HORDERHEALTHCARE

ROLE BRIEF

Department:	**Day Services/Pre-Assessment Unit**
Job Title:	**Registered Nurse**
Responsible To:	**DSU and Pre-Assessment Manager**
Location:	**Crowborough, East Sussex**
Key Duties:	**1. Clinical** • To deliver at all times high quality clinical care by assessment of patient need, implementation of care and evaluation of progress/outcome, in line with national and corporate standards. • To work co-operatively with medical staff and other member 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 in the conceptual development of clinical 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 and meets their needs. • To carry out pre-admission screening adhering to THC policies and protocols • To take a lead role in an emergency situation where appropriate until further help arrives. • To ensure all strategies policies and protocols relating to infection control are implemented and monitored and that appropriate and timely action is taken in response to ensuring the prevention and control of infection • To assist with therapy requirements for day surgery patients as required • Participate in the collection of audit and research data as required **2. Education** • 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 discussions to inform practice, when required. • To take every opportunity to maintain and improve knowledge and professional competence, in line with the NMC Scope of Professional

	Practice/ Health Professional Council./Chartered Society of Physiotherapists/ Royal College of Nursing (as applicable) • To participate in staff education and development, including utilising appropriate learning opportunities and to act as a mentor or coach for Junior Nurses/ODPs, HCA's and other unqualified members of the team. **3. Professional** • To be personally accountable for own actions and omissions in line with the NMC Professional Code of Conduct./ Health Professional Council • 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 The Horder Centre. • Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive DSU team and the achievement of team objectives • To work flexibly to support the needs of the hospital • To maintain sound lines of communication to all staff, patients and visitors. • To provide professional leadership by accepting delegated responsibilities from the Senior Sister for Pre-assessment and Day Services Manager in their absence. • 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 Centre guidelines. • To maintain and develop a harmonious and co-operative relationship within the department and with other disciplines and external agencies.
Key Knowledge, Skills and Experience:	**Must Haves** • Experience as a Registered Nurse • A Nursing Degree • Evidence of ongoing personal development throughout your career **Nice to Haves** • Clinical experience in Orthopaedics, Pre-assessment and a Mentorship qualification will set you apart from the rest
Health and Safety:	**The Health Act 2008** Code of Practice for Prevention and Control of Healthcare Associated Infections: You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak

	with our Infection Control Specialist. For clinical colleagues with direct patient contact, this will include (but is not limited to): • 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. Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.
Equal Opportunities	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 requirements which cannot be shown as justifiable.
Confidentiality	You'll 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'll 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	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	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. 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.
Role Brief Agreement	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. **Colleague name:** **Colleague signature:** **Date:**