

Recovery Practitioner 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: Recovery Practitioner

Grade: Band 5

Department: Main Theatre Recovery

Responsible to: Team Leader

**Professionally
accountable to:** Theatre Matron

Hours: 37.5 hours per week

Job Description

Are you ready for an exciting new challenge to take the next step in your career? Then come and join our friendly, motivated and supportive recovery team.

As a team we are responsible for the assessment, planning, implementation and evaluation of our patient's care, including nurse-led discharge when required.

We care for patients of all specialities including ENT, orthopaedic, general, urology, laparoscopic, gynaecology, obstetrics, trauma, HDU and paediatrics, no two days are ever the same.

Collectively we work across 3 recovery areas including, The Sandringham Unit, Main Theatres and Central Delivery Suite. What's more exciting is that in 2023 the main recovery was refurbished and modernised to include its own separate Paediatric Recovery Unit.

Our unit is dynamic, fast-paced and busy therefore excellent communication and organisational skills are essential.

The successful applicant will be given full training to ensure competencies are met, they will also benefit from a one to one mentor and department PDN.

If this sounds like it's for you and believe you have the attributes required for the post feel free to contact sister Nicola Smith (01553 613740), for an informal visit.

Main Duties & Responsibilities

Clinical

Work effectively as part of the multidisciplinary team providing assistance and service in all aspects of the admission and discharge process in the Recovery Unit.

Maintain good communication and enhance effective working relationships within all areas of the operating department and ward areas.

Work effectively alongside the main theatre department and day surgery unit.

To interpret and respond appropriately to direction from other members of the multidisciplinary team.

Keep accurate and complete records of activities and communications consistent with legislation, policies and procedures.

Ensure that agreed hospital policies/protocols pertaining to the delivery of patient care are adhered to.

Keep up to date with advances in recovery techniques and with associated equipment ensuring proficiency before use.

Ensure the safe control, custody, and administration of all drugs within the peri-operative area in accordance with Trust Policies and national legislation.

Maintain and utilise equipment in accordance with the manufacturers' instructions and ensure any faults are dealt with immediately.

Adhere to the infection control policies by ensuring the cleanliness of the unit and equipment meet the Trusts standards.

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 team.

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

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

Management and Leadership

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.

Promote flexible practice and participate in the night duty rota.

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

In the absence of senior staff manage the safe and efficient running of Recovery department lists.

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

Act as a professional role model and provide leadership to junior members of staff.

Educational Responsibilities

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

Through the appraisal process evaluate 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.

Complete a supervision and assessment of practice programme to enable you to undertake practice supervision and assessment of junior staff, student nurses, apprentices, and other learners from the multi-disciplinary team.

Professional Development

Maintain Continuous Professional Development in line with Trust Policy, the Knowledge and Skills Framework and professional bodies' requirements for revalidation.

Ensure own practice is up to date and evidence based and demonstrate an awareness of current, relevant research.

To further develop knowledge and skills relevant to the clinical area by undertaking appropriate training and courses of study and alternative development experiences.

Complete specific Core Competencies within 6 months of starting.

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

To always ensure confidentiality, only releasing confidential information obtained during the course of 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 his/her 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 at all times 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 maintain safe infection control practices at all times. 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

1. 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/A	E	X		X
For RN – ENB 176/183/182/HDU/Critical Care		X		
Teaching qualification e.g. ENB 998, C & G 730, Mentorship Preparation Programme, Practice supervisor/assessor (NMC)/Educator (HCPC))	D	X		X
	D			X
Member of Professional Body (UK NMC or HCPC)	E	X		X
Experience				
Relevant, recent experience of looking after patients in a healthcare environment	E	X	X	
Have knowledge / experience of basic theatre skills and theatre processes	D	X	X	
If no previous theatre experience – a commitment to developing skills and knowledge and some understanding of the theatre environment	E	X	X	
Skills, abilities, and knowledge				
Flexible attitude to work	E	X	X	
Ability to work as part of a team	E	X	X	
Confident and calm attitude with an ability to work under pressure	E	X	X	
Ability to provide holistic nursing care	E	X	X	
Good interpersonal and communication skills	E	X	X	
Good organisational & team building skills	E	X	X	
Ability to use basic IT skills	E	X	X	

Accurate documentation with attention to detail	E	X	X	
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