

# Enhanced Nurse Practitioner in Pre Operative Assessment A606

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Why Our Trust?

#### Terms and conditions

**Post – Nurse Practitioner in Pre Operative Assessment**

**Division – Surgery**

**Department – A606**

**Band – 6**

**Salary - £35,392 to £42,618 pa**

**Location – Bristol Royal Infirmary**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Job Purpose

To work in conjunction with the Senior nurses in POA to develop and implement a quality peri-operative assessment service to meet the needs of all clients requiring anaesthesia and surgery. The post holder will work within the department to provide the highest standards of patient care using research evidence-based practice, national and local protocols.

To perform the competencies of a trained pre assessment nurse and in addition any competencies associated to the allocated speciality. To undertake the teaching and assessment of Junior personnel.

The post holder will assess, plan, implement and evaluate programmes of care for patients undergoing theatre procedures. To act autonomously within given competencies and recognise when to make appropriate referrals.

Deputise for the B7 when absent to maintain the efficient running of the clinic.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - Our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-Super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the Southwest has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

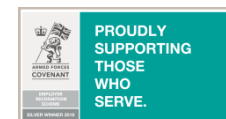
'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly

We are  
supportive  
respectful  
innovative  
collaborative.  
We are UHBW.



Version Issued: December 2021



# Enhanced Nurse Practitioner in Pre Operative Assessment A606

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Role of the Department

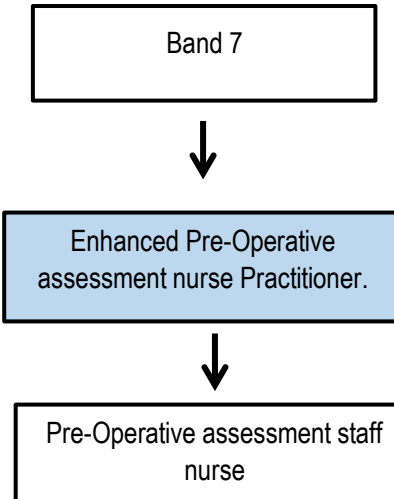
The Department provides high quality health care to patients during the pre-operative assessment period to continually improve the patients experience within a safe environment. Fitness for anaesthesia and surgery is assessed and patients are prepared pre-operatively.

To work collaboratively with other divisions to provide a fully accessible and appropriate service.

### Main Duties and Responsibilities

- Maintain a dynamic enthusiastic role model providing clinical leadership regarding pre-operative assessment and preparation to ensure a high standard of care.
- To work with initiative and independently within the extended role seeking support in line with local protocol.
- Understand the risks and benefits of surgery and anaesthesia with appropriate intervention.
- History taking ensuring relevant medical and social history.
- Interpretation of clinical findings
- Incorporating evidence / research-based practice. The post holder will assess, plan implement and evaluate individualised programmes of care of patients during pre-operative and peri-operative period.
- Initiate appropriate referrals, investigation, education, and treatment in light of assessment.
- Evaluate the patients programme of care with other members of the care team.
- Recognise the rights, dignity and confidentiality of the patient, staff and visitors and ensure they are protected at all times.
- Recognise professional, legal, and ethical issues appropriate to pre-operative assessment and preparation.
- Demonstrate initiative, decision making and good time management.
- The post holder will co-operate with staff from other departments to develop effective channels of communication and to provide a safe and caring environment for patients, relatives, and members of the multidisciplinary team.
- In collaboration with the Pre-Operative Band 7 develop clinical standards, policies and procedures to ensure a high quality service is delivered.
- The post holder must always act within the policies and procedures of the unit/Trust.

### Organisational Structure



### Key Relationships

Trust wards/ departments  
Theatres & multidisciplinary staff  
Lead Anaesthetic person for POA & wider anaesthetic team  
Secretaries, Waiting list coordinators  
Pharmacy, CNS, Prehab team, Enhanced Recovery Nurse  
Medical consultants/ Surgical Medical teams  
Patients and relatives  
Silver and Bronze from the management team  
Education Team, including Practice Education teams.  
Infection control teams, Risk management team, Risk management team  
External – GP practices, Other Trusts

We are  
supportive  
respectful  
innovative  
collaborative.  
We are UHBW.



Version Issued: December 2021



# Enhanced Nurse Practitioner in Pre Operative Assessment A606

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

- The post holder may assist / undertake audit to ensure that the service provision complies with agreed clinical standards, policies, and procedures.
- To promote innovation in clinical practice by obtaining, evaluating, and disseminating information to support the clinical decision making.
- Empower and motivate team members to develop their skills and knowledge to promote a cohesive team structure.
- Initiate and respond to change in a positive, flexible, and strategic manner.
- The post holder will plan staff rotas in conjunction with or in the absence on the B7 staff.
- In liaison with the B7 the post holder will effectively co-operate with the team to ensure an appropriate skill mix of personnel able to provide specialist peri-operative care and provide learning support/ opportunities for staff development.
- Assist in the assessment and evaluation of the professional performance of all staff through clinical professional development ( CPD) and clinical supervision.
- Ensure the maintenance of accurate records, having due regard to legal aspects, confidentiality and management information requirement.
- The post holder may be asked at the discretion the matron to work in any unit of the trust as required.
- Hours of working rota may be altered, to provide adequate provision for patient care, unless otherwise stated in contract of employment.
- The post holder will undertake mandatory study days on a regular basis as directed by the Trust policy.
- . The post holder is required to manage frequent interruptions of an unpredictable /urgent nature that require an immediate response.

### Financial management responsibilities

- The post holder will work within the Trust financial standing instructions and scheme of delegation.
- The post holder will work to provide a cost effective and efficient service within agreed resources.

### Human Resources Management responsibilities

- Be responsible for maintaining valid professional registration.
- Maintain standards of conduct in accordance with professional body.

- Provide day to day supervision of junior staff, may act as a mentor and assessor.
- The post holder may monitor the performance of junior staff
- The post holder will report concerns about skill mix or suitability of team members to the B7
- The post holder will be involved in the selection and recruitment of staff
- In the absence of the lead B7 the post holder is required to monitor sickness absence and welcome back interviews

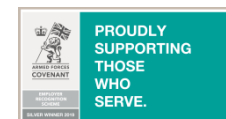
### Education

- Develop a conducive learning environment in which all team members are able to fulfil their potential.
- Attend study days and lectures to keep abreast of developments in the care and treatment of patients and to develop own motivation/ self-improvement and for Revalidation purposes
- Undertake training to extend current skills and expand the scope of professional practice for the patient group/client.
- Take responsibility for own professional development and clinical update
- Participate in the clinical areas teaching programme.
- Participate with link roles as appropriate, e.g. Tissue Viability, Mental Health, Infection Control. - Act as a preceptor to newly registered nurses at one year post registration

We are  
supportive  
respectful  
innovative  
collaborative.  
We are UHBW.



Version Issued: December 2021



# Enhanced Nurse Practitioner in Pre Operative Assessment A606

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

Personal Profile - (E) = Essential (D) = Desirable	
Knowledge and Experience	Skills and Abilities
<ul style="list-style-type: none"> <li>Substantial experience of pre-operative assessment (E)</li> <li>Recent evidence of caring for people in a pre-operative clinic setting, taking responsibility for the pre-operative assessment of a named caseload of patients coordinating care and services in order to improve the patient's surgical pathway and experience (E)</li> <li>Specialist knowledge of assessment, treatment and management of people with multiple conditions prior to elective surgery ( E )</li> <li>Experience acting as the patient advocate, supporting them to navigate and make informed choices at all stages of the Pre-Assessment processes.( E )</li> <li>Experiences of ensuring patients are fully informed of the planned treatment, including post-operative care and instructions. (D)</li> <li>Formal and informal teaching experience (E)</li> <li>Relevant pharmaceutical knowledge (E)</li> <li>Experience of supporting the team with clinical governance, quality assurance and quality management systems ( D )</li> <li>Demonstrates knowledge of relevant research (medical and non-medical) (E)</li> <li>Previous experience in team management/leadership, service development, and audit (D)</li> </ul>	<ul style="list-style-type: none"> <li>Physical assessment and diagnostic reasoning skills (willing to undertake or working towards) (E)</li> <li>Demonstrate the ability to make decisions, solve problems and work autonomously whilst recognising own limitation and seeking advice and support. (E)</li> <li>Non-medical prescriber qualification (willing to undertake or working towards) (E)</li> <li>Competence cardio-pulmonary assessment (E)</li> <li>Ability to work independently or as part of a team as required (E)</li> <li>Basic database management skills (E)</li> <li>Presentation skills (D)</li> <li>Good organisational skills (E)</li> <li>Assertiveness skills and the ability to deal with interpersonal conflict. ( E )</li> <li>Ability to adapt communication styles that facilitate building honest &amp; trusting partnerships with patients, families, &amp; carers. (E))</li> <li>Ability to respond to, prioritise and analyse complex health conditions and ensure that effective interventions are actioned in a safe and timely manner.(E)</li> <li>Self-motivation with evidence of efficient time and deadline management. (E)</li> <li>Flexibility, adaptability to meet the needs of a changing service. ( E )</li> </ul>
Aptitudes	Qualifications and Training
<ul style="list-style-type: none"> <li>Advanced communication skills (E)</li> <li>Assertive and self-aware (E)</li> <li>Able to gain credibility with and influence colleagues including influencing clinical changes where appropriate (E)</li> <li>Empathetic attitude (E)</li> <li>Flexible and reliable (E)</li> <li>Demonstrates initiative and is innovative (E )</li> <li>Be Supportive, Be Respectful, Be Collaborative, Be Innovative</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> level qualification in nursing ( E )</li> <li>Current NMC Registration ( E )</li> <li>1<sup>st</sup> Degree in Nursing or health related subject or working towards ( E )</li> <li>Relevant accredited post registration qualification ( PACR ) ( E )</li> <li>Qualification in teaching assessment and mentoring ( E )</li> </ul>



# Enhanced Nurse Practitioner in Pre Operative Assessment A606

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

We are  
supportive  
respectful  
innovative  
collaborative.  
We are UHBW.



Version Issued: December 2021

