

Job Description

Job Title	Outpatients Nurse
Department	Outpatient Nursing Department
Line Manager	Outpatient Sister
Location	Fortius Marylebone, Fortius City and Fortius Wimbledon
Contract type	Full-time permanent, covering a flexible shift pattern.
Salary	Circa £30,000 - £32,000, depending on experience

About Fortius

Fortius Clinic is the UK's largest private orthopaedic group and we're building our business on a passion for excellence, an innovative approach in all that we do and working together to put patients first.

You will become part of a talented, dedicated team of people committed to providing the very best in orthopaedic and sports injury care. Our aim is to create an outstanding place to work; one that is friendly and supportive, as well as rewarding on a personal and professional level. Our new dedicated orthopaedic outpatient clinic opened in May 2016 in the City and our flagship clinic is in Marylebone. Our new surgical centre was opened in November 2016.

Overall Purpose

Work effectively as a member of the clinical nursing team to ensure the provision of the highest standard of patient and customer care, accepting delegated responsibility for specific activities from the Outpatient Sister.

Principal Accountabilities

1. Deliver skilled practical nursing care and participate in the monitoring of planning, delivery and evaluation of individualised patient care in relevant areas of practice.
2. Prepare and maintain clinical records of patient care in line with NMC standards for records and record keeping.
3. Administer treatments and care to patients following Fortius policies and in accordance with Consultant protocols.
4. Meet legal and statutory requirements e.g. Health and Safety, COSHH Regulations, Manual Handling and the control of drugs.
5. Participate in the implementation and evaluation of standards of care within the department.
6. Provide support and training to other members of staff, such as staff orientation and procedures and equipment handling.

7. Continue to develop clinical knowledge and professional skills of practice.
8. Ensure completion of mandatory training within 3 months of start date.
9. Report to Outpatient Sister any complaints, accidents, incidents and near misses both verbally and in writing.
10. Monitor and maintain clinic equipment and manage any deficiency in services.
11. Adhere to the NMC Code of Professional Conduct.
12. Undertaking any other duties as required by the line manager.

Main Contacts

- Patients, relatives and carers.
- Consultants
- Outpatient Sister
- Head of Outpatient Services
- Front of House Staff
- Medical Secretaries
- Surgical Centre Staff
- Housekeeping
- Other medical staff

Decisions and Impact

- Take ownership for the delivery of patient care for outpatients.
- Take charge of the nursing department in the absence of senior staff.

Complexity

- Be able to prioritise a constantly changing workload along with meeting patients demand ensuring both clinical care and safety of patients are not compromised.

Equality & Diversity

All Fortius employees must have respect for every individual, treating everyone with dignity, courtesy, fairness and consideration, and welcoming and accepting differences between people. It is the responsibility of every employee to work towards the elimination of all discrimination and prejudice.

Health & Safety

All Fortius employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable Fortius to meet its own legal duties.

Infection Control

It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Fortius Infection Prevention and Control policies.

Quality Governance

All Fortius employees must adhere to Fortius policies and procedures and seek advice on these when in doubt as to their scope and applicability.

Employees are specifically reminded that they must respect the confidentiality of all information they have access to during their employment including personal data.

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review.

Values

All Fortius staff are expected to display and aspire to the Fortius Values.

Making it Happen

Be proactive in reviewing the current service, making recommendations and implementing changes to continuously improve the patient journey.

Stronger Together

Work in partnership with the multi –disciplinary team to challenge and influence clinical and managerial decision making.

Personalised Service

Deliver a patient centred service, provide patients with information regarding their care and treatment.

Person Specification

Qualifications / Knowledge / Experience and Skills	Essential	Desirable
RGN	X	
A minimum of 2 years post registration experience	X	
Undertaken a relevant phlebotomy course and current clinical practice in this area	X	
Evidence of continuous professional development	X	
Relevant orthopaedic experience	X	
Good IT skills and ability to use clinical data systems	X	

Basic understanding of patient care issues in day surgery.	X	
Be able to demonstrate knowledge of NMC professional code of conduct and its application.	X	
Understanding of fundamentals of nursing care and ability to deliver a high standard of individualised care.	X	
Up to date clinical skills.	X	
Ability to work as part of a team and some experience of managing a small team.	X	
Ability to work on own initiative and manage own workload.	X	
Excellent verbal and written communication skills	X	