



JOB DESCRIPTION

Job Title:	Pre/Post Op Unit Nurse/Practitioner (RN or ODP)
Location:	Welbeck Cambridge
Reporting to:	Pre-Op Assessment and Post Op Unit Lead

About Welbeck

Welbeck Cambridge was established by a group of leading clinicians with a shared vision to create a state-of-the-art private day-case centre serving the Cambridge and wider East of England region.

The centre provides a comprehensive range of outpatient diagnostic, procedural, and day-case interventions within a modern, purpose-built environment. Services include specialties such as Ear, Nose & Throat, Cardiology, Respiratory, Orthopaedics, Gynaecology, Dermatology, Ophthalmology, and Gastroenterology.

Welbeck Cambridge forms part of Welbeck Health Partners, a growing network of innovative healthcare centres across the UK, including the flagship facility at London Welbeck. Additional centres are also planned both nationally and internationally.

Controls Assurance Statement

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their teams, departments and centre to achieve the Welbeck values in their day-to-day work. These include:

- **Collaboration, Harnessing strength in difference**
- **Ambition, Seeing beyond the now**
- **Kindness, Supporting others**
- **Empowerment, Unleashing potential**

The post holder will provide a responsive and efficient clinical service to meet the needs of Welbeck Cambridge. They will use their reason, intellect and judgement to work on their own initiative to deal with matters on behalf of their team.

The post holder will be an effective decision maker, who is able to prioritise their own workload whilst responding to interruptions. The post holder will be able to deal with unpredictable work patterns and proactively deal with issues without reference to others.



Job Summary

Pre/Post Op Unit Nurse/Practitioner will be responsible for assessment, planning, provision, maintenance and evaluation of patient care with the post op care unit for all day care surgery patients at Welbeck Cambridge. The post holder will:

- Facilitate the efficient and safe pathway for patients; from pre-operative assessment, admission and preparation, through to post-operative recovery and discharge.
- Act with clinical autonomy
- Recognise and respond to the deteriorating patient using NEWS2/ PEWS.
- Be part of the pre-assessment team, undertaking independent nurse/practitioner led pre-assessment patient review in line Welbeck policy, as per provided training and their own clinical expertise.
- Proactively respond to and emergency situations with support/engagement of clinical colleagues within the centre.
- Deputise for the unit lead as required

Key Relationships & Stakeholders

The role will require multidisciplinary collaboration with surgeons; anaesthetists; theatre teams; nursing and AHP teams and centre senior leadership team. Daily interaction with patients and their relatives/carers.

Main Duties and Responsibilities

The post holder will:

- Deliver safe, high-quality perioperative care across the surgical patient pathway, including pre-op assessment, patient admission, post-op recovery and patient discharge within the day-case surgery environment.
- Provide patient-centred care, ensuring individuals are well-informed, supported, and prepared throughout their surgical journey.
- Administer prescribed medication/treatment as per Welbeck Medicines Management guidelines and policies
- Maintain professional standards through compliance with mandatory training, clinical governance, and infection prevention and control practices.
- Contribute to a positive team environment, supporting colleagues, mentoring junior staff, and upholding organisational values.
- Act in line with CQC standards and the professional standards of the NMC or HCPC at all times.

POA specific:

- Support patients attending for surgery by completing preop-assessment in readiness for their surgical procedure



- Escalate concerns to the referring clinician/anaesthetist and or Director of Anaesthesia appropriately
- Provide pre-operative advice and support and initiate appropriate referral to other members of the multi-disciplinary team
- Ensure all documents and medical test results are available and reviewed prior to surgery and to liaise with the Consultant Anaesthetist responsible for the relevant theatre list
- Undertake appropriate assessment of the needs of the patient and organising their care whilst undergoing diagnostic and or assessment procedures within the centre
- Order, interpret blood tests and initiate appropriate action as required
- Order and follow up investigations as a result of clinical assessment process
- Manage caseloads of patients in accordance to agreed protocols and guidelines, seeking advice from other members of the multi-disciplinary team as appropriate
- Using the information obtained from nursing history assessments and from subsequent observations, to identify the patient's individual nursing problems and needs, and to plan and implement care as per capabilities/service provision ability of the centre

Post-Op Unit specific:

- Ensure patients are prepared efficiently and effectively in a timely manner to support smooth transfer to the theatre/endoscopy procedure room without delay
- Support daily patient flow maintaining patient safety as a clinical priority
- To liaise and work closely with the theatre and endoscopy teams to provide patients with an efficient and safe journey through and from the procedure room/theatre
- To recognise and respond to patients' changing condition, using knowledge, skills and experience to direct, support and manage both staff and the situation
- Assess, plan, and implement evidence-based care for patients, ensuring they are prepared and fit for timely, same-day discharge minimising delays to discharge
- Coordinate patient specific post op requirements, engaging with other clinical departments to aid timely availability of TTO's; post op tests; imaging; physio support, etc. in readiness for discharge
- Establish and participate in post-operative on call advice escalation services where required

The above list indicates the main areas of responsibility and is not intended to be exhaustive. The job description will be subject to review by agreement between the post holder and the Director of Clinical Services, according to the changing needs of the service. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.



Governance

- **Patient Safety and Confidentiality** — Ensure all patient information is handled in accordance with GDPR, information governance policies, and local procedures, maintaining confidentiality and discretion at all times.
- **Regulatory Compliance** — Adhere to all centre policies, procedures, and statutory requirements, supporting compliance with CQC standards and other regulatory frameworks including AfPP standards for perioperative practice.
- **Incident Reporting and Escalation** — Identify, report, and escalate complaints, concerns, incidents, or near-misses promptly, ensuring accurate documentation in line with centre governance processes and the Radar reporting system.
- **Audit and Quality Assurance** — Lead and participate in audits, checks, and quality improvement initiatives. Lead the process of continuous quality improvement through regular audit and practice review.
- **Continuous Improvement** — Support a culture of learning and development, proactively suggesting and implementing improvements to patient pathways and service delivery.
- **Professional Accountability** — Act with integrity, discretion, and professionalism at all times, representing Welbeck Cambridge positively to patients, colleagues, consultants and external stakeholders.

Infection Prevention & Control

All Welbeck employees, whether involved directly or indirectly in the provision of healthcare, have a duty to cooperate with and implement business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in providing 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, 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 Safeguarding Child and Adult at Risks Policies and Procedures.

Employees must 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 by 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 a strictly need-to-know basis under the responsibilities of the Welbeck Caldicott Guardian.

Risk

The postholder will hold personal responsibility for contributing to a safe working environment and the effective management of clinical and organisational risk. This includes:

- Avoiding any action that would knowingly create unacceptable risk to patients, colleagues, or the organisation, and actively intervening to prevent others from doing so in accordance with Welbeck policy and training
- Identifying, reporting, and where immediately practicable mitigating actual or potential hazards and risks in the working environment, using the Welbeck incident reporting system in accordance with the NHS Patient Safety Incident Response Framework (PSIRF, 2022)
- Reporting to the appropriate authority any incident involving risk, neglect, abuse, or endangerment of a vulnerable adult or child, in accordance with the Welbeck Safeguarding Policy and the postholder's statutory safeguarding duties
- Adhering to the Welbeck Personal Protective Equipment Policy, ensuring appropriate selection and use of PPE at all times in accordance with UK Health Security Agency (UKHSA) standard precautions guidance
- Complying fully with all applicable Health and Safety legislation, including the Health and Safety at Work Act 1974 and associated regulations, and completing mandatory Health and Safety training as required by Welbeck Cambridge

Equality & Diversity

Welbeck recognises and values the benefits of a diverse workforce that is reflective of the communities we serve. Welbeck is committed to equality of opportunity in employment and to the elimination of all forms of unlawful discrimination, harassment, and victimisation.

Welbeck actively promotes positive working relations between all staff, patients, volunteers, contractors, and bank staff, and expects all individuals to contribute to an inclusive and respectful working environment.

The postholder has a personal responsibility to adhere to the Welbeck Equality, Diversity and Inclusion Policy and to apply and uphold the principles of the Equality Act 2010 in all aspects of their work. Discriminatory or inequitable behaviour of any kind will not be tolerated. All staff have a duty to challenge and report discriminatory practices through the appropriate channels.

Health and Safety at Work

In addition to the responsibilities of Welbeck under health and safety legislation, the postholder is reminded of their personal duties under the Health and Safety at Work Act 1974 and associated regulations. These include the duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions in the course of their work, and to cooperate with Welbeck in the discharge of its statutory obligations.



The postholder must adhere to all Welbeck policies and procedures relating to health and safety, and must report all accidents, dangerous occurrences, unsafe practices, and damage to property promptly to their line manager using the Centre's incident reporting system, in accordance with the NHS Patient Safety Incident Response Framework (PSIRF, 2022) and relevant reporting obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The postholder must make appropriate use of all safety equipment, personal protective equipment, and protective clothing provided, and must attend all mandatory health and safety training as required by Welbeck Cambridge

Disclosure and Barring Service (DBS)

If the post you are undertaking requires you to complete a DBS disclosure, this will be managed and processed in line with the DBS Policy.



Person Specification - Pre-Op Assessment and Post Op Unit Lead

Education/Professional Qualifications:	Essential	Desirable	Evidence
Registered Nurse Qualification (NMC Registration) / Operating Department Practitioner Qualification (HCPC Registration)	✓		A
Degree level study		✓	A/I
Evidence on ongoing professional development	✓		A/I
Advanced Life Support (ILS/ALS) qualification		✓	A/I
Post-registration qualification, pre-assessment, or recovery care		✓	A/I
Clinical Educator/Mentorship qualification/experience		✓	A
Experience:	Essential	Desirable	Evidence
Experience in a perioperative or surgical ward environment	✓		A/I
Pre-Op Assessment experience		✓	A/I
Experience in post-anaesthetic recovery (PACU) or day surgery recovery		✓	A/I
Experience in the independent sector setting		✓	A/I
Knowledge and Skills:	Essential	Desirable	
Knowledge of pre-operative assessment including ASA classification and fitness-for-day-case-surgery criteria	✓		A/I
Understanding of NEWS2, deteriorating patient pathways, and clinical escalation	✓		A/I
Knowledge of post-anaesthetic complications and their management	✓		A/I
Strong organisational and time-management skills	✓		I
Competent in venepuncture and cannulation		✓	A/I
IV and Oral medication administration competent	✓		A/I
Competent with electronic records and clinical documentation systems	✓		A/I
Ability to work autonomously and collaboratively across functions	✓		A/I
Personal Abilities:	Essential	Desirable	
Patient-centred, professional, collaborative, and innovative – demonstrates Welbeck values	✓		I
Calm and decisive when managing complex or deteriorating patients	✓		I
Excellent communication skills; builds rapport quickly and communicates clearly at every stage	✓		I
Adaptability – role will require shift work provision	✓		

Key:

- A = application
- I = interview
- T = test