

## JOB DESCRIPTION

JOB TITLE:	<b>BANK-STAFF NURSE OUTPATIENTS</b>
ACCOUNTABLE TO:	OUTPATIENTS NURSE MANAGER
REPORTS TO:	Outpatient Sister
KEY WORKING RELATIONSHIPS:	Outpatient Clinical Team, Consultants, & Multi-disciplinary team members

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In this role, you will provide essential support across a range of specialty clinics including Urology, Gynaecology, Dermatology, and Plastic Surgery. As a Bank Outpatient Staff Nurse, you will be required to work regular shifts during the week, offering a flexible working pattern while ensuring our patients receive exceptional care. This position is ideal for individuals seeking to balance their work with other commitments while contributing to a high standard of patient care.

### JOB ROLE

#### Professional

- Be aware of and comply with the NMC Code.
- Maintaining and enforce the Hospital's procedures and policies.
- Inform the team and/or department/hospital leadership of relevant changes that occur, including accidents and incidents.
- To participate in designated Committees/Working Parties within the Hospital as required.
- Assist patients in preparation for consultations and procedures across various specialty clinics such as dermatology, plastics, urology, women's health, and

#### Clinical

- To carry out direct patient care within the Consulting Rooms.
- To carry out nursing and medical instructions competently and promptly.
- To promote and maintain professional confidentiality at all times.
- To inform team members of any changes affecting patient care delivery.
- To ensure and maintain safe, evidence based best practice at all times.
- Ensure that all clinical and legal documents are completed accurately and legibly. Document direct patient care provided in letter format or on the appropriate ICP ensuring copies are sent to consultant and medical records where necessary.
- To promote and maintain professional confidentiality at all times in accordance with the Data protection Act 1998.
- To provide a suitable environment for the physical and psychological well being of patients and their relatives.
- Develop practice in line with developments in nursing and to meet the needs of patients.

- To ensure safe custody and administration of drugs in accordance with established policies, procedures and law.
- Phlebotomy skills, prior Outpatient clinic experience, and a minimum of 2 years of nursing experience is highly desirable.
- Must have prior outpatient nursing experience.

### **Managerial**

- To be aware of fire regulations, fire procedures and evacuation protocols.
- To be aware of the implications of the Health & Safety at Work Act, as it affects the outpatient department.
- Ensure compliance with the infection control policy and procedures as it affects the outpatient department.
- To check that equipment is regularly maintained and that staff always use equipment safely and correctly.
- To practice safe economy in the use of medical supplies, equipment and human resources where possible.
- To participate in the updating and implementation of Hospital policies and procedures relating to the outpatient department..
- To take responsibility for the outpatient department when required, including supervision and leadership of subordinate staff, bank, and/or agency staff.
- Manage duty rotas, annual leave and study leave to ensure adequate nursing cover and appropriate skill mix.
- To attend meetings and to impart necessary information to outpatient staff.
- Regular communication with consultants and third parties in the outpatient department to make sure services provided meet the requirements of the users.

### **Education**

- Must have an unrestricted UK nursing PIN, and be current on the NMC register
- Maintain own professional and personal development in accordance with the NMC The Code (2015), standards and professional guidelines.
- To be aware of changes in policies and procedures.
- To attend mandatory updates.
- To assist with maintaining a suitable learning environment for all staff.
- Maintain ILS currency while functioning in a clinical capacity.

### **Human Resources**

- To assist with the orientation of new staff, including consultant staff.
- To assist with the recruitment and selection of new staff.
- To assist in the development of new staff and students, assessing practice when necessary.

This Job Description is intended as a guide to the general scope of duties and is not restrictive or definitive in any way. It may be subject to review.

CATEGORY		CRITERIA	METHOD OF ASSESSMENT
<b>QUALIFICATION/ ATTAINMENTS</b>	Essential	unrestricted UK nursing PIN, and be current on the NMC register  A-BLS or ILS  Computer skills with Microsoft Office applications and Outlook	Application Form Certificates Interview Presentation
<b>KNOWLEDGE/ EXPERIENCE</b>	Essential  Desirable	Minimum of 2 Years experience as a Staff Nurse.  Outpatient experience  Previous wound management experience	Application Form References Interview
<b>SKILLS/ABILITIES</b>	Essential	Venepuncture & cannulation skills Make appropriate decisions & meet deadlines  Ability to clearly express themselves clearly & cogently both verbally & in writing  Ability to problem solve and deal diplomatically with staff, visitors and patients.  Ability to demonstrate critical thinking to solve complex and sensitive problems.  Ability to work well under pressure/ work independently  Computer skills Highly motivated and forward thinking	References Interview Application Form
<b>PERSONAL QUALITIES</b>		Demonstrates flexibility & adaptability  Demonstrates a commitment to own professional development  Demonstrates decorum even in difficult situations  Motivated and ability to lead, supervise, and manage staff along with overseeing patient care activities  Projects a professional image Ability to empathise with patients/relatives from wide ranging social/cultural backgrounds.	Application Form References Interview