

# Theatre Practitioner 2 (Elective Surgery) Band 5

Job Description &  
Person Specification



Our vision is to be the best rural District General Hospital  
for patient and staff experience

## Job Description

**Job title:** Theatre Practitioner 2

**Grade:** Band 5

**Department:** Main theatres

**Responsible to:** Team Leader

**Professionally  
accountable to:** Theatre Manager

**Hours:** 37.5 hours per week

## Job Description

The post holder is responsible for the provision of high quality, patient focused care as a member of the operating department team, based on the assessment of each individual patient's needs.

As a member of the operating team, provide an effective and efficient service to clinicians and other service user's dependant on need.

The post holder will ensure that all activities carried out are within the Queen Elizabeth Hospital NHS Foundation Trust policies and guidelines and promote the Trusts Vision and Nursing Strategy.

## Main Duties & Responsibilities

To act within the NMC (Registered Nurse) / HCPC (Registered ODP) Code of Conduct and NMC (Registered Nurse) guidelines and work within the policies and guidelines set out by The Queen Elizabeth Hospital NHS Foundation Trust.

Provide and deliver a high standard of care through the assessment, planning, implementing and evaluating individual patients' needs based on evidence and working in partnership with the multi-disciplinary team.

To work effectively as part of the multi-disciplinary team and provide a high quality and safe standard of patient care.

Act as an advocate for patients where necessary whilst respecting their privacy and dignity within a caring environment.

To provide skilled assistance in the scrubbed role and circulating role within the Operating Department.

Maintain a clean and safe environment within the clinical area in accordance with the Trusts Health and Safety and Infection Control policies.

To ensure that all records of patient care are completed accurately, including fluid balance charts, drug prescription charts and records of surgical specimens.

To keep up to date with advances in theatre techniques and with any associated equipment, ensuring familiarity and proficiency before use.

To be able to maintain and use equipment in accordance with the manufacturers' guidelines and instructions and to ensure that any faults are identified and reported immediately.

To use IT systems effectively and maintain accurate and timely records of care using appropriate documentation according to Trust standards.

To always act as a role model for junior staff and learners within the Operating Department.

To ensure an efficient and safe turnaround time of patient care from wards to theatres and theatres to recovery.

Communicate with and assist the multi-disciplinary team to promote excellence in the delivery of patient care.

To always maintain effective communication within the team.

To have an understanding of budgetary constraints and how to achieve excellence whilst working within those constraints.

Participate in the training and development of staff within the clinical environment, in accordance with departmental and Trust guidelines and policies.

To assist with the induction and integration of new members of staff within the department.

Attend mandatory training and ensure attendance is recorded in a personal professional portfolio.

Be responsible for own personal and professional development and recognise limitations and need for continuing education.

Through the appraisal process, evaluate personal performance and development. Agree training requirements in order to maintain and update skills and knowledge for your own personal development and for the development of others.

## Management

Inform the senior member of staff on duty of any incidents/accidents involving patients or staff and record all details on the relevant incident form.

Ensure the appropriate and efficient use of supplies including stock rotation and that strict economy is exercised in the use of consumables.

Take an active part in theatre meeting and encourage positive participation from all staff.

## Education

Participate in the clinical teaching of all staff within the department, in accordance with departmental and service training philosophy.

Assist with the induction of new staff and participate in the clinical teaching of staff within the department, in accordance with the departmental and service training philosophy.

Through the MSR process evaluates personal performance and development and agree training requirements in order to maintain and update skills and knowledge.

Participate in all mandatory training and ensure familiarity with fire and safety regulations.

## Communication

Communicate with patients, hospital staff and visitors in a respectful manner and one which promotes self esteem and standards of professionalism.

Ensure the person that has overall responsibility for the management of the operating suite is informed of matters that affect the continuity of the operating session.

Conduct interpersonal communication in a manner, which does not cause a distraction to other members of the hospital team.

To liaise with other departments within the hospital to ensure effective transfer of information.

## Personal and Professional Responsibilities

Practice with full regard to hospital and group policies and work within the codes of professional conduct maintaining registration.

Maintain a professional and caring manner towards patients, colleagues, and visitors.

To always ensure confidentiality, only releasing confidential information obtained during employment to those acting in an official capacity.

To promote equal opportunities for staff and patient in accordance with hospital policies.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade.

The post holder must always carry out their responsibilities with due regard to the Trust's Equal Opportunities Policy.

To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff and attend all relevant health and safety training.

To ensure that all duties are carried out to the highest possible standard.

### **Governance and Statutory Requirements**

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation, available on the Trust intranet site.

### **Equal Opportunities and Diversity**

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must always carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

### **Health and Safety & Risk Management**

Employees must be aware of the responsibilities placed upon them under the Health and Safety Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to always maintain safe infection control practices. All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

### **Infection Control**

All staff have a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

### Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. *Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged or passed to any unauthorised persons at any time during your employment or afterwards.*

*All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys etc) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust.*

*As a user of information, you must be aware of your responsibilities both legal and other and comply with all policies and procedures issued by the Trust and associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.*

Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.

### Safeguarding Children/ Vulnerable Adults

All Staff within the Trust share a commitment to safeguard and promote a Child's or Vulnerable Adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with Children/Vulnerable Adults in their daily activities or provide services to adults with Children or Vulnerable Adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

### Values & Behaviours

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER

**THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY**

Person specification				
Criteria	Essential/ Desirable	Means of assessment		
		A	I	Q
Qualifications/training and professional development				
Registered Nurse or ODP	E	X		X
Mentorship or teaching qualification.	E	X		X
Degree qualification or evidence of working at degree level	E	X		X
Evidence of further continued professional development	E	X		X
Member of the UK NMC or HCPC	E	X		X
Experience				
Experience at band 5 theatre practitioner with relevant clinical experience.	D	X	X	
Teaching and staff development experience.	D	X	X	
NHS experience	D	X	X	
Skills, abilities, and knowledge				
Excellent communication and interpersonal skills.	E	X	X	
Self-motivated and able to motivate others.	E	X	X	
Ability to work under pressure.	E	X	X	
A flexible attitude towards daily service provision.	E	X	X	
Approachable and supportive.	E	X	X	