



Job Description. CMC Clinic Nurse

- Job Title:** Registered Nurse
- Location** Heath Lodge Clinic 1357 Warwick Rd Knowle B93 9LW
- Main area of work:** Pain Management Clinics & Diagnostic Support for the other areas of the Clinic
- Pay Banding:** 5
- Hours of Duty:** 30 hours per week
- Responsible to:** Nurse Manager
- Accountable to:** Clinic Director
- Key Relationships:** Clinic Director, Visiting Consultants, Radiographers, Nursing and Administration Team

Roles and Responsibilities

Purpose of the Role

This is a multi-faceted role that requires a high standard of clinical nursing in many areas of the clinic.

- To promote and maintain an efficient, safe and well organised system of working practice
- To treat patients fairly and with care and respect
- To communicate effectively with service users and other members of the team
- To meet the working standards of the clinic to uphold the reputation of the clinic
- To facilitate the management and delivery of care to patients within a Consultant led Pain Management Service
- To take joint responsibility, along with Consultants, for the assessment and pre-screening of patients that are due on any procedure list. (All patients are managed on an outpatient basis).
- To delegate and supervise other members of the nursing team
- To take responsibility for post oral sedated patients undergoing MRI scans
- To facilitate easy access to clinic appointments for both patients and referrers
- To promote a positive working relationship between patients, referrers, colleagues and other external agencies
- To support colleagues as required, including covering annual leave and sickness



- To offer support and professional advice to other members of the clinic team as considered reasonable by the Company eg infection control
- To ensure that any clinic service provision is delivered in line with Company Policy.
- To be accommodating of any reasonable Company requests in respect of service provision.
- To ensure that all medical records are accurately documented
- To support colleagues as required, including covering annual leave and sickness
- To facilitate enquiries regarding pain management and other service provisions within the clinic and action accordingly
- Act in a polite and professional manner at all times to staff / clients and any other person that uses the clinic.

Job Specific

- The ideal candidate will have previous experience of working in a clinic environment and have a good understanding of aseptic technique and the factors which give rise to the risk of infection.
- Recent experience of a surgical environment would be advantageous
- The ability to multitask whilst maintain a calm and professional manner is essential
- To act with integrity at all times and uphold the principles governing patient advocacy and Safeguarding whilst working within the permitted parameters of clinic policies

Please note: This role will require the postholder to assist with moving beds and/or couches within the Pain Management Unit, as well as offering reasonable support to wheelchair users.

Main Duties

- To uphold the safety and well being of all patients using our services by maintaining and monitoring standards of care to the optimum level as set by their professional bodies and the key clinic policies
- To be responsible for maintaining accurate records in line with the Nursing and Midwifery Council (NMC) Code of Professional Conduct
- To facilitate all procedures and/or clinical investigations in line with the clinic's policies, procedures, standards and guidelines
- To prepare and organise the Pain Management clinics in order to maximise efficiency
- To communicate effectively with service users and other members of the team
- To have a working knowledge of and ensure the safe and proper use of all clinical equipment
- To ensure and check the functionality of the clinical areas and the key equipment, specifically but not limited to Resuscitation equipment .
- To be responsible for ordering and monitoring departmental stock items



- To ensure that all clinical areas are kept clean and tidy and that all equipment is managed appropriately after use
- To ensure that all members of the team are familiar with the safe disposal of used items, specially but not limited to sharps and/or dressing packs.
- To ensure any clinical episode (eg Asthmatic attack/ Hypoglycaemic event) is managed appropriately and in line with clinic standards.
- To facilitate patient surveys as necessary for quality assurance purposes
- To take responsibility for monitoring and assessing the patients well being post sedation
- To actively support any patient with health needs who requires assistance whilst in the clinic
- To carry out various other reasonable tasks as may be considered necessary for the needs of the business.

Person Specific Qualities

- Any candidate will have experience of working within a mixed discipline team and be supportive and respectful of colleagues in their professional roles
- The postholder must be empathetic and treat patients, colleagues and visitors with dignity and respect at all times.
- To ensure that they offer a polite, friendly, and efficient level of customer service to all our patients.
- Will need to have excellent communication skills, be flexible and a team player

Working Environment

- Carry out routine checks to ensure your work area and environment is clean and tidy at the start and end of your shift.
- Ensure all equipment in your work area is operational and up to date and report any issues to your line manager.
- To utilise all equipment and support items in a responsible manner
- Ensure that confidential patient information is stored and handled according to protocol and report any concerns to your line manager.

Health & Safety

- Assist in promoting and maintaining your own and others' health, safety and security as defined in the Health and Safety Policy. Ensure that any hazards in your working area are reported immediately to your Line Manager.

Infection Control

- Maintain a high standard of infection control in line with NHS/Governments Covid19 Guidelines and the Company's Covid-19 Policies.
- To ensure Company Infection Policy is observed and applied to practice



Confidentiality

- To ensure patient and clinic information is always kept confidential and secure, in accordance with Data Protection Guidelines (GDPR)
- To uphold Confidentiality, Security and Policy Adherence Statements to ensure that total confidentiality and Data Protection is maintained in that no information about patients, either medical or personal, is disclosed to persons other than those referrers attached to, the Practice for which such information is relevant.

Performance/Professional Development

- To participate in training sessions to ensure administrative, clinical and computer skills are kept up to date with current technology and practice.
- To participate in regular appraisal meetings.
- To participate in regular team meetings.
- To maintain a personal performance development file
- To attend appropriate training courses and complete on-line learning programs as required

Equality & Diversity

- To support the equality, diversity, and rights of patients, carers and colleagues according to Clinic Policies

Working with Patients

- To offer a polite, friendly, and efficient level of customer service to all our patients.

Dignity and Respect

- To treat patients, colleagues and visitors with dignity and respect at all times.

Feedback

- To listen to feedback from patients and colleagues whether this be a complaint, comment, or compliment and if it cannot be dealt with immediately, ensure it is reported immediately to a member of the Practice Management Team.

CQC (Care Quality Commission)

- To work within the guidelines and standards as set by CQC, to ensure that the clinic is safe, efficient and provides the best possible care for patients
- To offer suggestions to the Director on how we can improve, progress, and develop all processes relating to CQC.

Any Other Duties

- To engage in any other duties that may be required or determined by the business or Clinic Management Team