical policies, procedures and standards within the department/hospital.
- To receive and carry out instructions or assist as required.
- To supervise and participate in nursing procedures and treatments to the highest standards according to current accepted practice.
- To adhere to the hospital's policy for the storage, ordering and administration of all drugs and medicines.
- To ensure that accurate nursing records are maintained and that all investigative requests/instructions are carried out promptly.
- To participate in patients' treatments and tests, giving adequate explanation to the patient.
- To establish an effective relationship with patients and be attentive to their individual needs.
- To develop a rapport with relatives and visitors giving adequate support.
- To maintain flexibility within the department to ensure the safe and successful running of the Outpatient Department in the meeting of its patient's and consultant user's needs.

Administration

- To maintain the optimum level of patient care with allocated staff and resources. To report particular staffing needs to the Nurse in Charge/Director of Clinical Services.
- To keep the Nurse in Charge/Director of Clinical Services informed of any changes and any matters relating to patients, staff or wards.
- To liaise with other departments and services to co-ordinate patients' tests and treatments.

- To ensure equipment is safe and in good working order and report any defects through the appropriate channels.
- To observe all pertinent charging procedures.
- To ensure professional behaviour, appearance and attitudes are maintained.
- To co-operate within the nursing and multi-disciplinary team to maintain effective team work through good communication.
- To participate in training programmes as required and assist in the practical instruction and orientation of new staff.
- To attend and contribute constructively to any special nursing service meetings.
- To behave with integrity and dignity at all times in support of the Director of Clinical Services and the hospital.
- To undertake other relevant duties as required by the OPD Manager/Director of Clinical Services.
- To assist in maintaining good organisation, order and cleanliness in the department.
- To use the staff appraisal system constructively for personal and professional development.
- To undertake other relevant duties as required by the Outpatient Manager/Director of Clinical Services.

INDIVIDUAL RESPONSIBILITIES

6. General

The post holder is expected to:

- Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies
- Understand and incorporate the organisational values into daily working practice:
 - Compassionate
 - Exceptional
 - Ethical
 - Evolving
- Attend mandatory training as identified by the Hospital
- Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning
- Work as part of a team and collaborate with colleagues
- Ensure good communication links are established with all other departments within the hospital
- Maintain a high level of security awareness

7. Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

8. Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near misses promptly via Datix and to co-operate with any necessary investigations undertaken.

9. Confidentiality and Information Governance

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Hospital's Information Security policy.

The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant.

10. Equality and Diversity

Employees are responsible for ensuring that they assist in the implementation of this the Hospital's Equality and Diversity policy by:

- Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact.
- Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management.

11. Infection Control

It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas.

12. Safeguarding Children and Vulnerable Adults

It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk.

13. Disclosure and Barring Service Check

This post requires the disclosure of all criminal record information including details and dates of 'spent' convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Service check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Knowledge	<ul style="list-style-type: none">Registered Nurse (Adult) Part 1 Of the NMC register	<ul style="list-style-type: none">Teaching and mentoring skillsBasic computer skills
Experience	<ul style="list-style-type: none">6 months continuous post registration	
Skills and aptitude	<ul style="list-style-type: none">Exceptional communication skills (written and verbal), with the ability to demonstrate fluency, clarity and effectiveness at all levels.Ability to prioritise workload.Attention to detail.Numerate.Organisational skills	<ul style="list-style-type: none">Phlebotomy skillsConversant with current professional issues and relevant research
Personal circumstances	<ul style="list-style-type: none">Ability to work as part of the teamProblem solving skillsCommitment to personal and professional developmentFlexible and responsive to change	