



Job Description

Job Title:	Enhanced Recovery Sister/Charge Nurse
Band:	6
Hours:	As stated in advertisement
Base:	Luton & Dunstable University Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
Reporting to:	Clinical Lead Enhanced Recovery
Accountable to:	Matron Surgical Division
Terms and Conditions of Service:	Currently those of Agenda For Change and other local agreements

OUR VALUES





JOB SUMMARY

The post holder will be:

- Responsible for working with multi-disciplinary teams to support and ensure the development of Enhanced Recovery pathways in the hospital
- To actively promote Enhanced Recovery Programmes and the benefits that can be achieved through implementing them.
- In collaboration with the clinical teams provide training programmes, for staff and patients in the Trust, related to Enhanced Recovery programmes.
- Be able to present at local meetings on relevant topics related to Enhanced Recovery
- To join on ward rounds with senior surgical teams, be a patient advocate, and help deliver the Enhanced Recovery elements by advising appropriately
- Seeing patients on the programme on the wards to ensure Enhanced Recovery elements are being achieved where possible.
- Able to work autonomously and be part of a team.
- Holding one to one Enhanced Recovery Clinics as part of a one stop clinic pre op to ensure optimisation of the patient.
- Support the patient post discharge via telephone clinics, to ensure the patient is progressing, giving advice where necessary re analgesia, diet, wounds escalating when appropriate.
- Achieve the goal of delivering gold standards of care helping to reduce length of hospital stay and readmission rates
- To collect, input patient data and audit outcomes to evidence possible changes to patient surgical care focusing mainly on orthopaedic elective hip and knee replacements, urology and head and neck which procedures put the patient on the Enhanced Recovery programme.

OBJECTIVES AND PURPOSE OF THE POST:

Patient care (both direct and indirect)

- The post holder will help develop pathways for the management of patients admitted for elective surgery using Enhanced Recovery programmes. These pathways should be reviewed regularly in line with evidence from audit to bring about any necessary changes to achieve gold standards of care
- Optimise patients prior to their surgery to enable them to be in the best condition along with managing patients expectations .One way of delivering this is in our Enhanced Recovery clinics that we run .Also working with other mediums that is for example via websites to manage patients expectation
- Routinely join on ward rounds to guide and help junior doctors as to the Enhanced Recovery pathway, to give expert guidance and be a patient advocate.
- Assist, devise and undertake audit programmes to measure success of programmes and report findings to wards ,departments and for possible publications
- Advice clinical staff in matters of Enhanced Recovery processes to allow implementation of specialised care programmes ensuring, risk factors are appropriately taken into account, and patient safety and experience is enhanced.



- In collaboration with clinical teams and relevant Clinical Nurse Specialists, help to develop patient information literature.
- Interact with patients and relatives and provide verbal and written information pre-operatively in connection with Enhanced Recovery programmes as required, including promoting health education.

Educational Responsibilities

- The post holder will develop teaching programmes and provide ward and team based coaching for nursing staff, AHPs and other relevant professional groups to include doctors induction programme's.
- The post holder will remain professionally updated in all aspects of Enhanced Recovery programmes, regionally and nationally

Policy development

- In collaboration with the clinical teams support the development of protocols and pathways which are evidenced based to manage the assessment and treatment throughout the surgical journey of patients on Enhanced Recovery Programmes.
- Adapt professional knowledge to the relevant specialist field so that clinical staff, managers, are educated and supported in the implementation of any changes and new requirements for Enhanced Recovery Programmes relative to their needs.

Service development

- Assist with implementing processes and organisational practices and policies with relation to Enhanced Recovery.
- Demonstrate the ability to analyse service needs with regard to Enhanced Recovery Programmes, and make judgements to provide expert hands on support to local staff involved in Enhanced Recovery Programmes.
- Support the development of a whole system approach primary to secondary care to ensure effective delivery of the programme.

People management

- Proactively support the coordination of staff involved in Enhanced Recovery programmes, maintaining effective working relationships.

Communication

- Establish productive working relationships and optimal communication channels with

Consultants and all grades of medical staff / Ward managers / Matron for surgery / allied professionals / patients and relatives.

- Ensure sensitive and contentious information is communicated to the correct departments and staff at the appropriate time..
- Maintain and encourage high standards of practice, challenging those who do not comply with Enhanced Recovery Programmes in an appropriate manner.
- Actively promote patients interests to ensure they have a real voice in relation to Enhanced Recovery pathway.



National / International Links

- To attend local meetings, and National conferences relating to Enhanced Recovery.
- Present to audience members as directed / required, having been supported to this point by colleagues within the Enhanced Recovery Team

Information management

- Regularly use computer software and develop reports, spreadsheets and documents for collecting audit data.
- Take an analytical approach on information received and support actions on findings.
- Undertake minute taking, report writing and management of minutes from relevant meetings as required
- To be able to be involved in virtual meeting

Other duties

- Undertake any other duties commensurate with the grade as requested by Line Manager.

KEY RELATIONSHIPS:

The rest of the Enhanced Recovery nurses within the team

Works closely with:

Patients and relatives

Consultant Surgeons, registrars and junior doctors

Consultant Anaesthetists

Matron Surgical Division

General Managers of Surgical Division

Pre-assessment Lead

Divisional Pharmacist

Pain Management team

Nursing and Medical teams Trust wide

Clinical Nurse Specialist relevant to Enhanced Recovery

GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.



PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedford Hospital is four weeks.

STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews



and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

SMOKE FREE



The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

Note: Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.

ASSISTANCE WITH TRUST PROCESSES

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.