OUTPATIENTS AND PHYSIOLOGY

Outpatient Registered Nurse

Join the growing team at Welbeck's new £30m centre at Jordan Hill, Oxford, opening in 2027 — consultant-led specialist care and a premium, personalised patient experience.

LOCATION

Welbeck Oxford, Jordan Hill

REPORTING TO

Outpatient Manager

CONTRACT

Permanent

About Welbeck Oxford

Welbeck Oxford is a new £30 million private healthcare centre at Jordan Hill Business Park in North Oxford, opening in early 2027 as Welbeck Health Partners' first centre outside London. Designed around same-day diagnosis and treatment, it brings together laminar-flow day-case theatres, an endoscopy unit, a Mohs lab and procedure suites with en-suite recovery pods, two MRI scanners, CT, cone-beam CT and digital X-ray, and an on-site pharmacy with a temperature-controlled dispensing robot. Around 80 leading clinicians have already partnered with the centre across 12 specialties. It is easily reached from the A40, A34 and M40 and Oxford Parkway station. Welbeck's flagship centre is at 1 Welbeck Street, London.

Welbeck Oxford was established by a group of leading clinicians with a shared vision to create a state-of-the-art private day-case centre serving Oxford and the surrounding 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 and Gastroenterology.

The Outpatient department provides a range of services, including consultations with specialist diagnostic tests, minor procedures, phlebotomy and follow up appointments for patients of all ages. All patients arrive for a prebooked appointment, check in with reception, and confirm personal and referral details. The outpatient nursing team work closely with the reception team to ensure that waiting times are kept as short as possible and our patients received safe quality care.

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

OUR VALUES

Collaboration
Harnessing strength in difference

Ambition
Seeing beyond the now

Kindness
Supporting others

Empowerment
Unleashing potential

The role

- Deliver high-quality, individualised nursing care and clinical procedures in line with professional standards, centre policies and procedures, using appropriate clinical judgement and escalating concerns as required.
- Support the day-to-day safe running of the Outpatient Department, contributing to a positive, efficient and well-organised clinical environment.

- Respond appropriately to emergency situations within the outpatient setting, seeking support and escalating to senior clinical colleagues in accordance with local protocols.
- Work collaboratively within the multidisciplinary team to support the effective delivery and ongoing development of outpatient services.
- Maintain and develop clinical knowledge, skills and competencies through continuing professional development, supervision and reflective practice.
- Support the learning, supervision and orientation of students, new starters and junior colleagues, acting as a positive clinical role model.
- Promote an efficient, safe and coordinated patient pathway throughout the outpatient journey.
- Deliver evidence-based care consistently, ensuring patient dignity, safety and wellbeing are maintained at all times.

Aim of the role

The post holder will deliver high-quality, safe, and compassionate nursing care to patients attending the Outpatient Department at Welbeck Oxford. They will work as an accountable registered practitioner within the multidisciplinary team, supporting patients throughout their outpatient journey and contributing to the effective delivery of patient-centred care in line with centre policies, procedures, and professional standards.

You will support the maintenance of agreed standards of care and promote a positive, safe, and effective clinical environment by consistently demonstrating the Welbeck values in your day-to-day practice.

The post holder will organise and prioritise their workload, responding to interruptions and changes in the clinical environment. They will manage a variable workload safely, recognising their own limitations and promptly escalating concerns, risks, or deteriorating patients to senior colleagues in line with agreed protocols.

Key Relationships & Stakeholders

The role will require multidisciplinary collaboration with consultants; radiographers; nurses; phlebotomists; clinical physiologists; AHP teams and centre senior leadership team. Daily interaction with patients and their relatives/carers.

Main Duties and Responsibilities

Reporting to the Senior Staff Nurse and Outpatient Manager, the Staff Nurse will be responsible for the delivery of safe, effective, and evidencebased nursing care within the outpatient and procedural setting.

- Contribute to the day-to-day running of outpatient clinics, supporting the smooth and efficient flow of patients through the department.
- Support in providing a welcoming, compassionate and professional environment for all that use the department – colleagues, patients, visitors
- Act as a positive role model of professional nursing practice within the Outpatient Department, promoting and maintaining high standards of care.

- Undertake post-operative wound assessments and provide appropriate wound care and dressings in line with surgical instructions and local policy.
- Maintain accurate, contemporaneous clinical documentation in line with hospital policy and regulatory standards.
- Provide planned patient care within scope of practice and competency, seeking guidance and support from senior staff when required.
- Undertake nursing procedures appropriate to role, training and competence, delivering high-quality care to patients undergoing outpatient diagnostic and interventional procedures.
- Manage patients safely and efficiently throughout their outpatient journey, identifying clinical and non-clinical needs and escalating concerns to senior nurses or medical staff as appropriate.
- Respond appropriately to emergency situations within the outpatient setting, following local policies and escalating to senior staff in line with agreed protocols.
- Support consultants by chaperoning and assisting during patient examinations and minor procedures and coordinating investigations as requested.
- Promote a culture of safety, dignity and respect, ensuring patient experience remains central to care delivery.
- Contribute to a positive, supportive and collaborative team environment aligned with Welbeck values.
- Support the learning, supervision and development of students and newly appointed staff, under the guidance of senior colleagues.
- Maintain and develop clinical knowledge and skills through continuing professional development and reflective practice.
- Adhere at all times, to the NMC Code and all relevant professional, statutory and local policies.
- Prepare and maintain clinical areas – monitoring equipment quality and stock levels to ensure clinics are able to run efficiently

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
- Incident reporting and escalation - Identify, report, and escalate complaints, concerns, incidents, or near-misses promptly, ensuring accurate documentation in line with centre governance processes
- Audit and quality assurance - Participate in audits, checks, and quality improvement initiatives
- 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 the centre positively to patients, colleagues, and external stakeholders

Working at Welbeck

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

Accept personal responsibility for contributing to the 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, following the business policy and training. Identify and report actual or potential hazards/ risks in the work environment per 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 the use of Personal Protective Equipment e.g., Masks, Gloves, Visors etc. Awareness of and compliance with Health and Safety Regulations.

Equality & 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 eliminating 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

Welbeck Equality and Diversity policy and 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 practices.

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 cooperate 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.

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, and you will be required to sign up and maintain your subscription to the DBS Update Service.

This job description outlines the main areas of responsibility and is not exhaustive. It may be reviewed by agreement between the post holder and their manager according to the changing needs of the service.

Person specification

REQUIREMENT	ESSENTIAL	DESIRABLE	EVIDENCE
Education/Professional Qualifications			
Registered Nurse Qualification (NMC Registration	✓		A
Diploma / Degree level study	✓		A/I
Evidence of ongoing professional development	✓		A/I
Intermediate Life Support (ILS) qualification		✓	A/I
Clinical Educator/Mentorship qualification/experience		✓	A/I
Management and leadership skills training		✓	A
Experience			
Outpatient experience	✓		A/I
Clinical experience in wound and dressing management		✓	A/I
Competent in venepuncture and peripheral venous cannulation		✓	I
Ability to prioritise workload	✓		I
Ability to demonstrate good levels of organisation, planning and evaluation of care	✓		I
Experience of effective team working across settings	✓		I
Knowledge and Skills			
Strong organisational and time-management skills	✓		I
Computer skills for the use of presentations, reports and statistical analysis e.g. PowerPoint, Excel and Word programmes.	✓		I
Effective verbal, written, and non-verbal communication skills, adaptable to a range of audiences (patients, clinicians, peers, external stakeholders)	✓		I
Ability to work autonomously and collaboratively across functions	✓		I
Personal Abilities			
Demonstrates Welbeck values	✓		I
Calm and professional under pressure; able to prioritise and problem-solve effectively	✓		I
Adaptability – role will require shift work provision	✓		I

Evidence key: A = application · I = interview · T = test

How to apply

All interest, queries and applications for this role at Welbeck Oxford are handled exclusively by Castlefield Recruitment. To apply, submit your CV via the advert below or email Stephen directly.

https://www.castlefieldrecruitment.com/job-board

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