**SPENCER PRIVATE HOSPITALS**

**Clinical Job Description**

**Job Title:** Staff Nurse

**Department:** Outpatients Department

**Responsible to:** Outpatients Manager

**Accountable to:** Clinical Director and Deputy Hospital Director

**Job dimensions and responsibility for resources**

Budgetary & Purchasing, Income generation within the department.

Budget: No specific authorisation Other financial responsibility: able to complete purchase orders for stock and equipment.

Responsible stock and resource management.

**Job Purpose**

The postholder will promote the vision and values of Spencer Private Hospitals, leading by example and ensuring that they demonstrate those values in their leadership behaviours and how we support our teams and deliver our services

The postholder will work as a team member within the department by carrying out tasks involving the direct/indirect care of the patient ensuring that appropriate direction, supervision and control is used when in charge of the shift & junior members of the team. Depending on the Outpatient activity there may be an element of loan working involved.

The postholder will undergo training to have the knowledge and skills to carry out nursing procedures relevant to area of work practice in accordance with the NMC codes, The Code (2015) and any other mandatory or organisational standards.

**Key Relationships**

* Outpatient Manager
* Band 6 head of department
* Work in close liaison with all members of the multi-disciplinary team
* Patients
* Relatives
* Clerical staff
* Hospital director
* Consultants

**Key Duties and Responsibilities**

**Clinical**

The postholder will work with the outpatient department and ward team to assess plan, develop and implement patient care. The postholder has responsibility and accountability to provide safe and effective delivery of patient care within their professional knowledge and skills in their designated clinic allocation.

The post holder will be able to assess and interpret the needs of patients/clients and provide care, advice or guidance.

The post holder will contribute to the provision and management of the service/specialty ensuring excellence in clinical care are delivered and a robust clinical governance framework is in place.

The post holder will contribute to the strategic and operational management of the specialty/service in collaboration with other members of the team to ensure that company objectives are met.

The postholder will contribute to the Clinical Quality Improvement strategy within the company.

The postholder will provide clinical supervision, education and training to staff or patients and contribute to audit and research pathways relevant to role.

The postholder will contribute to the management of resources within their area.

**Clinical Expertise**

Accountable for own professional actions and works within codes of practice and professional guidelines.

Responsibility and accountability for the safe and effective delivery of clinical services within the designated area of responsibility.

Able to make professional judgements on problems requiring investigation, analysis and actions.

Able to assess and interpret the needs of patients/clients and provide care, advice or guidance and excellent communication.

Able to manage own workload and prioritise appropriately.

Able to plan patient’s clinical services and/or health and education.

Undertake training and responsibility to maintain professional and clinical expertise, knowledge and skills.

Undertake training and responsibility for mentorship, education and development practice.

Participate in the development of education and training protocols for clinical area and recognise the impact on other disciplines/services.

Able to communicate sensitive, confidential information concerning patients requiring empathy, persuasion and reassurance.

Maintain work-related records and adhere to confidentiality and information governance principles and is accountable for actions and decision making.

**Professional and Leadership Management**

Promote the vision and values of Spencer Private Hospitals, leading by example and ensuring that they demonstrate those values in their leadership behaviours and how we support our teams and deliver our services.

Accountable for own professional actions, be a visible role model and able to delegate tasks to more junior members of staff.

Contribute to nursing and education initiatives and improvements in specific area of responsibility, contribute to the company objectives and strategies.

To ensure the safeguarding agenda is implemented with effective systems throughout the service including effective liaison with the other agencies as required.

Support systems for measuring and improving the quality of patient services and experience. In collaboration with the Clinical Leadership team support the compliance with National standards, CQC and other regulatory requirements.

To manage complaints in line with the company processes and direct complainants to additional support to resolve issues.

Support the Clinical Quality Improvement agenda by ensuring systems of implementation of new ways of working, pathway developments and improved performance.

Contribute to the strategic plan for clinical educational and training requirements for the workforce, including professional development plans for all staff.

Foster and develop a culture within the clinical team that values continuing professional development and strives for excellence in the delivery of quality patient care.

Use of company Policies for effectively management of sickness, absence, annual leave and study leave for all direct reports.

To have responsibility for health, safety and welfare of self and others and to always comply with the requirements of the Health and Safety regulations.

Participate in learning from all patient experience safety and outcomes information and develop systems of audit to ensure continuous improvement.

Ensure you are familiar with a plan for emergency procedures in your clinical area or department and ensure all staff know how to raise an alarm and obtain assistance quickly.

Comply with Manual Handling Infection Control and Fire company Policy and Procedures.

Comply with financial processes and standing financial instructions.

Maintain high standards of personal hygiene and adherence to Uniform Policy To promote equal opportunities for staff and service users in accordance with company policy.

**Education and Research**

The postholder will provide clinical supervision, education and training to more junior staff, or patients and contribute to audit and research pathways relevant to role.

The postholder will participate in onsite support, education and development programmes.

The postholder will support clinical supervision and competency assessment frameworks, including records of assessments and training.

The postholder will provide pastoral care and provide feedback on performance to junior staff.

The postholder will be able to discuss health promotion and education and training programmes to promote clinical excellence within clinical area.

Attend and participate in relevant Mandatory statutory and Essential training and Participate in an annual personal development plan.

**Other Responsibilities**

The post holder may be required to travel across sites at times to support staff shortfalls.

Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

The post holder may be required to lone work at times within the department

**CORPORATE VALUES**

Spencer Private Hospitals has a set of core values which are at the heart of the vision and all that we do. We expect our team members to demonstrate these values in all areas of their work.

**BEHAVIOURS**

|  |  |
| --- | --- |
| PERFORMANCE | Understands the corporate objectives of Spencer Private Hospitals and consistently produces work of a high standard, taking ownership and seeing tasks through to the end. Is motivated to do a great job and are not afraid to suggest different ways of working to help create efficiencies and improve performance. |
| RESPECT | Treating everyone as you would want to be treated. We believe that respect does not just build character, it reveals it. Respect is often misunderstood, and many people expect others to show it to them, while not practicing this themselves. At SPH, we expect staff to show and practice respect to everyone. “You do not have to like every person you come into contact with. However, your ability to show respect and be respectful in front of, is a direct reflection on your character, not theirs”. Archie Moore |
| INNOVATION | Challenges appropriately and is prepared to raise concerns about quality, safety, and performance. Is actively engaged with improving the experience of patients and customers, learns from their experience and seeks to continuously improve their own performance and the performance of the service.  |
| MAXIMISE | We maximise the talents, contributions and expertise of our staff. We encourage all staff to ‘own’ their SPH experience, taking an active part in supporting us to maximise their staff potential and contribution, enabling all staff to be a key part in the company’s success. |
| EXCELLENCE | Actively builds and maintains effective and respectful relationships adapting their approach where necessary. Confidently communicates in an open accurate and straightforward way and demonstrates effective communication skills to promote the needs of our patients and customers. Has a clear sense of their role, responsibilities, and purpose within their team. |

*This job description is intended to reflect, in outline, the responsibilities of the postholder, which may change over time with corporate or local business needs of Spencer Private Hospitals. It will therefore be subject to periodic review and amendment in the light of changing circumstances and following consultation with the post holder.*

Signed: …………………………………………….……… Date: …………………………………..

**PERSON SPECIFICATION**

**Job Title: STAFF NURSE OPD.**

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| **ATTRIBUTES** | **CRITERIA** | **DEMONSTRATED BY** |
| Application | Interview | Test |
| **Education and Qualifications** | Essential | * Maths and English (GCSE or equivalent) grade C or above
* Registered Nurse 1st level
* Evidence of continual professional development
 | XXX |  |  |
| Desirable | * Diploma or Degree
* Teaching and Assessing Course or equivalent
* Previous OPD or Pre Assessment experience
 | XXX |  |  |
| **Knowledge and experience** | Essential | * Proven experience within the outpatients department and in a surgical/ medical environment with a knowledge and understanding of surgical/medical procedures
* Delivery of evidence based practice
* Demonstrates a patient focus
 | XXX |  |  |
| **Skills** | Essential | * Excellent communication and interpersonal skills
* Excellent employee relations track record
* Commitment to professional development
* Ability to work independently as part of a multi-disciplinary team
* Computer skills
* Good time management skills
* Venepuncture
 | XXXXXX | X |  |
| Desirable | * Participation in research.
* Counselling skills.
 | XX |  |  |
| **Personal Attributes** | Essential | * Flexible and tactful
* Caring and friendly personality
* Able to cope under pressure
* Committed to providing a high quality clinical service.
* Clean and tidy presentation
* Ability to work under pressure
* Excellent communication skills
* Excellent team work and organisational skills
* Flexibility in hours to suit the department’s needs
 | XXXXXX | XXX |  |
| Desirable |  |  |  |  |
| **Other** | Essential |  |  |  |  |
| Desirable |  |  |  |  |