



**University Hospitals  
of North Midlands**

NHS Trust

# Job Description and Person Specification

**PROUD  
TO  
CARE**



# Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

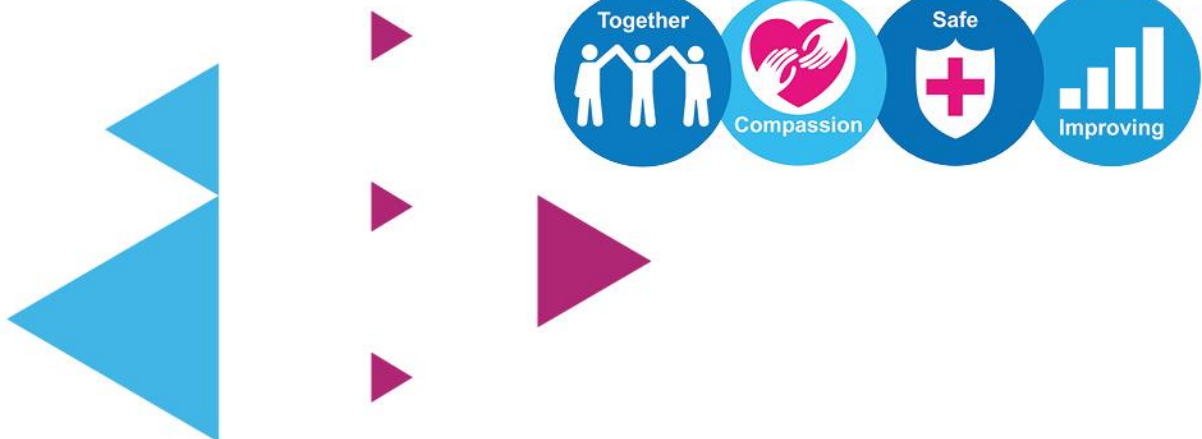
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk)



# Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



## Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



## Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



## Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



## Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

**Division: Nurse Bank/ Central Functions**

**Job Title: Bank Operating Department Practitioner**

**Band: 5**

**Location: Royal Stoke Hospital & County Hospital**

**Hours: 0 Hours Workers Agreement**

**Managerially accountable to: Senior Sister for Nurse Bank / Deputy**

**Professionally accountable to: Senior Sister for Nurse Bank / Deputy**

### **Role Summary**

- The assessment of patient needs the development of programs of care and for the implementation and evaluation of these programs
- Carry out all relevant forms of care.
- Provide skilled assistance within the Operating Department environment and to continue to develop enhanced surgical or anaesthetic or recovery skills related to the specialty, commensurate with your level of competence
- Supervise and educate junior colleagues.
- To act as a role model to students and Clinical Support Workers.
- To take charge of a specific theatre when rostered and assessed to be competent.
- To present a positive, professional image of the organization and the theatre team

### **Key Areas/Tasks**

#### **Communication & Relationship Skills**

- Communicate using a range of methods to ensure a caring, sensitive and empathetic manner to patients and their relatives
- Ensure that all relevant information about patients is communicated to the wider team to ensure the safe and effective delivery of care to patients
- Communicate effectively with all staff, patients, relatives and all others involved in the care of patients to identify and solve problems relating to patient care
- Demonstrate excellent communication skills when dealing with difficult situations
- Provide clear and concise patient handover to other members of the team
- Escalate concerns of a patient's condition to senior members of the theatre team, medical staff.
- Ensure patients concerns are addressed through liaison with senior staff
- To communicate in a professional manner with all patients and visitors to the theatre area / department.

#### **Knowledge training and experience**

- Registered Nurse or Registered Operating Department Practitioner
- Diploma or Degree Level Study in Health/Nursing related studies

#### **Analytical & Judgemental Skills**

\* Can assess a patient, with acute and complex health needs and identify a plan of care to meet those needs recognising the need for skilled medical or senior review of patients as required.

### **Planning and Organisational Skills**

- On a rostered duty can organise own workload and can delegate and supervise other members of the team
- Can prioritise workload to manage the care for a group of patients
- Undertake enhanced practitioner skills in scrub/circulating or anaesthetic or recovery duties as required with the Directorate
- When rostered to be in charge take action to ensure safe staffing levels on each shift
- Rotate within the Directorate in recovery or anaesthetic or surgery as required, to meet the needs of the service and fulfill professional educational needs
- Undertake appropriate checks of equipment and environment within a designated area
- Demonstrate an understanding of the different types of equipment in use and ensure that all junior colleagues are familiar with specialty specific equipment as per Directorate and Trust policies including the checking and reporting of faults
- Ensure the safe admission and discharge/handover of patients from a designated area - liaising with other staff and agencies to ensure continuity of care
- Carry out all relevant forms of peri-operative care in line with Trust guidelines, policies and procedures
- Instigate and participate in the development, maintenance and evaluation of care standards within the unit and Directorate
- Ensure the highest standards of professional behavior and presentation of self and others within the clinical team
- To ensure that all activities in the designated area are in keeping with the Nursing & Midwifery Council's Code of Professional Conduct and Health Professional Council (HPC) Code of Conduct for Operating Department Practitioners. Reflecting an attitude and appearance that benefits the Trust
- Deliver patient care in accordance with recognized standards of research based clinical practice
- Reflect on clinical practice in order to evaluate and maintain high standards of patient care
- Undertake any other duties as requested by the Sister/Coordinator in your area of work
- Work autonomously, required to act independently within the appropriate guidelines, deciding when it is necessary to refer to their manager
- Take charge of a theatre unit on a shift basis
- Assist the senior team with the management of the theatre or area, including the supervision of junior staff
- Supervise the professional work of junior members of the theatre team
- Highlight to senior colleagues any shortfalls in resources.

### **Physical Skills**

- To have digital dexterity to manage fine movements regarding treatments and equipment such as cannulation, medication administration and clinical procedures.

### **Responsibility for patient /client care**

- Be responsible for the assessment needs, development, implementation and evaluation of programs of care within a designated area in line with Nursing and Midwifery Council (NMC) code of Professional Conduct, Association for Perioperative practice and reflect the Trust's policies, procedures, standards and guidelines
- Undertake the care of all patients who are admitted to the theatre, anaesthetic or recovery area within any of the theatre complexes and in outlying departments as required
- Ensure the delivery of holistic patient care recognizing the individual needs of patients
- Ensure the rights, dignity, privacy and confidentiality of patients are protected to comply with national standards and guidelines, acting as patients advocate as appropriate.



### **Responsibility for Policy/Service Development**

- To have a working knowledge of the policies and procedures of the University Hospital of North Midlands, and an ability to perform against those policies
- Responsible for the security, proper and safe use of all Trust equipment
- To be responsible for the maintenance of equipment within the ward or department with regular checking of all equipment and ensuring that repairs are performed as soon as possible
- Assist in the management of resources by participating in the selection, ordering and monitoring of departmental stock items, keeping within the financial constraints of the allocated budget
- To ensure the safe keeping of patients property and valuables inline with Trust Policy
- Follow agreed policy for accepting gifts, donations and proceeds of fund raising activities as laid down in Standing Financial Instructions

### **Responsibility for Human Resources**

- Participate in clinical supervision and reflective practice
- Participate in teaching and supervision of student nurses to basic and post basic learners, Student Operating Department Practitioners clinical support workers, and any other learners within the department
- As a shift leader provide support, supervision and direction to clinical colleagues by acting as a professional, credible role model.

### **Responsibility for Information Resources**

- Maintain accurate records relating to a patient's condition
- Ensure patient records and all other theatre documentation are maintained and updated in accordance with Trust policies
- Ensure all untoward incidents, complaints and grievances are recorded and reported in line with Trust policies.

### **Responsibility for Research and Development**

- Undertake surveys as necessary to own work / complex surveys relating to the project
- To ensure that nursing care activities are evidence based
- To participate in maintaining and monitoring standards of care to the optimum level

### **Freedom to Act**

- Works autonomously. Required to act independently within appropriate guidelines, deciding when it is necessary to refer to their manager.

### **Physical Effort**

- Will be required to be able to undertake a range of manual procedures including assistance with the movement of patients and equipment
- To be able to maneuver between patients quickly to ensure emergency situations can be attended in a timely fashion.

### **Mental Effort**

- Concentration for completion of patient care plans
- Ability to interpret complex information when there may be frequent, unplanned interruptions throughout the shift.

### **Emotional Effort**

- May be exposed to distressing circumstances around breaking bad news, dealing with bereaved relatives.

### **Working Conditions**

- Office conditions / VDU use
- Frequent exposure to body fluid and unpleasant odours during delivery of direct patient care.

## **Personal/Professional Development**

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

## **Health and Safety**

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

## **Equality and Diversity**

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

## **Infection Prevention**

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

### **Trust Dress Code**

- Trust approved uniform/dress code must be adhered to
- When in clinical areas all staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

### **Hand Hygiene**

- Decontaminate your hands as the per 'The five moments of hand hygiene'

### **Own Practice**

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

### **Decontamination**

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

### **Trust Policies**

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

### **Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

### **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

### **Sustainability**



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.



*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

## Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

## Job Title

### Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level.</li> <li>• Active registration with HCPC</li> <li>• Professional training delivery qualification or equivalent experience of delivering and facilitating in challenging environments.</li> <li>• Portfolio of certified/accredited professional development activity undertaken in relevant areas</li> <li>• Experience and/or qualifications in the specific area Organisational Development</li> </ul>	✓  ✓  ✓  ✓  ✓		
<b>Knowledge, Skills, Training and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working across boundaries to develop networks with key stakeholders</li> <li>• Experience of managing a diverse team utilising the full spectrum of HR practices</li> <li>• Ability to prioritise workload in response to service need</li> </ul>	✓  ✓  ✓		



Personal Qualities	<ul style="list-style-type: none"> <li>• Positive mindset in respect of – Supporting organisational change; learning, and continuous improvement.</li> <li>• Effective interpersonal and intrapersonal skills including high degree of self-awareness and self-regulation</li> <li>• Takes responsibility and is accountable for delivering to their agree objectives</li> <li>• Consistently professional, collaborative and compassionate in their approach.</li> <li>• Works with patients and people at the fore – operates to a customer service ethos</li> <li>• Acts to support and enable effective teamwork</li> <li>• Delivers work of consistent and predictable high quality</li> <li>• There is a frequent requirement for prolonged concentration when facilitating</li> <li>• Emotional effort; the post holder will at times be exposed to distressing and emotional circumstances</li> <li>• Ability to travel to and work across multiple sites</li> </ul>	✓  ✓ ✓  ✓  ✓  ✓  ✓  ✓  ✓		
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