

ROLE BRIEF

Department:	Pre-Assessment and Outpatients
Job Title:	Sister – Pre Assessment
Responsible To:	Outpatients and Pre-Assessment Manager
Location:	The McIndoe Centre
Key Duties:	<ul style="list-style-type: none"> • Clinical <ul style="list-style-type: none"> • To deliver at all times high quality nursing care by assessment of patient need, implementation of care and evaluation of progress/outcomes, in line with national and corporate standards • To work co-operatively with medical staff and other members of the multidisciplinary team in order to ensure positive outcomes for each patient episode • To be actively involved in nursing research projects in support of clinical practice, and participate with the Manager in the conceptual development of nursing practice, including the development and formulation of evidence-linked multidisciplinary care pathways. • To assist in the formulation of procedures and standards, and to participate in clinical and organisational audits for the maintenance and development of a quality service • To ensure that advice and information given to patients and/or relatives is appropriate to meet their needs • Management <ul style="list-style-type: none"> • To provide professional and managerial leadership by accepting delegated responsibilities from the Manager in their absence • To maintain and develop harmonious and co-operative relationships within the unit/department with other disciplines and external agencies • To maintain sound lines of communication to all staff, patients and visitors • To ensure that accidents and complaints are fully documented and that steps are taken to prevent recurrence, informing appropriate senior management staff • Ensure the effective-efficient use of supplies within the department in line with Horder Healthcare guideline's • Education <ul style="list-style-type: none"> • To accept responsibility for determining your own professional needs, and setting goals and objectives through relevant processes to meet these needs, monitoring progress at regular intervals • To supervise and guide the work of junior colleagues, providing a suitable learning environment • To undertake the role of mentor/buddy where requested and to facilitate the orientation and development of new staff • To participate in "in-house" training sessions and attend meetings and

	<p>discussions to inform practice, when required</p> <ul style="list-style-type: none"> • To take every opportunity to maintain and improve knowledge and professional competence, in line with the NMC/HCPC Scope of Professional Practice • Professional • To be professional accountable for own actions and omissions in line with NMC/HCPC Professional Code of Conduct • To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of the nursing profession and Horder Healthcare • GENERAL • To carry out any other reasonable duties as requested by senior staff • To ensure that confidential information is not disclosed about Horder Healthcare or its associated companies (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of Horder Healthcare • To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of Horder Healthcare • To apply information security in accordance with the established policies and procedures of the organisation • To take an active role in the Horder Healthcare's staff appraisal system and action agreed goals and objectives • You are required to apply security in accordance with established policies and procedures of the organisation • To be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm, understanding their relation to the values of Horder Healthcare and to report safeguarding concerns to appropriate professionals, recording incidents accurately • To adhere to all policies and procedures including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies • To take reasonable care for the health and safety of yourself and others that may be affected by what you do while at work and complete all mandatory training as required • All colleagues should be aware of their responsibilities and role in relation to the Business Continuity Plan • Infection Control and Hand Hygiene – All employees are required to be familiar with, comply with, policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical colleagues with direct patient contact, this will include compliance with clinical procedures and protocols, including uniform, dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps
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Key Accountabilities:	<ul style="list-style-type: none"> To actively lead and function as part of the nursing team to deliver the highest standard of care and to provide a seamless service for patients, visitors and staff
Key Knowledge, Skills and Experience:	<p>Must Haves</p> <ul style="list-style-type: none"> Experience as a Registered Nurse /ODP Evidence of ongoing personal development throughout your career Excellent communication and interpersonal skills Good problem solving skills Able to work independently and manage a workload Basic IT skills <p>Nice to Haves</p> <ul style="list-style-type: none"> Teaching and Mentorship qualification A Nursing Degree A post-registration Pre-Assessment course
Health and Safety:	<p>The Health Act 2008 Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> compliance with clinical procedures and protocols, including uniform and dress code the use of personal protective equipment safe procedures for using aseptic techniques safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
Equal Opportunities	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants , disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or</p>

	requirements which cannot be shown as justifiable.
Confidentiality	You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.
Safeguarding	You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
People Managers (if applicable)	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
Review	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>