



## Job Description

JOB TITLE:	<b>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 Ortho, ENT, Urology, Gynaecology, Dermatology, and Plastic Surgery. As an 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 SUMMARY

1. Participate in the direct delivery of patient care within our outpatient department.
2. Assist with preparation and set up of clinics within the Outpatients department.
3. Provide direct assistance during minor procedures, chaperone as needed, and cover Consultation clinics on a daily basis.
4. Effectively liaise and co-operate with other multi-disciplinary teams.

### JOB ROLE

#### Professional

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

#### Clinical

1. To carry out direct patient care within the Consulting Rooms.
2. To carry out nursing and medical instructions competently and promptly.
3. To promote and maintain professional confidentiality at all times.
4. To inform team members of any changes affecting patient care delivery.
5. To ensure and maintain safe, evidence based best practice at all times.
6. 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.
7. To promote and maintain professional confidentiality at all times in accordance with the Data protection Act 1998.