

Job Description

Job Title	Pre-Operative Assessment Nurse
Department	Day Unit/Pre-Operative Clinic
Reports to	Manager Day Unit/COO
Date	May 2013

Overall Purpose of Job

Provide and coordinate exceptional patient care in Pre-Operative testing and assessment clinic for the UPMC Beacon Hospital, in an environment where quality, respect, caring, and compassion are at the centre of all that we do.

The Pre-Operative Testing Nurse is accountable for the coordination of pre-operative/procedure testing and assessment, within the Pre-Operative testing clinic and the Day Unit.

Key Responsibilities and Deliverables

- The appointee is accountable to the Manager of the Day Unit department and the ADON of Surgical Services and the Director of Nursing. He/She will coordinate and provide effective team participation and leadership within a multidisciplinary team.
- Assists with the provision of expert clinical care with a mainly ambulatory patient population, working closely with consultants, secretaries, the Admitting department and many ancillary departments in the coordination and deliver of Pre-Operative/Procedural testing.
- She/He will work within the current nursing practice in accordance with ABA guidelines, assist with on-going education of staff members, patients and their families.
- Assists in the development and implementation of a Pre-Operative/Procedure testing and assessment program to include patient care protocols, documentation tools, reporting of abnormal lab values, radiological readings, or ECG abnormalities.
- Coordinates pre-operative education with ancillary departments, including Physical therapy.
- Works collaboratively with the Bariatric Program RN Coordinator, and functions in a support capacity for the service line.
- Works collaboratively with the Wound Care Clinical Coordinator, and cross covers this department for annual leave, sick time, etc.
- Works collaboratively with the Outpatient and Womens' Clinic staff, and functions is a supporting capacity with the staff.
- Performs related duties as required.

UPMC Beacon Hospital

Working Environment

- Work environment is located in a comfortable indoor area.
- Conditions such as noise, odours, cramped workspace and/or fumes could sometimes cause discomfort.
- Moderate to extreme physical effort may be required such as walking, standing and lifting materials, equipment, objects, and/or patients.
- Occasional lifting may be heavy and awkward, over 50 lbs.
- Vision, hearing, talking, and sense of touch abilities must be adequate enough to enable one to quickly and accurately perform tasks such as: reading small print, reading from monitoring equipment, defining details, sending and receiving clear and accurate verbal communication.
- Frequent periods of concentrated or focused attention will be needed to interpret visual, auditory, and sensory inputs.
- Shift work may be required.
- Alertness and careful attention to detail will be required to avoid injury.
- May be exposed to such occupational hazards as communicable diseases, radiation, chemotherapeutic agents, and disoriented or combative patients.
- May be required to be on standby and work extended shifts in situations deemed necessary by a designated Executive Director and/or Nursing Director.
- Communication and Accountability.
- Utilises effective time management skills.
- Participates in unit/department problem solving and improvement of systems.
- Adheres to Standard Precautions as appropriate.
- The use of protective barriers as appropriate.
- Handling and disposing of infectious waste appropriately.
- Hand hygiene as appropriate.

Inter-relationships

- Maintains good working relationships with other departments and with physicians, patients, families and outside agencies.
- Communicates during the shift with the Nurse Supervisor and/or Manager and/or Director of Nursing.
- Demonstrates the ability to delegate tasks and responsibilities.
- Participates in ongoing consultation and collaboration with physicians and other care providers to maximise patient outcomes and unit specific goals.
- Participates in unit-based and interdepartmental QI activities.
- Demonstrates willingness to assist co-workers whenever needed.

Other Duties and Responsibilities

- Utilises effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness.
- Attends unit staff meetings when possible, reads email and other postings.
- Attends all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate.
- Will assist with nursing care and other duties as assigned as necessity presents.
- Wears Identification badge when working.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Be State Registered and on the live Register of An Bord Altranais.
Experience	<ul style="list-style-type: none"> • Minimum of 3 years post registration experience in an acute hospital setting, • A certificate or postgraduate nursing course in Pre-Operative testing preferred. • A management course is desirable, not essential. • Have proven clinical and professional managerial ability and communication skills liaise with Consultants, GP’s, consultant secretaries and team members. • Participate in the orientation and education of new and incumbent staff members through in-services, to ensure correct wound care and dressings.
Job Specific Competencies & Knowledge	<ul style="list-style-type: none"> • Direct and be accountable for the nursing care of patients in the Pre-Operative/procedure Testing clinic and relevant healthcare settings. • Ability to teach and share knowledge with a multidisciplinary team involved in patient through-put and preparation for surgery/procedures. • Computer literacy is necessary, with the ability to work with several applications, including Meditech, PACS, Centricity, and Microsoft. • Ability to multi-task with telephone communication and computer charting. • Strong empathy when dealing with patients and family undergoing surgical interventions. • Good interpersonal communication skills. • Actively strive to develop multidisciplinary communication, collaboration and team work across the departments and within the relevant healthcare environment with regard to Pre-Operative/procedural preparation and throughput. • Provide a high level of professional and clinical education based in evidence based practice and ensure the department/service strives to attain high standards. • Develop and participate in quality improvement programmes aimed at the development and monitoring of nursing standards. • Ensure the principles and practices of Risk Management are adhered to in Pre-Operative testing and assessment clinic and relevant healthcare setting. • Ensure the availability and maintenance of equipment necessary for the delivery of optimum standards of patients. • Maintain a safe environment within the department for both staff and patients; ensure that all staff and patients conform to Health and Safety Regulations. • Assist with the development and implement Policies and Procedures that support the Pre-Operative testing and assessment. Collaborative management with the Day Unit, data collection, IF standards and all regulatory required mandates.

UPMC Beacon Hospital

	<ul style="list-style-type: none"> • Ensure systems are in place to deal with any emergency within the Pre-Operative/Procedural testing and assessment area. • Organise and deliver pre-operative/procedural patient teaching, based on the specific needs for the patient population treated. • Maintain and ensure that accurate records and statistics are kept and communicate information and related matters to senior nurse managers. • Participate in Service planning and effective and efficient management of all resources and participate in the implementation and evaluation of service plans with the multidisciplinary team. • Ensure the requirements of An Bord Altranais for the practice of professional nursing are met and upheld. • Organise and deliver formal and informal education sessions with all nursing staff. • Participate in research, audit and evaluation and present findings to the relevant personnel. Encourage and support staff to participate in same.
<p>Personal competencies</p>	<ul style="list-style-type: none"> • Maintain professional updates to ensure the provision of quality service to patients and other users of the healthcare facilities. • Seek out educational programmes which will enhance and develop professional and clinical expertise. • Identify own professional development needs in liaison with the Manager Day Unit/ADON Surgical Services and Director of Nursing. • Carry out any other appropriate duties as designed by the Manager Day Unit/ADON Surgical Services and/or Director of Nursing. • Hours of duty are 37.5 hour per week.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____
Signature

Date