JOB DESCRIPTION

Job Title: Pre-Assessment Senior Nurse
Band: Band 6
Division / Department: Perioperative Services
Hours: 37.5 Hrs per week
Reports to: Pre-Assessment Team Leader
Accountable to: Theatre Manager

1 Job Summary

The post holder will
- Develop the pre assessment service with the support of the Team Leader and Theatre Manager.
- Will be responsible and accountable for the delivery of safe and effective care within the pre assessment environment and management of the team.
- Be expected to work autonomously and independently, prioritise referrals to within the trust and primary care. Be in charge of their own caseload including cancellation of admissions and following up referrals and investigations for the more complex patients
- Take an in-depth history from the patient and evaluate previously unknown health issues.
- Ensure that appropriate pre-operative investigations are ordered and that abnormal findings are actioned as required.
- Implement policies and act in accordance within the decision making process.
- Provide advice and support to junior staff. Be active in the development of staff and provision of training.
- Keep accurate records as per trust policy and ensure effective communication
- Have the knowledge and skills to be able to conduct heart and lung assessments, ECG recognition and spirometry interpretation.

2 Main working relationships

Patients, Relatives, Multidisciplinary Clinical Teams, Scheduling staff

As an example external service providers will include:
- Specialist consultants
- GPs
- Laboratories
- Psychiatric units

3 Budget responsibilities

The post holder is responsible for ensuring that best use is made of all resources. Also to consider cost and service improvement but ensuring high quality care is maintained.
Key result areas

1. Professional
   1.1. To act at all times within the Nursing and Midwifery Council’s Code of Professional Conduct (NMC).
   1.2. To maintain professional registration through the revalidation process.
   1.3. To keep up-to-date with NHS developments, in particular NICE guidelines and National Safety Framework. To support changes in practice to conform to national, regional and local trust policies and guidelines.
   1.4. To participate in the clinical governance agenda and support the audit process within own area. To participate in reviewing and enhancing standards of care
   1.5. To maintain clinical practice standards and knowledge and act as a professional role model for all staff.

2. Clinical Management
   2.1. The post holder will be responsible for the development of the Pre Assessment clinic in line with the Trust’s Objective that all patients are pre assessed on the day of their outpatient appointment.
   2.2. The post holder will be responsible for the daily management of the department to ensure the correct skill mix to provide the service for patients and to meet the needs of the Trust.
2.3. The post holder will be responsible and accountable for the safe and effective care of patients. Also be able to work as an autonomous practitioner seeking support where appropriate. Working within the limitations of patient group directives and NMC and HCPC Code of Conduct.

2.4. To report incidents/accidents and be aware of trust policy for voicing concerns and duty of candour.

2.5. The post holder must demonstrate clinical decision making skills and take responsibility for decisions. Liaising with specialist teams to create and organise preoperative care management plans, including making the clinical decision to refer to medical anaesthetic team and declare a patient is fit for surgery. Actioning on abnormal results in a timely and effective manner to minimise any delays in treatment.

2.6. The post holder will be responsible for ensuring referrals are made to the appropriate professional for further assessment or treatment where indicated. The post holder will explain the procedures to patients and/or relatives/carers; they will also undertake patient health education to ensure a smooth discharge.

2.7. Excellent verbal and written communication skills are required to ensure that information is disseminated accurately to patients, relatives and the multi-disciplinary team.

2.8. To complete and develop Trust documentation and ensure the systems and process are followed and that there is a defined patient pathway within the Pre Assessment setting.

2.9. Maintain effective communication, whether verbal or nonverbal within the team and with the patients. Ensuring that information is transmitted at handover and is documented either in the notes, appropriate folders or on the computer system as per the data protection policy.

2.10. All documentation relating to a patient’s episode within the department is to be recorded accurately in the patient’s notes/computer system for future referencing as required.

2.11. Patients’ dignity and rights are protected and maintained as per trust policy.

2.12. Ensure a calm, efficient and cost effective service is maintained.

2.13. To be able to organize, make decisions, problem solve and handle conflict in managing the daily operational issues of the Pre Assessment department.

2.14. Undertake individual responsibilities as delegated to the post holder.

3. Teaching and Development

3.1. Act as a clinical supervisor to clinical staff – completing appraisals and agreeing personal development plans ensuring systems are in place for staff to be able to reach their objectives.

3.2. Provide teaching for all students and new staff but also for the on-going development of existing staff within the department. Create a positive environment for teaching

3.3. Promote clinical innovations and encourage evidence-based practices within the Department. Embrace information technology advances to promote smooth transition to electronic record keeping.

3.4. Be able to develop components for a teaching program for use within the Department.

4. Health and Safety

4.1. Respond appropriately to accidents or untoward occurrences that may arise within the Department completing trust documentation as appropriate, informing senior personnel as necessary.

4.2. Ensure that Pre-Assessment staff are conversant with the cardiac arrest, fire regulations and Health & Safety policies.

4.3. Ensure that appropriate risk assessments have been completed and actioned.

4.4. Keeping records of medical devices used and competencies for their utilisation as per Provision and Use of Work Equipment Regulations (PUWER)

Health and Safety

The postholder must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these at all times, including ensuring that they act in line with all policies and procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

Equality and Diversity

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The postholder is required to promote equality in service delivery and employment practices. All employees must comply with all the Trust’s equality and diversity policies, procedures and initiatives.

**Infection Prevention and Control**
Infection Prevention and Control is everybody's responsibility. All staff are required to adhere to the Trust's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times.

**Safeguarding Children, Young People and Vulnerable Adults**
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. Recruitment checks are undertaken in accordance with the NHS Employment Check Standards and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

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**Queen Victoria Hospital NHS Foundation Trust**

**Person specification**

**Pre-assessment Senior Nurse**

**Band 6**

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<th>QUALIFICATIONS</th>
<th>ESSENTIAL</th>
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|                | • Registered Nurse or Registered ODP  
• Mentorship Qualification | • Evidence of management and leadership  
• Degree level study |

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<th>SKILLS / COMPETENCIES</th>
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|                       | • Excellent interpersonal and communication skills  
• Good leadership skills  
• Good planning, prioritisation and organisational skills  
• Detailed history taking  
• Extended clinical skills, including venepuncture or willingness to learn  
• IT skills  
• Ability to perform physical assessment (Heart & lung, ECG recognition and spirometry interpretation | • Audit |

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<th>EXPERIENCE</th>
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|            | • Post registration experience, surgical or medical  
• Pre-assessment training/experience  
• Ward / clinic management and leadership experience | • Research and implementation in practice |
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<th>QUALITIES</th>
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<tr>
<td></td>
<td>• Empathy</td>
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<td>• Strong desire to improve standards</td>
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<td>• Caring and compassionate</td>
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<td>• Self-motivated, dynamic and supportive</td>
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<td>• Positive approach to professional attitudes, personal appearances and time keeping</td>
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