

RGJ JOB DESCRIPTION FOR DAY SERVICES UNIT

Job Summary

- To actively function as part of the clinical team to deliver the highest standard of care for patients undergoing Day Surgery, pre-admissions screening and inpatient admissions.
- To provide a seamless service for patients, visitors and staff.
- To contribute to the general management of the department in the absence of lead practitioners.
- Accountable to Matron

Clinical Duties:

- 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/corporate standards.
- To work cooperatively 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 with the Day Services Manager 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 the company policies and protocols
- To take a lead role in an emergency situation where appropriate until 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 requirement for day surgery patients as required
- Participate in the collection of audit and research data as required.

Other duties:

- 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 discussion 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.

Professional conduct:

- To be personally accountable to 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 organisation.
- To 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 opening hours of the Day Surgery Unit
- To maintain sound lines of communication to all staff, patients and visitors
- To provide professional leadership by accepting delegated responsibility from the Lead Practitioner/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 the organisation's guidelines.
- To maintain and develop a harmonious and cooperative relationship within the unit/department with other disciplines and external agencies.

General:

- To carry out any other reasonable duties as requested by senior staff
- To ensure that confidential information is not disclosed about the institution or its associated companies (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of the organisation
- To comply with the company's Policies and Guidelines
- To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of the organisation
- You are required to apply security in accordance with established policies and procedures of the organisation
- To take an active role in the Centre's staff appraisal system and action agreed goals and objectives.

TO APPLY:

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