

JOB DESCRIPTION

Job Title:	Theatre Practitioner-RN/ODP
Band	5
Care Group	A
Directorate:	Surgical
Department:	Theatres/Recovery
Location:	Poole General Hospital /Royal Bournemouth Hospital
Accountable to:	Clinical leaders ,Matron
Accountable for:	Health Care assistants ,Students
Main Purpose	<ul style="list-style-type: none"> To deliver safe quality care for patients during their perioperative phase of care. To support and assist in the management and organisation of care provision within the Operating Theatre Department. Promote good working relationships and collaborative working with the multi-disciplinary team, both within the department and the rest of the Trust. To apply and promote best evidence based practice within own scope of practice. Act as an effective role model by developing and demonstrating effective organisational and leadership skills. To contribute to service improvements. To act in a manner in keeping with the relevant code of conduct. To uphold and enhance the good standard and reputation of the trust.

General Duties

- Demonstrate competence and flexibility as a Theatre Practitioner (scrub, anaesthetics and/or recovery).
- Demonstrate a good understanding of a wide range of surgical procedures and/or anaesthetic techniques and/or recovery procedure.
- Responsible for participation in the co-ordination of theatre list or the recovery area
- Ability to perform a range of duties including; treating patients with dignity and respect, safe positioning, preparation of theatre and required equipment for planned and emergency cases, preparation in all aspects of care.
- Awareness of the needs of team, support other practitioners working in peri-operative care, cleaning of the department and safe handling of equipment.
- Contribute to quality improvement and audit.
- Contribute to the effective management of resources.
- Demonstrate competence with current emergency resuscitation techniques, both in theory and practice.
- Ensure that the correct cleaning and storage of equipment is undertaken

- Demonstrate safe handling of all waste management according to trust policies and guidelines.
- Manage own mandatory training compliance on VLE/Beat system.

Communication and Working Relationship Skills

- Demonstrate communication skills with regards to dignity and respect to others.
- Demonstrate competence when using electronic systems and patient records (i.e. ECamis, EPR, EPMA)
- Act as the patient's advocate.
- Observe and maintain theatre etiquette.
- Receive sensitive information concerning patient's medical conditions and act accordingly within professional and trust guidelines.
- Demonstrate effective communication skills in highly distressing or emotional circumstances, including pregnancy loss.
- Ensure adequate and accurate patient documentation and records are maintained.
- Check that all relevant documents are with the patient when they arrive at the department.
- Act to resolve any discrepancies or concerns.
- Support and encourage the team to develop and succeed in meeting the Trust Values.
- Act as a link practitioner in supporting the implementation of evidence based practice if required.

Analytical and Judgemental Skills

- Demonstrate a good understanding of the range of normal clinical observations of patients.
- Have the ability to analyse and recognise appropriate responses to changes in patient observations.
- Ability to recognise and respond to unexpected changes in the planned care during the perioperative phase.
- Organise own time and that of others to respond to the clinical needs of the area.
- Identify and act on personal development needs to enhance practice understanding and develop skills.

Planning and Organisational Skills

- To lead and manage the daily activities of the theatre, planning provision of care for patients, and organising staff within the theatre.
- To demonstrate leadership and management skills to ensure a safe and efficient environment optimising the delivery of patient care on a day to day basis through effective critical decision making.
- In the absence of senior staff, lead and manage the department escalating appropriately to the senior nurse on duty within normal working hours, or to the clinical site team out of hours.

Responsibility for Patient/Client Care, Treatment and Therapy

- Delivery of patient focused care, relevant to patient needs and within scope of practice.
- Ensure patient safety by following WHO surgical safety guidelines.
- Work in accordance to UHD Trust and Theatres policies and procedures.
- Handle all patient specimens in line with Trust policy.
- Ensure all infection prevention and control guidelines are adhered to.
- Assist the safe transit of the patient (and any equipment that is attached to the patient) to and from wards / departments and between areas, before and after surgery.
- Assist in the careful movement and handling of patient throughout their perioperative journey
Ensure the safe custody and administration of medicines in accordance with established procedure and law
- Act in the role of surgical first assistant (if suitably qualified and competent) when service

demands require it.

Responsibility for Policy / Service Development

- Wear appropriate PPE and ensure that colleagues work in line with health and safety recommendations.
- Have a working knowledge of the fire regulations, ensuring that appropriate action is taken in response to an emergency.
- Contribute to audit of standards and participate in service improvement.
- Report all complaints and untoward occurrences and be aware of how to report the using the DATIX reporting system.

Responsibility for Finance, Equipment and Other Resources

- To use resources in a way that reduces waste and ensures equipment is safe, well maintained, and available for use, including reporting faulty equipment correctly and practicing good stock rotation.
- Handles patient's valuables in a way that ensures their safety and security.

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

- To provide day to day supervision of more junior staff and students, demonstrating own skills to new starters, and supporting their development while they learn.
- To provide clinical supervision, opportunities for reflection, sharing and learning, and a safe environment in which to learn.

Responsibility for Information Resources and Administrative Duties

- To maintain accurate and confidential patient health records.

Responsibility for Research and Development

- Develop audit skills to support implementation and delivery of evidence based practice within the clinical area.
- Participate in both clinical and organisational audit and research as required, to continually evaluate the effectiveness of the service and influence patient care and experience.
- Participate in clinical trials of equipment or techniques where appropriate.

Freedom to Act

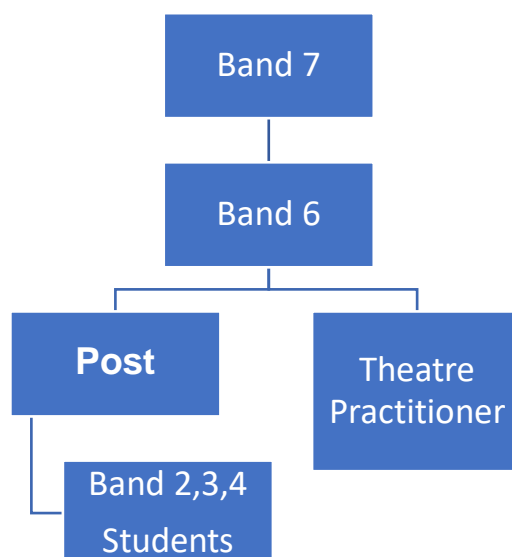
- Works within codes of practice and professional guidelines.
- Works within clearly defined occupational policies

Mental, Physical, and Emotional Effort

- Able to concentrate for prolonged periods, with occasional interruptions and adaptations.
- Able to adapt to changes in the situation or to the plan of care, in order to accommodate unpredictable patient events/behaviour/condition.
- Able to respond appropriately to distressing or emotional circumstances including critically ill/trauma patients, who may require end of life care in the peri-operative environment.
- Able to manage challenging situations or behaviour from patients or staff in order to maintain a safe, professional environment.
- Deal with frequent unpleasant conditions such as bodily fluids, faeces, vomit and unpleasant odours.
- Able to meet the physical demands of the role, and work within narrow margins for error.

- Able to manipulate complex & delicate instruments and equipment.
- Able to manipulate patients in order to position appropriately for surgical access.

Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

Partnership with Bournemouth University

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)

- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of it's activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21(based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions,

cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.