

## Job Description

Job Information	
<b>Job Title:</b>	Clinical Nurse Practitioner
<b>Directorate/Service:</b>	Surgical Care Group
<b>AfC Band:</b>	Band 7
<b>Responsible to:</b>	Directorate Manager + Pre Op Manager
<b>Accountable to:</b>	Director of Nursing, Midwifery and Governance
<b>Base Location:</b>	Pre-operative Clinic, St Helens Hospital
<b>Job Code:</b>	409-TH6179033

Job Summary
<p>To work within a multidisciplinary team and provide high quality specialist nursing expertise, which is relevant to the speciality in which employed.</p> <p>The post holder will be expected to take the lead on advising primary and secondary care clinicians as appropriate about the current health status, and treatment required for patients being clinically assessed for planned surgical procedures.</p>

Dimension & Context of the role
<p>In addition, the post holder will be expected to provide a service in accordance with national, regional, and local guidance, standards, protocols and policies to ensure the most positive outcome for the patients are achieved.</p> <p>The post holder will abide by legal requirements and statutory rule relating to practice and promote and maintain standards of professional practice in accordance with the NMC guidelines.</p>

Key Responsibilities
<p><b>CLINICAL &amp; PROFESSIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Provide first contact assessment, confirm diagnosis and reason for surgery and comprehensively assess patient with complex/advanced conditions and co-morbidities where more specialist assessment is required.</li> <li>• Order/undertake, interpret and act upon diagnostic tests and investigations.</li> <li>• Clinically assess patients to determine need for preoperative anaesthetic assessment.</li> <li>• Liaise with Anaesthetic Leads based on agreed protocols for patients graded high risk for anaesthetic.</li> <li>• Liaise with other clinical teams regarding abnormal findings within agreed protocols, to offer a differential diagnosis and ensure patient clinical safety.</li> <li>• Act as advanced practitioner exercising judgement, discretion, and decision making in clinical care.</li> <li>• Ensure compliance with specific regulations with regard to drugs/omission of drugs prior to surgery, and record keeping within area of work.</li> <li>• Document patient's clinical conditions and action plans in preoperative assessment notes, communicating with relevant medical/nursing staff and ensure all documentation is directed to the appropriate department for electronic scanning, or direct to ward in event of imminent patient admission.</li> <li>• Take active role in nurse led clinics, developing and advancing service.</li> <li>• Refer complex cases to Anaesthetist for further discussion, assessment and action as appropriate.</li> <li>• Liaise with primary and secondary care Clinicians as required.</li> <li>• Prescribe medication in accordance with current legislation and trust policy.</li> </ul> <p><b>GOVERNANCE RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Active participation in collection and collation of research and audit data as appropriate, presenting the outcomes to clinical audit.</li> <li>• Active participation in the reporting of clinical incidents/concerns and take appropriate action to address</li> </ul>

any safety and quality issues raised.

- Adhere to policies, procedures and protocols relevant to area of work.
- Monitor standards of care and participate in the improvement of care through ad hoc benchmarking/audit/research.
- Maintain clear, concise, legible and contemporaneous records at all times, in line with Trust Policy and the Standard for Record keeping (NMC Act 1993).
- Demonstrate understanding of evidence based care, including where to obtain evidence.
- Provide verbal and written advice to patients/carers about discharge planning, equipment needs, etc.
- Ensure decisions regarding consent and mental capacity are taken in accordance with Trust protocols.

### **TEACHING & TRAINING RESPONSIBILITIES**

- Impart high level knowledge, advice and support to colleagues, patients, carers and relatives; in relation to planned surgery and recovery.
- Raise awareness of specialist conditions and their specific requirements for surgery/anaesthetics, by development of protocols for practice.
- Assist in the provision of an appropriate learning/practice environment for nursing students allocated to the department.

### **COMMUNICATION RESPONSIBILITIES**

- Establish effective communication with patients, carers and relatives attending the department.
- Provide sensitive, complex information to patients, carers, relatives and professionals across multidisciplinary and multi-agency boundaries, as appropriate to the patient's specific needs.
- Support patients, carers and relatives in their understanding and acceptance of their diagnosis and surgical treatments, and provide education and support in their postoperative needs.
- Liaise with consultant surgical/anaesthetic team as appropriate to ensure preoperative needs are met and to ensure effective planning for postoperative care package.

### **SERVICE IMPROVEMENT AND CHANGE MANAGEMENT**

- Provide leadership support to Department Manager and Pre Op Lead Nurse in the continued development of preoperative assessment department.
- Take lead of development projects as appropriate.
- Continually promote equality and diversity, undertaking equality impact assessments when appropriate.
- Ensure effective uses of physical and financial resources within the service.
- Promote patient and public involvement activities in specialist area to promote service improvement.

### **PROFESSIONAL DEVELOPMENT**

- Develop and maintain specialist clinical skills in assessment, diagnosis and investigation request/interpretation within the preoperative service.
- Attend annual appraisal to identify and agree training and development needs as part of a Personal Development Plan.
- Participate in clinical supervision sessions and provide leadership to colleagues, arranged by the team Leader/Clinical Supervisor.
- Deputise, if required, for Pre-Op Manager maintaining smooth running of the clinic

### **TEAM WORK AND DEVELOPMENT**

- Be responsible for own development, including attendance at mandatory training and continually keep up to date with changes to legislation and current best practice.
- Support nursing colleagues in their continuous professional development including peer supervision.

### **GENERAL DUTIES**

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs.
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.

- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement St Helens and Knowsley Hospitals NHS Hospitals Trust “Statement of Policy on Health and Safety at Work” and the Trust corporate “Health and Safety Policies and Procedures”. You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the Data Protection Act 1998 and Caldicott principles.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous.
- To be aware of the confidential aspects of the post. Breaches of confidentiality will result in disciplinary action that may involve dismissal. The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All employees will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement St Helens and Knowsley Hospitals NHS Hospitals Trust “Statement of Policy on Health and Safety at Work” and the Trust corporate “Health and Safety Policies and Procedures”. You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- You will be expected to undertake the Trusts’ commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust’s continued organisational development.
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.