



**WORKFORCE DEPARTMENT
GIBRALTAR HEALTH AUTHORITY
ST BERNARD'S HOSPITAL**

Job Description

JOB TITLE: REGISTERED GENERAL NURSE – THEATRES/DAY SURGERY

ACCOUNTABLE: Director of Nursing Services

RESPONSIBLE TO: Nurse Management (CNM/DCL)

JOB PURPOSE

This dual-role position involves responsibilities across pre-operative assessment, intra-operative assistance as the scrub nurse, and post-operative recovery. The nurse ensures patient safety, maintains sterile technique, and supports the surgical team to deliver efficient, evidence-based care.

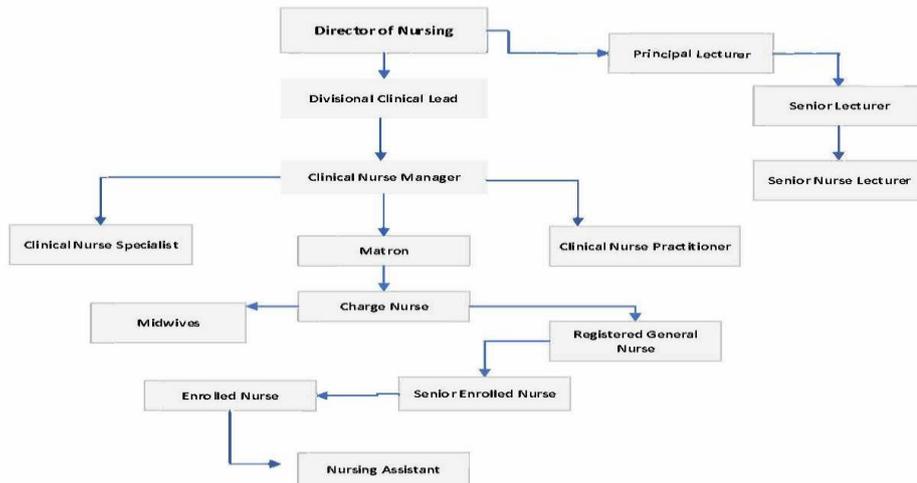
To participate within the ongoing Educational Programme and to formulate care plans together with Senior Staff Members.

Assesses patients, plan, implements care, provides advice, maintains associated records.

To work within the nursing and multi-professional team to ensure a high standard of care to a defined patient group. Participate in the on call rota.

To provide high-quality perioperative nursing care to patients undergoing day-case surgical procedures.

ORGANISATIONAL POSITION



SCOPE AND RANGE

An ability to rationalise resource requirements in the interest of patient management.

Will be required to supervise qualified/unqualified staff and ward clerk/support staff on a day today basis as directed by their line manager.

Responsible for ensuring cost effective staff utilisation in line with the workload requirements.

Assesses patients, plans, implements care and maintains associated records.

The post holder will have a responsibility for the delivery of cost effective care.

MAIN DUTIES/RESPONSIBILITIES

1. Pre-Operative Duties

- Conduct comprehensive pre-operative assessments, including medical history, allergies, and baseline observations.
- Prepare patients for surgery, offering education, reassurance, and answering questions about procedures and recovery.
- Verify documentation, consent forms, and pre-operative checklists.
- Collaborate with surgeons, anaesthetists, and multidisciplinary teams to ensure surgical readiness.

2. Intra-Operative (Scrub Nurse) Duties

- Prepare the operating room with appropriate instruments, equipment, and supplies.
- Scrub, gown, and glove in accordance with aseptic technique.

- Assist the surgeon by anticipating needs, handling instruments, and maintaining a sterile field.
- Count instruments, sponges, and sharps before, during, and after surgery.
- Maintain accurate documentation of the procedure, specimens, and equipment used.
- Monitor patient safety and report any intra-operative concerns promptly.

3. Post-Operative Duties

- Receive patients into recovery (PACU) and conduct post-operative assessments.
- Monitor vital signs, level of consciousness, pain, nausea, and surgical site.
- Administer medications as prescribed, including analgesics and antiemetics.
- Provide discharge education regarding wound care, medications, activity restrictions, and follow-up appointments.
- Document all post-operative care in alignment with hospital standards.

4. General Responsibilities

- Uphold infection prevention and control practices at all times.
- Ensure proper handling, cleaning, and sterilization of surgical instruments.
- Maintain accurate and timely nursing documentation.
- Participate in quality improvement initiatives and audits.
- Follow all hospital policies, including health and safety requirements.
- Provide compassionate, patient-centred care.

LEGAL & ETHICAL RESPONSIBILITIES

The post holder must comply with the standards of professional practice/conduct set by the professional body with whom they are registered. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.

To promote, uphold and maintain professional codes and standards, communicating these across the professions in order to ensure optimum compliance.

LEADERSHIP & MANAGEMENT

In the absence of the team leader takes charge of the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.

Assist members of the team in planning, priority setting and decision-making. This would include establishing clear, concise achievable and measurable objectives to meet the patient's needs.

Act as a role model for junior members of the nursing team by representing the values and beliefs of the nursing profession as well as that of the organisation.

Provide encouragement and motivation to members of the nursing team.

Take account of the role and competency of staff when delegating work.

Participate in personal development planning and formal/informal appraisal of junior nursing staff.

Participate in the development and implementation of the philosophy and objectives of the team.

Continue to develop leadership skills and provide leadership when required.

Act on complaints in accordance with the GHA Complaints Policy.

Contributes to and influences practice development within the clinical area.

Provide encouragement and motivation to all nurses and support staff throughout the hospital.

Demonstrate the ability to function competently both as a leader and member of the multidisciplinary team and understand and acknowledge the role and function of other members of the team.

Demonstrate a systematic, flexible and innovative approach to problem solving and decision making.

Assist in the development and implementation of induction programmes for all new nursing staff to clinical area.

Support staff in establishing personal development plans.

Ensure the WHO checklist is followed at all steps to ensure all surgical steps are safe

CLINICAL GOVERNANCE

Contribute as part of the multidisciplinary team, to the development, implementation and maintenance of policies, procedures, standards and protocols of the ward/department/ directorate to ensure adherence to, and delivery of, the highest level of patient care at all times.

To ensure maintenance of standards of care given to patients and their families by participating in clinical audit, clinical risk management and clinical governance.

To be aware of research within the specified area and to disseminate within the ward setting research based evidence.

To be responsible for maintaining patient records within agreed standards and ensuring the quality of record keeping within area of responsibility.

Be involved in the investigation, monitoring and handling patient/public comments, incidents, suggestions and complaints. Ensure good public relations are maintained.

Assist in ensuring that standards of service delivery and practice are regularly monitored and are in accordance with local policy, guidelines and GHA Strategies and Objectives

Comply with health and safety regulations.

Uphold the Data Protection and Freedom of Information Act.

PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB

Clinical placements will involve participating in /observing nursing care in the ward or departments.

A significant amount of work involves reading and interpreting professional, clinical and nursing information in order to produce reports and the work previously outlined.

The post holder will be required to give feedback to individuals and or departments, which may not be favourable, and could result in distress, and this needs to be dealt with in a sensitive and empathetic manner, to minimise potential for conflict and complaints.

Physical Skills

Administration and management of medications in anaesthetics, surgery and post-operative recovery.

Setting up for all surgical procures ensuring all sets and supplies are in available in a timely manner.

Liaising with the surgeon on all speciality equipment required for safe surgical practice.

Checking of all emergency equipment on all shifts and on calls.

Catheterise patients peri operatively.

Venepuncture and cannulation (May require a period of training and supervision).

Physical Demands

Working with patients within confined areas

Frequent re positioning of patients both, conscious or unconscious. Handling confused and agitated patients.

Participating in resuscitation attempts.

Moving and Handling of heavy patients and/or objects in line with Manual Handling Regulations.

Wearing a lead apron for long periods of time.

Standing/walking for the majority of the shift

Mental Demands

Concentration required when checking documents/case-notes and calculating drug dosages whilst subject to frequent interruptions from team members.

Swab and instrument checks in critical situations.

Concentration required when observing patient condition/behaviours that may be unpredictable.

Emotional Demands

Communicating with distressed, anxious, worried patients/ relatives.

Caring for patients pre peri and post operatively

Communicating with difficult personalities within the multidisciplinary team in order to enable effective patient management.

Occasional exposure to verbal aggression.

Working Conditions

Exposure to body fluids, faeces, emptying bedpans/urinals, changing catheter bags several times throughout each shift.

COMMUNICATION AND RELATIONSHIPS

Engages in effective communication with patients, relatives and visitors.

Effective verbal, non-verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical areas.

The same communication abilities should be evident with external agencies/social services.

This includes dissemination of information for example – specific instructions pertaining to patient management.

Provides support, empathy and reassurance in the delivery of patient care.

They will assist medical staff in breaking bad news to both relatives and patients and show compassion and sensitivity in these circumstances.

Supports junior members of the team to develop confidence in their communication skills.

Addresses inappropriate behaviour in others in a professional manner.

MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Initiating new practice in areas where practices are deeply entrenched.

Ensuring that changes/developments are maintained.

Having to challenge staff about out of date practice without causing animosity.

Presenting to senior strategic groups and representing the GHA in other agencies/countries.

To deal with performance issues in a positive and constructive manner.

PROFESSIONAL DEVELOPMENT

The successful candidate must be prepared to undertake any necessary training, if required by the GHA. Due to the level of contact with all members of the public and GHA users, courtesy and responsiveness is essential.

CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Official Secrets Act 1911 and 1920.

HEALTH & SAFETY

Employees must be aware of the responsibilities placed on them under the management of Health and Safety at Work Regulations to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors

RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

CONFLICT OF INTEREST

The Gibraltar Health Authority is responsible for ensuring that the service provided for patients in its care, meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. Staff are not allowed to further their private interest in the course of their GHA duties.

SMOKING POLICY

It is the policy of the GHA to promote health. Smoking is actively discouraged and is prohibited in all areas of the GHA.

DATA PROTECTION

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act

This list is only an indication of the Main Tasks that are required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

Due to the transformational agenda the GHA is going through, it is likely that the responsibilities of this post will evolve over time. The duties of the post holder will be subject to regular/appraisal and any amendments will be made in consultation and agreement with the post holder.

Job description Agreement

This agreement confirms that this Job Description is agreed as being an accurate reflection of the current main duties and responsibilities of the post.

**Signature of
Post-holder.....**

Date.....

**Signature of relevant
Head of Department.....**

Date.....

First Review Date.....

Review Date: Yearly.....

PERSON SPECIFICATION

Essential Criteria	Desirable Criteria
<u>Qualifications & Experience:</u>	
<p>Registered Nurse with current registration from a recognised professional regulatory body</p> <p>Minimum of 2 years' experience in perioperative nursing, including scrub responsibilities.</p> <p>Demonstrated experience in perioperative nursing, including scrub and circulating duties.</p> <p>Excellent communication skills and the ability to liaise with members of the multi-disciplinary team</p> <p>Knowledge of aseptic technique, instrument handling, and day surgery workflows.</p> <p>Ability to work effectively in a fast-paced day surgery environment.</p>	<p>Postgraduate qualification or recognised certification in perioperative/operating theatre nursing.</p> <p>Previous experience working in a day-case surgical setting.</p> <p>Experience within an NHS or European healthcare system.</p>
<u>Specialist Knowledge & Skills:</u>	
<p>Patient assessment skills.</p> <p>Venepuncture and Cannulation.</p> <p>Good judgement in decision-making and problem solving.</p> <p>Able to demonstrate evidence of using evidence based practice.</p> <p>Well-developed interpersonal and Communication Skills.</p> <p>Organising and co-ordinating skills, as well as the ability to prioritise care.</p>	<p>Ability to work in all specialities in theatres and or DSU</p>
<u>Special Aptitudes:</u>	
<p>Ability to work well in a team.</p> <p>Ability to motivate his/her team.</p>	<p>Leadership experience</p>

<i>Personal Qualities & Disposition:</i>	
<p>Prepared to undertake further training, abroad if necessary.</p> <p>Flexibility in order to meet the service needs. Effective Time Management.</p> <p>Be able to work without supervision.</p> <p>Confident, motivated and organised.</p> <p>Optimistic nature.</p>	<p>Experience in leadership posts</p>