**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Orthopaedic Nurse: Outpatients</th>
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<tbody>
<tr>
<td>Department</td>
<td>Outpatient Nursing Department</td>
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<tr>
<td>Line Manager</td>
<td>Outpatient Sister</td>
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<tr>
<td>Location</td>
<td>Fortius Marylebone and Fortius City Outpatient Clinics</td>
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<tr>
<td>Contract type</td>
<td>Permanent full-time/part-time, covering a flexible shift pattern.</td>
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<tr>
<td>Salary</td>
<td>Circa £35,000 pa dependent on experience.</td>
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**Job Overview**

Fortius Clinic is now the UK’s largest private orthopaedic group 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 located in Marylebone. Our new surgical centre will open in October this year.

**Purpose of Job**

- Work effectively as a member of the clinic nursing team to ensure the provision of the highest standard of patient and customer care.
- Accept delegated responsibility for specific activities from the Outpatient Sister.
- Maintain excellent communication links across the clinic with clinicians, patients, relatives and carers.
- Act as nurse in charge on a daily basis to make sure that the clinic runs efficiently.
- Act as mentor and assessor in the supervision and teaching of junior and unregistered staff.
- Maintain high standards of professional responsibility and ethical accountability; show awareness of the medico-legal aspects of nursing, in line with professional, regulatory and local guidance.
- Support clinical governance through audit participation and implementation of guidance and improvements.
- Line management of three HCAs at two sites.
- Responsible for one of the two outpatient clinics either in the City or Marylebone, operational Monday to Friday from 8am to 8pm.
- All post-op orthopaedic care such as wound care, fitting of boots/braces and removal of casts.
- To contribute to the development of a Pre-Assessment Service for the new Fortius Surgical Centre opening in October 2016.
Principal Accountabilities

- Deliver skilled practical nursing care and participate in the monitoring of planning, delivery and evaluation of individualised patient care in relevant areas of practice.
- Prepare and maintain clinical records of patient care in line with NMC standards for records and record keeping.
- Administer treatments and care to patients following Fortius policies and in accordance with Consultant protocols.
- Meet legal and statutory requirements e.g. Health and Safety, COSHH Regulations, Manual Handling and the control of drugs.
- Participate in the implementation and evaluation of standards of care within the department.
- Provide support and training to other members of staff, such as staff orientation and procedures and equipment handling.
- Continue to develop clinical knowledge and professional skills of practice.
- Ensure completion of mandatory training within 3 months of start date.
- Report to Outpatient Sister any complaints, accidents, incidents and near misses both verbally and in writing.
- Monitor and maintain clinic equipment and manage any deficiency in services.
- Adhere to the NMC Code of Professional Conduct.

Main Contacts

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

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 the clinical care and safety of patients are not compromised.
### Knowledge and Experience

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<thead>
<tr>
<th>Qualifications/ Skills/ Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Registered Nurse (NMC)</td>
<td>X</td>
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<tr>
<td>A minimum of 2 years post registration experience</td>
<td>X</td>
<td></td>
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<tr>
<td>Evidence of continuous professional development</td>
<td>X</td>
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<tr>
<td>Up to date orthopaedic experience</td>
<td>X</td>
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<tr>
<td>IT literate, experience of using EPR systems</td>
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<td>X</td>
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<tr>
<td>Experience of outpatient care</td>
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<td>X</td>
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<td>Be able to demonstrate knowledge of NMC professional code of conduct and its application</td>
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<tr>
<td>Be able to communicate effectively with all clinical and non-clinical staff, patients and relatives</td>
<td>X</td>
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<tr>
<td>Understanding of fundamentals of nursing care and ability to deliver a high standard of individualised care</td>
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<td>Ability to work as part of a team and some experience of managing a small team</td>
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<tr>
<td>Ability to work under own initiative and manage own workload</td>
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### Values

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

**Making it Happen**
Adapts to change, suggests improvements, challenges status quo.

**Stronger Together**
Willingly helps others out when workload requires, coaches others, seeks feedback from others.

**Personalised Service**
Puts customer first (internal or external), keeps up professional development, uses initiative, and solves problems.
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.

**How to apply**

Please visit our job website at [www.joinfortiusclinic.com](http://www.joinfortiusclinic.com); here you can find all the details you will need to apply.

**Please note:** Interviews will be taking place in July and Early August.

If you have any further questions contact us on: 020 3824 9929.