Jane Smith

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Senior Registered Nurse & Clinical Practitioner

◆ Clinical –Team Leadership and Development - Management ◆

Possessing over 21 years of clinical experience in an operating department of a busy NHS hospital. Undertaking a variety of roles: as an anaesthetic, advanced scrub, and a recovery and high dependency practitioner - working effectively with multidisciplinary teams and delivering high quality patient care. Over 7 years experience within departmental management (in the absence of the Modern Matron). Always enthusiastic in promoting education in the clinical area to improve and maintain high quality patient care.

Key Management Areas of Expertise

- Departmental Management
- Resource Management
- Supervision / Discipline
- Formal / Informal Teaching
- Team Player / Leader
- Caseload Management: op sessions
- Trouble Shooting / Problem Solving
- Course Facilitator
- Change Management
- HR Issues
- Improving patient care
- PowerPoint Presentations

Professional Experience and Significant Achievements

Senior Sister — *1991 – Present*

NHS Trust A, Kent

Team Leader, Supervisor, Mentor and Counsellor as well as a Manager (on occasions - up to 65 staff). Working with the Line Manager within the Operating Department. Dealing with emergency and elective cases (bowel/gastric, urology, vascular, gynaecology, endocrine, breast, endoscopy, and trauma and orthopaedics; some of these surgical specialties also specialise in major laparoscopic procedures) 24 hours a day. Reporting to the Modern Matron and Directorate Manager.

- Communicating and collaborating externally and inter-departmentally regarding training, staffing, education, risk management, finance, resource management, technical issues and other HR issues.
- Developed close communication links with the University of Greenwich regarding training for pre and post registration, midwifery, NVQ students and operating department practitioner students. Also involved in yearly education audits.
- Involved in managing risk, such as facilitating yearly departmental audits, which is utilised as a benchmarking tool in setting standards of care, skills and safety.

Teaching and Presentations:

- Performed formal teaching sessions on “Safe Skills and Laparoscopy”.
- Compiled a “Qualified Staff and Healthcare Assistant” orientation programme.
- Facilitated “Intravenous and Acute pain” study days. Rostered Health Care Assistants (HCA) into recovery and facilitated training.
- Performed formal teaching sessions on “Regional Anaesthesia”.
- Facilitated a departmental audit and presented the audit tool to the Trust (benchmarking DoH).
- Designed and presented a chart that highlights staff trained and competent in the use of equipment.
- Overall responsibility for mentors and pre and post registered students.

Professional Experience and Achievements (continued)

Sister — *1988 - 91*

NHS Trust B.

- Teamworker, Supervisor, and Qualified Mentor and Counsellor.
- Managed operating sessions and the department 'out of hours'.
- Responsible for, and mentor to pre and post registered students.
- Clinical roles included: scrub and recovery practitioner.

Staff Nurse — *1987 - 88*

Health Authority A

- Teamworker and supervisor mainly to pre-registered students.
- Managed minor case operating sessions. Scrub practitioner. Recovery practitioner (with supervision).

Early Career: Operating Department Course; Post-reg' Student Nurse for 1 year - involved research project and final examination with 3 formal assessments on scrub role within the clinical area (1986-87). Newly qualified Registered Nurse, commenced first post in the operating dept. at Queen Mary's Hospital, Sidcup (1985-86). Pre-registration Student Nurse-trained at Hospital A, (1981-85).

Professional Development

BSc (Hons)	Clinical Practice (University of Greenwich) (current studies)	2005 – Apr 08
RGN	Registered General Nurse	1985
ENB 998	Teaching and Assessing	1989
Various Courses (below)	Commensurate with key skills and areas of expertise	

Status

AfPP Member	Association for Perioperative Practice (AfPP)	Since 2000
NAASP Member	National Association of Assistants in Surgical Practice	Since 2007
RCN Member	Royal College of Nurses	Since 1981

Training Courses, Study Days Etc. (Details Provided on Request)

Managerial: "Endless Possibilities" Management/Leadership Programme, e-Key Skills Framework (Agenda for Change), Fraud, Legal Issues, Child Protection Awareness, Senior Management Programme, Leadership Empowered Organisation (LEO), Health Improvement (CHI), Teambuilding / Leadership, Clinical Risk Management,
Ward Sister Development (Clinical Governance, The Mental Health Act 1983/Human Rights Act 1999), Managing the Total Healthcare Resource (30credits(c)), Finance, Practical Law for Acute Nursing, Disciplinary procedures, Personnel Issues.

Clinical: Advanced Scrub Practitioner (ASP) (30 credits) and Developing an Initial Portfolio for Practice (60 credits),Basic Life Support/New Defib, Blood Salvaging System, Male Catheterisation, Blood Glucose Meter, Anaesthetic Practice(30c), Healthcare Science(30c), Invasive Blood Monitoring Equipment, Intravenous Additives, Ultracision Equipment, Laparoscopic Equipment Software, Moving and Handling, Orthopaedic Trauma, Recovery Standards of Practice, Clinical study day(s.d), Nurses, Midwifes and HCA's s.d, Laparoscopic Filters and Smoke Extraction, Fire Safety, Anti-adhesive Solutions, Gemstar Epidural/Intravenous Pump, Health and Safety, Ethicon Instrument Consumables, Recovery and High Dependency(15c), Urology Equipment, Autologous Blood Re-infusion, Abbott Intravenous/Epidural Pumps, Endoscopy and Suture Workshops/Lectures, Haemacell (blood re-infusion system), Disposable Instrumentation, Hernia course, Autologous Blood Transfusion, Basic Skills in Safe Laparoscopic Surgery.

Teaching and Assessing: Mentor Update, Preceptorship, ENB 998 (see above).

Professional Studies: Academic Preparation (15c), Reflection and Profiling.

Personal: *Mobility:* Full clean driving license. *Born:* 1964. *Marital Status:* Married.

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