

Job Description

JOB TITLE:	Elective Orthopaedic Nurse Practitioner
DIRECTORATE:	Elective Orthopaedics
GRADE:	Band 6
REPORTS TO:	Senior Nurse – Elective Orthopaedics
ACCOUNTABLE TO:	Lead Nurse – Elective Orthopaedics

JOB SUMMARY

The Key aspect of the role is to improve the quality of care and develop a seamless approach from the outpatient clinic, through hospital admission and follow up. The role will focus on the pre – operative management of the patient and the post discharge management of the patient. Close involvement with the team's patients at all stages of their 'patient journey' will be fundamental. The expectation is that the post holder will perform these duties with a high degree of clinical skill and knowledge to achieve effective patient care.

This postholder will work an existing MDT team to support the day to day services of the department facilitating the effective delivery of a whole episode of care within Elective Orthopaedics.

Relevant training and assessment in the required competencies to fulfil the role will be undertaken.

The post holder will be based at the City Hospital campus.

VALUES AND BEHAVIOURS:

NUH has a set of values and behaviours to improve the experience for our patients and our staff (We are here for you). This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful patient care and continuous improvement as detailed in the table below.

Thoughtful Patient Care	Continuous Improvement
Caring and helpful <ul style="list-style-type: none"> • Polite, respect individuals, thoughtful, welcoming • Helpful, kind, supportive, don't wait 	Accountable and reliable <ul style="list-style-type: none"> • Reliable and happy to be measured • Appreciative of the contribution of others

<p>to be asked</p> <ul style="list-style-type: none"> • Listening, informing, communicating 	<ul style="list-style-type: none"> • Effective and supportive team-working
<p>Safe and vigilant</p> <ul style="list-style-type: none"> • Clean hands and hospital so patients <i>are safe</i> • Professional, ensure patients <i>feel safe</i> • Honest, will speak up if needed to <i>stay safe</i> 	<p>Best use of time & resources</p> <ul style="list-style-type: none"> • Simplify processes, to find more time to care • Eliminate waste, investing for patients • Making best use of every pound we spend
<p>Clinically excellent</p> <ul style="list-style-type: none"> • Best outcomes through evidence-led clinical care • Compassionate, gentle, see whole person • Value patients' time to minimise waiting 	<p>Innovation for patients</p> <ul style="list-style-type: none"> • Empowerment to act on patient feedback • Improvement led by research and evidence • Teaching the next generation

KEY JOB RESPONSIBILITIES

1. Clinical Practice

- Assess patients being placed on the surgical waiting list to establish their future inpatient care needs at the time of their outpatient visit.
- Triage patients at listing for surgery; take responsibility for the case management of complex patients.
- To be responsible for the pre- Operative assessment of patients to be admitted for surgery in the Pre – Operative Assessment Clinic

This will include:

- History taking and recording according to existing established protocols and standard documentation.
- Recording of examination findings including pulse, blood pressure, heart and lung sounds etc.
- Ordering of standard investigations including blood tests, ECG, echocardiogram and x-rays in conjunction with medical staff and according to written protocols and procedures.
- Liaison with future admitting ward team for patients with special needs
- Completion of standard pre- operative documentation including recording of audit and research data.
- Liaison with patient and relatives as part of the multidisciplinary consent process and provision of standard patient information.
- Involvement with continuous process and quality improvement in patient care including literature development.

- To ensure, at consent clinic and on admission, all pre-operative assessments have been completed on patients.
- Case manage the 'complex' patients ensuring investigations are carried out in a timely way.
- The post holder will liaise with the consultant, anaesthetist / Scopes to ensure patients are fit for surgery.
- To liaise with the administration team re patients fitness for surgery.
- Provide telephone follow up service for patients post-surgery.
- To be responsible for review of the follow up patients in outpatient clinic with specified conditions following surgery. (e.g. Hip and Knee replacement surgery) within agreed protocols
- Work with the team to capture data following surgery i.e., Proms data, Surgical Site infections and audit required.
- Participate in the involvement of evidence based patient care policies and procedures. Develop and contribute to the clinical guidelines and protocols where appropriate and ensure they are implemented.
- Adopt innovative ways of working within the speciality.
- Support the development of nursing within the speciality, leading and implementing innovative ways of working.
- To liaise with the ward based multidisciplinary team of Physiotherapists, Occupational Therapists and the Ward Nursing team to assist with rehabilitation of the patient and ensure they are fully assessed of their needs prior to discharge.

Communication

- Liaise closely with other social care professionals to ensure a co-ordinated approach and high quality care is provided for patients.
- Convey and present specialist information, written or verbal, formally or informally, as appropriate. Report appropriate clinical information to senior staff. Ensure that written documentation is kept in respect of investigations and incidents.
- Link with professionals networks across the Trust and wider health community, in order to develop and exchange ideas for improving clinical care.
- Convey complex and sensitive information e.g. abnormal blood results, in a comprehensive and empathetic manner.

- Provide ongoing liaison consent and support for patients/clients within the care pathway.

Professional Leadership

- Provide an authoritative and credible source of knowledge and specialist clinical advice/information for multi-professional team.
- Collect and analyse information related to patient and carer satisfaction and evaluation of the service.
- Actively support the directorate in monitoring and improving quality through benchmarking and quality metrics.
- Share and promote good practice through involvement in local groups, including presentations, publication and dissemination of role evaluation.
- Following IPR, liaise with the relevant senior nurse in agreeing how identified training and development needs are to be met.
- Ensure that one's own practice is in line with principles and guidelines published by the Nursing and Midwifery Council (Nursing and Midwifery Council, 2002)
- Ensure that the elements contained within the code of professional conduct (Nursing and Midwifery Council, 2002) are adhered to in particular that relating to professional accountability.
- Contribute to the creation of positive team and working environment, promoting flexible working. Encourage team members to demonstrate initiative in their application to practice. Support the Clinic/ Ward manager to minimise interpersonal conflicts that may affect team or individual performance.
- Comply with Health and Safety and Infection Control Policies and ensure that staff, patients and visitors are appropriately informed and advised. Maintain a clean and safe environment. Ensure equipment used in techniques employed by staff comply with the directorate Health and Safety Policies.
- Takes opportunities to be a representative at local level and participate as a member of the senior nursing team within the directorate/speciality, making positive contributions to the strategic planning of the service.
- Participate in objective setting and business planning for the service.

Personal/Professional Development

- Identify personal objectives, reflect on progress and set personal development plan annually in conjunction with the individual performance management (IPM) process
- Following IPR, liaise with the relevant senior nurse in agreeing how identified training and development needs are to be met.
- Ensure that one's own practice is kept updated, using an acceptable model of clinical supervision.
- Take every opportunity to expand one's practice in line with principles and guidelines published by the Nursing and Midwifery Council (Nursing and Midwifery Council, 2002)
- Ensure that the elements contained within the code of professional conduct (Nursing and Midwifery Council, 2002) are adhered to in particular that relating to professional accountability.
- Contribute to the effective management of change in response to clinical or organisational demands. Support others to lead or participate in the management of change.
- Assist and participate in Recruitment and Selection of staff
- Provide guidance and support to other team members
- Be aware of the impact of service changes across the organisation.
- Contribute to the implementation and monitoring of evidence based cost effective care.

Audit

- Collection of data for use in the ongoing departmental audit and research programmes will be an integral part of this role which will require close liaison with other members of the multidisciplinary team.
- Attend appropriate meetings and procedure reports utilising patient data as required.
- Participate in the Audit process as required. Present audit data at Unit level.
- Ensure constant evaluation of service and feedback to Lead Nurse for Elective Orthopaedics

Education

- Attend local and national study days as appropriate to ensure that own practice is kept up to date.

- Participate in the Orthopaedic Education programme enabling sharing of good practice.
- Establish communication networks with other Nurse Practitioners nationally to enable sharing of good practice.
- Educate patients and their carers as appropriate
- Carry out formal and informal teaching sessions within the hospital to a range of healthcare professionals and contribute to educational and training programmes as appropriate.
- Create a positive learning environment within clear clinical settings to encourage and facilitate individual and shared learning and professional development

Research

- Participate in research projects pertinent to the unit as required.
- Use critically evaluated research findings to influence decision making and change practice as appropriate.
- Participate in externally funded research projects, pertinent to the role.

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

Health and Safety

- To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions
- To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.
- To immediately report to their manager any shortcomings in health and safety procedures and practice.
- To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.
- To use protective clothing and equipment where provided.
- Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

- To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.
- Attend unit Governance meetings as required.

General Policies and Procedures and Practices

- To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

The post holder will be required to work in a variety of hospital settings including theatres, wards and clinics. This requires the ability to work flexibly.

ACCESS TO PATIENTS

In undertaking the duties outlined about the post holder will have access to patients. This means that the post is exempt from the Rehabilitation of Offenders Act 1974 and all post holders must disclose any criminal conviction including those considered as spent under the Act. Post holders appointed to this will be required to consent to a check through the Criminal Records Bureau.

REGISTERED HEALTH PROFESSIONALS

All persons appointed to the post are required to hold registration with their appropriate professional Regulatory Body and to comply with their professional code of conduct. Evidence of on-going registration will be required.

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

SERVICE REVIEW

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.