Overview of the Role
The Orthopaedic Liaison Nurse will have a pivotal role in meeting the information needs of orthopaedic patients and their families and significant others. He or she will be a key member of the multi-disciplinary team responsible for the care of orthopaedic patients and will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The Orthopaedic Liaison Nurse will liaise closely with all clinicians involved in the diagnosis, management, and on-going care of all patients referred to the orthopaedic service at Beacon Hospital. He or she will liaise with other health care professionals involved in patient care within the hospital, with other health care agencies as appropriate and with community services.

While being autonomous, the Orthopaedic Liaison Nurse shall be aware of their scope of practice, and the need to refer patients to specialist services. The post holder will have an important educational role within the inter-disciplinary team and will play a role in the development of quality initiatives.

Responsibilities
- Performs all duties and responsibilities according to the philosophy and standards of Beacon Hospital, embracing the system-wide core competencies which include:
  - Making quality patient care and patient satisfaction the number one priority;
  - Initiating and participating in performance improvement initiatives;
  - Conveying courtesy, respect, enthusiasm and positive attitudes with patients, staff, medical staff and visitors; and
  - Maintaining confidentially at all times.
- Demonstrates the ability to establish priorities and perform assignments in the allotted time frames while maintaining accuracy and attention to detail.
- Demonstrates competency in identifying and assessing potential orthopaedic/surgery candidates for patient/family needs re: pre-admission & post-discharge.
- Collaborates with surgeon in the coordination of patient care.
Established processes to initiate/maintain contact with the orthopaedic offices to identify prospective surgical candidates and facilitate a continuum of pre-operative, post-operative and post discharges care.

Provides resource and education services about Beacon Hospital Orthopaedic programmes as well as Physiotherapy along with education on the following topics:
  - Pre-operative total joint education and coordination of resources
  - Patients and their families who may be potential candidates for referral
  - Consultants
  - Patient Pathway Co-ordinator (PPC)
  - Social Workers
  - Nursing Staff
  - Others who are in a position to benefit from this resource

Coordinates and communicates patient information via telephone, fax, etc. while maintaining confidentiality and privacy.

Completes documentation and paperwork related to patient assessment accurately and within acceptable timeframe.

Must be able to market the Beacon Hospital Orthopaedic programme to interested internal and external referral sources.

Works in conjunction with Beacon Hospital staff to facilitate a seamless transition for patients and families to post-acute care.

Develops and maintains knowledge of the inpatient orthopaedic program and services as that comprise Beacon Hospital.

Establishes and maintains Beacon Hospital Orthopaedic educational resources. Places and distributes brochures, posters, and other materials as needed.

Keeps Beacon Hospital inpatient management, as well as the leadership of PPC and social work services, abreast of patient resource needs and makes recommendations for service improvement.

Facilitation of post-acute care discharge planning and referral.

Act as a resource and contact person for orthopaedic patients attending other departments within the hospital or outside the hospital for treatment.

Provide patients and family or significant others with necessary contact details for post discharge.

Be aware of all hospital policies and procedures and be actively involved in the preparation and implementation of policies and collaborate with other health care professionals to ensure that these are observed.

Demonstrate leadership ability and good communication skills.

Other related duties as assigned.

Clinical Responsibilities:
The post holder will be familiar with and adhere to The Professional Scope of Practice Framework (An Bord Altranais 2000).

The post holder will partake in the Quality Management processes thereby contributing to:
  - The identification of quality/policy/guideline issues
  - The evaluation of current practices to best practice
  - The setting of standards utilising structure, process and outcome
  - All hospital, regional and national audit processes
  - The Hospital Wide Accreditation Cycle
  - Health Promotion initiatives

Personal / Professional Responsibilities:
The post holder is expected to

- Attend in a timely manner all mandatory education sessions
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing and Beacon Hospital.
- Identify potential and beneficial topics for nursing research
- Utilise all practical opportunities to educate the patient and their families.
- Attend appropriate study days/courses.
- Be a preceptor and or supervisor to students/newly appointed staff
- Participate in their performance review with their direct reports
- To develop the required skills and knowledge to support the service needs within the scope of professional practice.
- To undertake appropriate further training to enhance nursing practice within the specialist area.
- Accept responsibility for own personal professional development and to be aware of current trends and strategies in nursing, particularly those that are relevant to providing the highest standard of support and care to orthopaedic patients.

**Educational Responsibilities:**

- Develop teaching skills and participate in the planning implementation of orientation and teaching programmes for student nurses in the clinical setting.
- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- To provide an educational service for patients and their families, formally and informally.
- To ensure adequate patient education material is available and contribute to developing new educational material where required.
- Assist in the development and delivery of teaching and training programmes.
- Participate in the clinical induction of all new nursing and support staff.
- Develop leadership ability in order to act as an effective role model.
- Assume responsibility for own learning and development needs.

**Other Duties and Responsibilities**

- Utilises effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness.
- Attends staff meetings, reads email and other postings.
- Attends all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate.
- Wears identification badge when working.
- Reports accidents/incidents, complaints to the Nurse Manager or her Deputy.
- Participate in regular staff meetings to ensure that information is disseminated and issues discussed.
- Ensure that clinical practice, procedures and standards of care are evidence based and remain dynamic, ensuring quality service development to meet patient’s needs.
- Ensure that development and maintenance of a quality assurance programme which is patient centred.
- In conjunction with the orthopaedic nurse manager set objectives and develop policies, procedures and standards for the orthopaedic nursing service, which are based on current nursing research and relevant research from other disciplines.
This job description is not intended to be a complete list of duties and responsibilities but is a guide for information to the job. The post holder may be required, after consultation, to carry out other related tasks, which may not be specifically mentioned above.

Person Specification

<table>
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<tr>
<th>Core Domain</th>
<th>Essential</th>
<th>Desirable</th>
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| Qualifications | • Nursing & Midwife Board Registered General Nurse (NMBI) Registration.  
• H.Dip in Orthopaedic Nursing. | | |
| Professional Training and Development | • Minimum of 5 years post registration experience in orthopaedics. | • Management Development. |
| Skills, Knowledge, Abilities | • Excellent communications skills.  
• Excellent time management and organisational skills.  
• Ability to work within a multidisciplinary team.  
• Ability to work alone and organise own caseload.  
• Ability to work under pressure.  
• Ability to initiate and manage change.  
• Good IT and computer skills. | • Course in teaching and assessing in clinical practice.  
• Experience in research. |
| Interest & Motivation | Interest in the development of the role of Orthopaedic Liaison Nurse, and development of services for future. | |
| Personal Competencies | All posts in the Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management. | |

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee:

__________________________
Signature

__________________________
Date

__________________________
Name (Block Capitals)