



Job Title: Clinical Nurse Co-ordinator

Department: Clinical

Reporting to: Clinical Nursing Lead

FURTHER PARTICULARS

Address: Fitzpatrick Referrals, Halfway Lane, Eashing, Surrey, GU7 2QQ

Role Description:

A Clinical nursing co-ordinators purpose is to provide leadership, clinical support and co-ordination to the clinical team in the hospital. They will co-ordinate the teams and work load in the preparation area and wards ensuring that the hospital works as efficiently as possible whilst maximising patient care and welfare. They will be responsible for the rota management of the nursing and auxiliary teams ensuring that the teams are staffed appropriately at all times. They will conduct staff appraisals for the nursing team at appropriate intervals to help develop and progress the team. Together we will demonstrate safe, clinical decision-making and expert care together with compassionate communication for patients referred to Fitzpatrick Referrals. You will be care driven, have excellent communication skills, exceptionally organised, thorough and be able to operate in a 24/7 team environment.

Responsibilities and Tasks:

- Provide, promote and develop the highest level of nursing care anywhere in the world to all patients under our care
- Maintain precise patient records through accurate notes and charging and ensure itemised charge sheets are completed
- Comply with the nursing rota
- Be polite and courteous to all clients at all times and provide help and assistance where needed
- Be courteous and respectful to all members of the team
- Support marketing initiatives and promote our services both within and outside the practice
- Actively participate in and maintaining continued professional development
- Assist the Veterinary Specialists with clinical workload by ensuring that the clinical facilities work to their optimum levels
- Co-ordinate the delivery of effective, efficient and excellent patient care
- Direct the admission, discharge and general flow of patients within the clinical area
- Assign nurses and support staff to patients, delegating work and supervising colleagues accordingly
- Ensure the provision of adequate staffing at all times by effective rota management taking into account leave management and variations in demand
- Prioritise and adapt daily plans to cater for emergency admissions
- Provide guidance to the senior nursing team on administering care to patients
- Provide support and answer questions regarding standard operating procedures
- Have continuous responsibility for a defined clinical area on a given shift; including health and safety and inspections
- Work with senior management in documenting the performance of nurses, performing evaluations and promoting best practice by example
- Undertake project work as required by business needs
- Carry out administrative duties as directed by senior management including maintaining adequate supplies and informing staff of changes to protocol
- Represent and promote the practice, its aims and values at all times
- In addition to your main duties you will be required to carry out such other duties consistent with your position to meet the needs of the Company and as the Company may from time to time require

PERSON SPECIFICATION

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form part of the selection criteria which will contribute to any future appointment. Please ensure that you show how you meet the criteria outlined below in your application.

Requirement	Essential	Desirable	Assessment
Qualifications and experience	<ul style="list-style-type: none"> • Veterinary Nurse accredited qualification • RCVS registration • Significant nursing experience • Previous experience of managing staff • Previous experience of training staff 	<ul style="list-style-type: none"> • An advanced veterinary nursing qualification or be working towards one • An appropriate period in a referral setting 	Application and interview
Knowledge	<ul style="list-style-type: none"> • Wide knowledge base of all areas of veterinary nursing • Knowledge of advanced high level nursing care 	<ul style="list-style-type: none"> • Specific knowledge of working with orthopaedic and/or neurological patients 	Interview
Personal skills	<ul style="list-style-type: none"> • Ability to support and contribute to a team • Excellent interpersonal and verbal communication skills • Ability to work on own initiative • Good organisational and time management skills • Ability to work under pressure 		Application and interview
Clinical skills	<ul style="list-style-type: none"> • Competent in advanced nursing skills • Ability to promote best practice by example • Competent in advanced nursing and anaesthesia 		Interview and scenarios
Personal Characteristics	<ul style="list-style-type: none"> • Compassionate and caring • Enthusiastic and motivated • Positive attitude • Flexibility • Receptive to change • Ability to motivate others • Confident • Proactive in learning and progressing career 		Interview
Other	<ul style="list-style-type: none"> • Prepared to do shift work which may include weekends and bank holidays • Excellent written and spoken English • Right to work in the United Kingdom 		Interview
Values	<ul style="list-style-type: none"> • Our Values 		

APPLICATION PROCESS

Please send a completed application form, together with a letter of intent to:
recruitment@fitzpatrickreferrals.co.uk by Sunday 31st December 2017.