

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

08927

JOB DESCRIPTION

JOB DETAILS

Job Title:	Peri-operative Specialist – NORS/Scrub
Band:	Band 6
Department/Directorate:	Nephrology and Transplant/Main Theatres
Base:	UHW
Clinical Board:	Specialist Services

ORGANISATIONAL ARRANGEMENTS

Accountable to:

1.	Senior Nurse Transplant and Nephrology	(Managerially)
2.	Senior Nurse Transplant and Nephrology	(Reporting)
3.	Lead Nurse Transplant and Nephrology	(Professionally)

Our Values ‘ **CARING FOR PEOPLE; KEEPING PEOPLE WELL** ’

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve <i>and</i> the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY

The post holder is expected to work closely with all disciplines to ensure the promotion of high standards for all patients requiring all aspects of per-operative care in encompassing a variety of specialties. The post holder will be required to participate in an On-call rotation for National Organ Retrieval Service (NORS). The remainder of time will be spent working within the main theatre department subject to service requirements.

Following appropriate training and experience the post holder will be expected to provide other team members and the users of the service with support, guidance and advice within the context of theatre practice and health care provision.

As the post holder gains experience they will become part of the Senior staff team to meet departmental objectives and support and develop the work of the Theatre including staff training and development.

They will also support development of clinical effectiveness.

DUTIES AND RESPONSIBILITIES

Depending on experience and place of work the post holder will be expected to work at this level 1, as below. There will also be the expectation that the post holder will partake in rotational programme of team leader.

Level 1

- . This may vary depending on past experience.
- I. To assess, plan, implement and evaluate care within his/her sphere of responsibility, having regard for the differing needs of anaesthesia, sedation, surgery, endoscopy and recovery.
- II. To supervise the delivery of care of other staff as appropriate.
- III. To act in accordance with the legal requirements and statutory rules relating to practice and UHB policies and procedures.
- IV. To liaise with other health care team members within the Theatre Services Directorate in accordance with patient requirements and needs, ensuring confidentiality of patient information.
- V. Oversee as a member of the team, the preparation of the clinical area providing a safe environment for the patient and carry out appropriate safety checks with theatre personnel, supervising the work of others.
- VI. Implement and monitor patient care standards in collaboration with others.
- VII. Utilise a questioning approach to patient care and application of research within clinical practice. To raise awareness of relevant research findings in clinical practice complying with the principles of Clinical Governance. To actively participate in the audit process.
- VIII. To be aware of Health and Safety at Work Act and Trust policy implementation. To actively promote and implement risk assessment strategies within the department.

- IX. To be conversant with UHB procedures and attend training with respect to all mandatory training requirements.
- X. Reporting incidents/accidents to patients, staff or visitors as per agreed procedure.
- XI. Maintain own registration and present proof to the Lead / Senior Nurse when requested.
- XII. Maintain own professional development with assistance from the Lecturer/Practitioner and other senior staff as required. Attend and report on study day/conference days.
- XIII. Assist all learners with their placement objectives.
- XIV. Input data into the Theatre Management system or complete all appropriate theatre/patient documentation. Be aware of the Data Protection Act 1984 with specific reference to personal information and ensure compliance with the provision of the act at all times.
- XV. Ensure that efficient use is made of all available resources.

The postholder will either perform the role of the scrub person or the second trained person (scrub). These roles are described below:

- I. Ensures that the physical environment of the operating theatre is clean in accordance with the policy prior to commencing an operating session.
- II. Ensures that the physical environment including COSHH and procedures, complies with the Health and Safety policies.
- III. Ensures that the correct sterile trays and supplementary equipment is collected for each operation.
- IV. The scrub person requests that the circulating person opens the appropriate tray and then opens and hands the supplementary equipment to the scrub person maintaining sterility of the items.
- V. Before the start of the operation the scrub person checks the identity and consent form as per policy.
- VI. The scrub person initiates the checking procedure, as per policy, for all items used within the sterile field.
- VII. The scrub person, at his/her discretion, can undertake as many checks as necessary during an operation.
- VIII. The scrub person is responsible for ensuring that the used trays and supplementary equipment are returned to the SSU in a neat and tidy condition, following the safe disposal of sharps.
- IX. The scrub person will hand over the patient to the recovery nurse as per policy.
- X. Following the operation, the scrub person is responsible for the completion of all care documentation and entering the information into the Theatre Management system.

- XI. The scrub person must ensure that specimens are taken to the specimen collection point, and recorded in the appropriate book.
- XII. All staff will be expected to take part in the internal rotation, weekend rota and late shifts when requested.
- XIII. In some instances, the senior Theatre Practitioner may be required to assist, under the direct supervision of the Operating Surgeon, such as skin preparation prior to surgery, draping, catheterisation, use of suction and application of dressing.

Second Trained Person (Scrub)

- I. Ensure all equipment is checked prior to use and any defective equipment is removed and sent of repair as per policy.
- II. Acts as a support to the scrub person in case of difficulties (e.g. excessive bleeding, cardiac arrest, etc.) encountered during any operation.
- III. Assists the scrub person in the preparation for the operation by collecting equipment and monitoring the environment.
- IV. Checks with the scrub person, the correct identity and consent form as per policy, noting any known allergies.
- V. Assists in the preparation of the patient including positioning the patient and the safe, application of the diathermy pad.
- VI. Ensures that planned sessions run smoothly by:
 - a) Ensuring that the necessary equipment for each operation is available, and in good working order.
 - b) Teaching/training other members of the team
 - c) Arranging meal breaks in consultation with the scrub person.
 - d) Co-ordinating the multi-disciplinary team.
 - e) Ensuring the safe delivery of urgent specimens to the laboratory e.g. frozen sections
 - f) Carrying out checking procedures with the scrub person as per policy for swabs, instruments and needles etc.
 - g) Undertaking any reasonable requests made by the scrub person.
- VII. The second trained person may initiate, if necessary, the checking procedure, as per Policy, for all items used within the sterile field.

In addition to the above for the NORS specific element of the role the Retrieval Nurse will be expected to:

Retrieval Nurse Team Leader Duties

- i. Partake in retrieval scrub nurse rota
- ii. Assist with training of all new retrieval nurses *
- iii. Participate in wider training, alongside the lead surgeon
- iv. Ensure all retrieval equipment is in good working order
- v. Liaise with Theatre Managers to ensure smooth running of the service
- vi. Maintain stock levels of required equipment
- vii. Actively participate in directorate audit activity
- viii. Ensure that all paperwork, as required by NHSBT and HTS, is accurately completed in a timely manner.

Summary of Retrieval Nurses Duties

- i. Rapid response to mobilisation of the retrieval team
- ii. Confirm that the sterile equipment is intact and has been properly sterilised
- iii. Keep a record of sterilisation
- iv. Accurate count of all instruments, swaps sharps and disposable material before and after the retrieval procedure
- v. Assist with the perfusion of organs
- vi. Assist with packaging of organs*
- vii. Ensure that all relevant paperwork and supporting material accompanies retrieved organs to support transplantation

*activity performed under the direct advice and guidance of a registered medical practitioner

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998 and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The post holder is required to co-operate with the health Boards to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the required level of safeguarding children and adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures/policies for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Code of Conduct:** All staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HCPC etc. or the All Wales Health Care Support Worker (HCSW) Code of Conduct if you are not covered by a specific code through professional registration. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy. Cardiff and Vale UHB is a Smoke Free Health Board. Smoking is banned across all of the UHB sites. Staff are therefore not able to smoke in the hospital grounds or on any other UHB premises. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for any one who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

PERSON SPECIFICATION

Job Title:	Scrub Nurse (NORS Retrieval)	Department:	Nephrology and Transplant
Band:	6	Clinical Board:	Specialist Services
Base:	UHW		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Degree or Equivalent</p> <p>Current registration with Nursing and Midwifery Council or Health Profession Council</p> <p>Further Education to post graduate diploma level.</p> <p>Evidence of ongoing professional personal development</p>	Teaching Qualification	
EXPERIENCE	<p>Sufficient post registration surgical experience</p> <p>Highly developed specialist clinical skills</p> <p>Experience of education and support of junior members of staff</p>	<p>Experience within organ transplantation surgery</p> <p>An understanding of organ retrieval process</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
SKILLS	<p>Excellent written and verbal communication skills</p> <p>Must be able to work as part of a multidisciplinary team</p> <p>Ability to work with all surgeons and to promote self development to facilitate this.</p> <p>Ability to work autonomously undertaking expanding roles.</p> <p>Demonstrate ability to</p>		

	<p>work on own initiative</p> <p>Ability to challenge, negotiate and influence others</p> <p>Ability to prioritise and delegate appropriately</p> <p>Ability to integrate national guidelines/policies into local policies and practice</p> <p>Evidence of excellent documentation and record keeping skills</p>		
SPECIAL KNOWLEDGE	<p>Ability to work well under pressure and to tight deadlines</p> <p>Ability to initiate self-learning, development and ability to recognise ones own limitations within their scope of practice</p> <p>Understanding of clinical audit/research to promote good practice</p> <p>Ability to work safely in potentially hazardous environments</p> <p>Commitment to work weekends as and when required for additional payment</p>		
PERSONAL QUALITIES (<i>Demonstrable</i>)	<p>Flexible working practices</p> <p>Ability to participate in the NORS on call requirements</p> <p>Ability to communicate with all members of the multidisciplinary team, patients and relatives</p> <p>Effective time management skills</p> <p>Ability to develop self and others</p> <p>Motivated, enthusiastic, assertive and dynamic</p>	Ability to speak welsh	

	Cheerful, friendly disposition Ability to deal with stressful situations		
OTHER (PLEASE SPECIFY)			

Date Prepared:	October 2005	Prepared By:	Maureen Melling
Date Reviewed:	November 2017	Reviewed By:	Claire Main / Lisa Morgan