**Purpose:**  Contribute to and deliver Organisational Development aspects of the Development Strategy

**The post holder will:**

* Plan and implement high standards of clinical care including delivering health promotion and discharge advice for patients, following hospital guidelines and protocols, promoting a patient-focussed approach to care
* Ensure patient care areas are safe, fit for purpose and effectively maintained
* Ensure patient information data is correctly recorded in the appropriate IT systems
* Maintain the safe custody of medications
* Give general supervision to junior members of the team, including providing clinical supervision/act as a mentor, being accountable for Outpatients in the absence of the Sister or Service Manager - Outpatients

**Role Profile – Staff Nurse - Outpatients**

**Key Result Areas**

* The postholder will follow standard policies and procedures of work however they are expected to use their knowledge and initiative to make decisions regarding assessing and monitoring patient care in order to deliver the role effectively.
* Undertake a wide range of work procedures using complex or sensitive information which will require the use of initiative and analysis. For instance; planning and implementing care of patients within Outpatients; assessing and monitoring patients whilst within Outpatients, carrying out health assessments including pre-operative assessment, bookings of tests, undertaking investigations, health promotion and teaching; ensuring data is correctly recorded on APAS or other electronic software/paper notes
* Administer drugs in line with NMC Standards and follow the hospital’s Medicine Management Policy
* Act as the patient’s advocate, maintaining their dignity at all times
* Other duties will include undertaking basic tests such as; phlebotomy, ECG, breath tests, peak flows, bladder scans and flow rates, pulse, temperature, respiratory rate, height, weight and BMI calculations, etc. Be able to interpret results and raise awareness of abnormal results. Analysis of tests is the responsibility of the relevant medical practitioner in the case. Act as a link in one aspect of clinical care
* General supervision of junior members of the team, including allocating day to day work, appraisals and (where necessary) training development, recruitment and selection, absence monitoring
* Contribute to budgetary management

**Measurement**

* Adhere to all regulatory CQC requirements and clinical standards. Comply with the Hospitals policies and procedures
* Maintain own clinical competence
* Performance will be measured against the specific objectives, targets and behaviours as identified and agreed within the PDR
* The post holder is expected to be familiar with, and work in line with, the hospital’s Values.
* The post holder is required to comply with all mandatory and statutory training, to include a regular update on fire safety, infection control, manual handling, information security, risk awareness and life support

**Skills and Experience**

* First level Registered Nurse preferably with some Outpatient experience
* ILS training or willingness to undertake training
* Basic phlebotomy and ECG monitoring experience or willingness to undertake training
  + Excellent organisational planning and problem-solving skills
  + Strong communication, negotiation and interpersonal skills to build and support team working in a positive and challenging culture
  + Strong patient-centred approach
  + Sound computer skills e.g. MS Office Suite and web-based reporting systems
* Foster a culture of professionalism and a positive working team environment
* Demonstrate honesty, integrity and ethics in the workplace Methodical in approach and pays attention to detail
* Flexible and adaptable
* Work well in a pressurised environment

Be Caring
• We know what we do matters
• We’re proud and enjoy what we do
• We promote a culture of care, respect compassion and wellbeing
• We protect the mutual ethos
    Be Connected 
• We collaborate and share across teams, departments and the business
• We listen to understand each other and our member’s needs
• We support one another by having open and honest conversations
• We recognise that we’re stronger together
Be Brave
• We embrace change 
• We challenge and ask ‘why’ as well as  ‘why not’
• We always want to learn
• We are not afraid of trying new concepts and ideas
      Be Smart
• We approach problems with a solution mind-set
• We actively seek to improve and be better and we learn from our mistakes
• We spend members money wisely
• We’re invested in the future of our business


**Values**

**Departmental Structure**

|  |  |
| --- | --- |
| **Role Holder’s Signature** |  |
| **Date** |  |