

## Job Description:

# Bank Pre-Assessment Healthcare Professional (Healthcare Assistant or Registered Nurse) -Procedure Suite (Welbeck Orthopaedics & Neurology)

### **About Welbeck: Redefining Private Day Surgery**

Welbeck is built on a simple philosophy: medical excellence without compromise. We're a growing network of specialist day-case centres setting a new standard for private healthcare - combining calm, confidence, and clinical credibility in environments designed around people, not process.

We reject the impersonal and process driven. Instead, we create refined, patient-centred spaces where consultants and teams are empowered to deliver world-class care and a seamless patient experience. Every Welbeck centre reflects our belief that excellence is achieved through partnership, purpose, and precision.

### **About Our Neurology & Orthopaedics Centres**

#### **Welbeck Neurology Centre**

Our state-of-the-art Neurology Centre brings together leading private neurologists, neuroradiologists and neurophysiologists to deliver advanced diagnostics and exceptional patient care. Led by consultants who are recognised experts in their field, the centre offers sophisticated testing capabilities and a highly personalised approach to neurological assessment and treatment. Patients benefit from seamless access to specialist expertise, modern technology and a calm, supportive clinical environment.

## **Welbeck Orthopaedics & Sports Medicine**

Our Orthopaedics & Sports Medicine Centre is built on a fully integrated and interdisciplinary model of care. The team comprises highly skilled specialists who work collaboratively to deliver comprehensive, holistic treatment plans tailored to each patient's musculoskeletal needs. This coordinated approach ensures patients receive the highest levels of clinical expertise, innovative treatments and a smooth, joined-up care experience from diagnosis through to rehabilitation.

### **About the Role**

To support the delivery of a high quality, efficient, and patient-centred pre-assessment service for patients undergoing orthopaedic and neurology procedures at Welbeck Hospital. The post holder will contribute to the assessment, preparation, and coordination of patients undergoing treatment under local anaesthesia, regional anaesthesia, and sedation, ensuring they are clinically optimised and appropriately prepared for their planned procedure.

Working as part of the multidisciplinary team, the post holder will promote patient safety, provide excellent patient care, and support the smooth operation of the Treatment Suite.

### **Key responsibilities**

#### **Clinical Duties**

- Assist in the delivery of pre-operative assessments for patients undergoing orthopaedic and neurology procedures.
- Obtain and document patient observations, including blood pressure, pulse, oxygen saturation, temperature, height, weight, and BMI.
- Collect and record relevant medical histories and escalate concerns appropriately.
- Support the completion of pre-assessment documentation and electronic patient records.
- Identify patients who may require further investigations or specialist review and escalate to senior clinical staff.
- Assist with diagnostic tests including ECGs, venepuncture, and specimen collection, where competent and trained.
- Ensure all required investigations and documentation are completed before the planned procedure.
- Participate in patient preparation for procedures undertaken within the Treatment Suite.
- Support the care of patients receiving local anaesthesia, regional anaesthesia, and sedation.

- Recognise and report changes in patient condition promptly.

### **Patient Care**

- Provide compassionate, professional, and patient-centred care at all times.
- Explain procedures and pre-operative requirements within the scope of practice.
- Support patients and relatives by providing reassurance and responding to questions appropriately.
- Promote patient dignity, privacy, and confidentiality.
- Ensure patients receive appropriate pre-operative information and instructions.

### **Communication and Team Working**

- Work collaboratively with consultants, anaesthetists, nurses, healthcare assistants, and administrative staff.
- Communicate effectively with patients, relatives, and members of the multidisciplinary team.
- Escalate concerns regarding patient suitability, safeguarding, or clinical risk promptly.
- Contribute positively to a supportive team environment.

### **Safety and Governance**

- Adhere to hospital policies, procedures, and professional standards.
- Maintain accurate and timely clinical records.
- Participate in incident reporting and risk management processes.
- Comply with infection prevention and control policies.
- Ensure equipment within the pre-assessment area and Treatment Suite is maintained and used safely.
- Participate in mandatory training and competency assessments.

### **Bank Staff Responsibilities**

- Maintain flexibility to work shifts according to service requirements.
- Demonstrate professionalism and reliability when undertaking bank assignments.
- Maintain professional registration and competencies relevant to the role.
- Participate in orientation and local induction requirements as necessary.

## **Person Specification**

### **Essential Criteria – Healthcare Assistant**

- NVQ Level 3 in Health and Social Care (or equivalent experience).
- Previous experience in a healthcare setting.
- Experience obtaining and recording patient observations.
- Excellent communication and interpersonal skills.
- Ability to work effectively within a multidisciplinary team.
- Understanding of patient confidentiality and safeguarding principles.

### **Essential Criteria – Registered Nurse**

- Registered Nurse with active registration with the Nursing and Midwifery Council (NMC).
- Previous experience in surgical, outpatient, pre-assessment, day surgery, or acute care settings.
- Competence in patient assessment and clinical documentation.
- Ability to recognise and escalate clinical concerns appropriately.
- Strong communication and organisational skills.

### **Desirable Criteria**

- Experience within orthopaedic, neurology, day surgery, or pre-assessment services.
- Competency in ECG recording and venepuncture.
- Knowledge of regional anaesthesia pathways.
- Experience working within an independent healthcare setting.
- Familiarity with electronic patient record systems.

### **Key Competencies**

- Patient-centred approach.
- Professionalism and integrity.
- Effective communication.
- Attention to detail.
- Teamwork and collaboration.

- Adaptability and flexibility.
- Commitment to quality and safety.
- Ability to work independently within scope of practice.

### **Working Environment**

The post holder will work primarily within the Pre-Assessment Service and Treatment Suite supporting Orthopaedic and Neurology patients. The role requires regular interaction with patients undergoing procedures under local anaesthesia, regional anaesthesia, and sedation, and involves close collaboration with consultants, anaesthetists, nursing staff, and allied healthcare professionals.

This is a bank position with shifts offered according to service demand and operational requirements.

### **Why Welbeck**

- **Autonomy & Influence:**-A leadership community that trusts your expertise to drive excellence and growth.
- **Purpose-Driven Culture:** A values-led environment where world-class clinical care and operational performance go hand in hand.
- **Growth & Impact:** Be part of a network defining best practice in day-case healthcare and delivering experiences patients genuinely remember.

### **Infection Prevention and Control**

All Welbeck employees, whether involved directly or indirectly in the provision of healthcare, have a duty to co-operate with and implement business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Business to meet its obligations under the Health and Social Care Act 2008.

### **Safeguarding**

Welbeck is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the Welbeck Health Partners Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

## **Confidentiality**

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on strictly need to know basis in accordance with the responsibilities of the Business's Caldicott Guardian.

## **Health and Safety at Work**

In addition to the Business responsibilities under the Health and Safety legislation, you are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 (as amended) and associated legislation. These include the duty to take reasonable care of the health and safety of yourself and others in your work activities and to co-operate with your employer in the discharge of its statutory duties. You must adhere strictly to the Business policies and procedures on health and safety and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Business incident reporting system. You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

## **Risk**

Accept personal responsibility for contributing to Welbeck's management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Business.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Business, in accordance with the business policy and training. Identify and report actual or potential hazards/ risks in the work environment in accordance with business policies and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children. Follow, Welbeck Health Partners policy on use of Personal Protective equipment e.g., Masks, Gloves, Visors etc. Awareness of and compliance with Health and Safety Regulations.

## **Equality and Diversity**

The Business recognises the benefits of a diverse workforce reflective of the communities that we serve and is committed to equal opportunities in employment with a devotion to eliminate all forms of unlawful

discrimination. The Business aims to promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff).

All individuals have a duty to adhere to the Business Diversity and Equality Opportunity policy and an individual responsibility towards the application and understanding of the Equality Act 2010. Inequitable behaviour will not be tolerated, and every person has a responsibility to highlight discriminatory practice.