

**JOB DESCRIPTION**

<b>Job Title:</b>	Staff Nurse – Outpatients Department (OPD)
<b>Responsible to:</b>	Outpatients Department Sister
<b>Accountable to:</b>	Chief Executive
<b>Overall objective:</b>	To be responsible for the nursing care and treatment of patients in the unit ensuring the delivery of patient centered care to the highest possible standard.

**Main duties and responsibilities:-****Patient Care**

- Works under the direction of OPD Sister delivering and maintaining individual patient care and treatment within a framework of assessment, planning, implementing and evaluation of care in the unit.
- Practices in accordance with all Clinic policies, procedures and guidelines, participating with the updating of same, as required.
- Carry out a variety of nursing skills including venepuncture, ECGs, dressings, chaperone, suture removal, clip removal, drain removal, pre-operative clinics and investigations.
- Is adaptable and innovative in the approach to patient care in relation to changing needs and advances in treatment, using evidence based research.
- Adheres to the regulations regarding the Control of Drugs Act and the custody and administration of all drugs and medicines.
- Communicates effectively with all users of the service being courteous, respectful and ensuring confidentiality at all times; to enable the delivery of high quality patient care.
- Maintains good professional relations, working within the multidisciplinary team.
- To order supplies and stores for the department and to keep pharmacy / treatment items stocked.

**General Duties**

- Liaise with consultants and other team members.
- Is responsible for maintaining and improving knowledge and competencies to ensure the delivery of optimum patient care in accordance with NMC requirements.

- Maintains registration on the NMC Register and acts at all times in accordance with the standards of the NMC code.
- Ensures all written and electronic documentation is maintained in accordance with professional and Clinic guidelines.
- Participates in the induction and training of new staff – supporting, mentoring and teaching as necessary.
- Co-operates with the off duty scheduling so as to ensure adequate cover and efficient staffing.
- Attends and participates in unit meetings.
- Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
- Comply with the Ulster Independent Equal Opportunities Policy at all times.
- Attend all mandatory in-service training and lectures.
- Actively participate and contribute to the continuous improvement of the service.
- Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
- Participates in annual performance review and maintains own personal development file.
- Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines and maintains own personal development file.
- Adhere to and abide by professional code at all times.
- Be willing to undertake relevant training for any skills required within the Department.

***The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.***

## Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
<b>Experience</b>	<p>2 years' recent post registration experience working as an Adult Registered General Nurse in either an Outpatient, Treatment Room. Pre-operative clinic or Community / District Nurse setting.</p> <p>Current recent experience and competency in: venepuncture, suture removal, wound care and dressings.</p>	<p>Pre-operative clinic experience.</p> <p>Experience of investigations in an Outpatients setting, for example: ECGs, Bladder Scanning, Patch Test and Skin Prick Test.</p> <p>Urology skills – catheterisation.</p> <p>Plaster care experience.</p> <p>Compression bandaging.</p> <p>1 years' experience as a senior level staff nurse</p> <p>Pediatric Nursing Experience.</p>
<b>Education/ Qualifications / Training</b>	Registered Nursing Qualification or equivalent	Relevant post-basic certificates / Training.
<b>Professional Membership</b>	Current NMC registration.	
<b>Other</b>	<p>The post holder will be required to be flexible in their working pattern to meet service needs e.g. shifts.</p> <p>Current professional indemnity insurance</p> <p>Evidence of continuing professional development</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> <li>• References</li> <li>• **Evidence of right to live and work in UK</li> <li>• Health screening</li> <li>• Qualification checks</li> <li>• Satisfactory *ACCESSNI clearance.</li> </ul>	

**Competencies:**

- Teamworking
- Patient Focus
- Effective Communication and Interpersonal skills
- Effective Planning, Organising, Prioritising and Time Management skills

**Information for Applicants**

\*Positions which involve direct patient care are classified as regulated and are subject to Enhanced AccessNI Disclosure with Disclosure and Barring Service (DBS) checks.

Please refer to our website <https://ulsterindependentclinic.com/jobs/> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling and Storage of Information

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

\*\* You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.