



**University
Hospitals Sussex**
NHS Foundation Trust

Job Description and Person Specification

Job Description

Job Title	Senior Staff Nurse / Senior Operating Department Practitioner
Band	Band 6
Hours	37.5
Department	Main Theatres
Division	Peri-Operative
Location / Hospital Site	Royal Sussex County Hospital Brighton
Responsible to	Team Leader
Accountable to	Theatre Manager
DBS Level	Enhanced DBS
DBS Barring	Children and Adults
DBS Workforce	Children and Adults

Role Summary

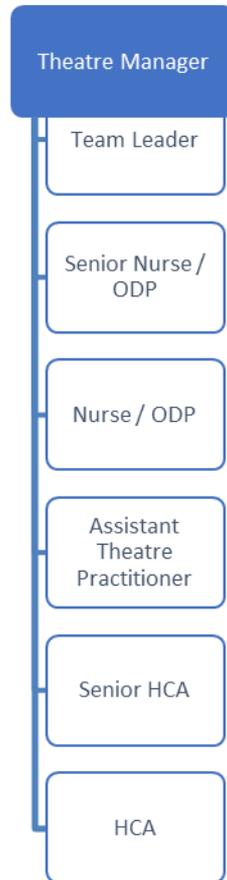
- To provide clinical & managerial support to the Team Leader.
 - To provide clinical leadership, support & teaching to all relevant personnel within the specialist area.
 - To provide specialist technical & clinical advice to relevant colleagues in the peri-operative setting.
 - To provide information & support to patients having anaesthesia / surgery.
 - To provide & assist with the development of safe & high quality specialist patient care & to work within the guidelines of the Trust Nursing & Midwifery Strategy.
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Key Working Relationships

Internal: Medical Practitioners, Clinical Staff Leads, Registered Healthcare Professionals, Unregistered Staff, Admin and Clerical Staff.

External: Health Care Industry Representatives,

Structure Chart



Main Duties and Responsibilities

Communication

- Inform manager when changes in circumstances change which affect safe & competent practice.
- Establish and develop effective communication with all disciplines, patients/clients & relatives. Has the ability to present complex, sensitive and sometimes contentious information where there are significant barriers to acceptance using interpersonal & communication skills.
- Assist the team leader to ensure the effective induction and orientation of new staff.
- Attend routine departmental and occasionally speciality meetings.
- Assist the team leader in developing the practice supervision needed within the speciality

Service Delivery and Improvement

- To provide specialist, technical & clinical advice to patients & relevant colleagues in the peri-operative setting
- Able to demonstrate relevant IT & keyboard skills to enable electronic data collection
- Ensure the safe control, custody & administration of all drugs within the peri-operative area in accordance with Trust Policies & national legislation
- Assist the team leader to ensure that clinical/nursing practices accurately reflect the departmental philosophy.
- Support & participate in patient first
- Assist the team leader to effectively manage & lead a multidisciplinary team under pressure in, at times, a highly stressful environment, including emergency situations.
- Ensure the provision of a safe working environment for the staff, patients and visitors at all times in line with the Health & Safety at work act.
- Safeguard the health, safety & welfare of staff, patients, relatives & visitors.
- Utilise the specialist peri-operative care plan to ensure the development & application of research based practices.
- Assist the team leader in the organisation of the trials & purchase of specialist equipment for their area.
- Practice to meet the objectives of the Trust Nursing & Midwifery Strategy.
- Is accountable for his/her practice & takes every reasonable opportunity to sustain & improve his/her knowledge & professional competence.
- Ensure that self & others practice in accordance with the NMC &/or HPC Code of Professional Conduct & other appropriate NMC &/or HPC, Trust & statutory guidelines.
- Demonstrate understanding & apply the principles of confidentiality & professional accountability.
- Act as an effective role model to colleagues.
- Able to analyse, interpret & compare information to enable the practitioner to deal with complex & conflicting clinical situations.
- Develop own managerial & administrative role.

- Keep personal & professional profile up to date.

People Management and Development

- Deputise for the Team Leader by planning & organising the clinical activity on a regular basis with responsibility for the day-to-day management for a group of staff & prioritise & plan (elective & emergency) patient care within the environment on a daily basis.
- Assist the team leader to actively lead in the development of their specialised areas within the peri-operative services.
- Support & participate in management initiatives as appropriate
- Provide support to nursing & non-nursing managerial staff.
- Ensure that self & others practice in accordance with the NMC &/or HPC Code of Professional Conduct & other appropriate NMC &/or HPC, Trust & statutory guidelines
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Patient Care Delivery

- In conjunction with other clinical staff, participates in the setting, monitoring & evaluation of standards of care for patients.
- Using the specialist peri-operative care plan the post holder will assess, plan, implement & evaluate patient care within sphere of responsibility.
- Ensure that accurate records & information systems are maintained.
- Assist the team leader to effectively, motivate a competent workforce, facilitate & plan the delivery of high quality patient care & to provide a safe environment for the patient at all times.
- Deputise for the Team Leader by planning & organising the clinical activity on a regular basis with responsibility for the day-to-day management for a group of staff & prioritise & plan (elective & emergency) patient care within the environment on a daily basis.

Learning and Development

- Attend mandatory training updates as required.

- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.
- Facilitate staff development & professional education of staff.
- Demonstrate an awareness of changing trends in Health Care Workers training & the particular training needs of the peri-operative department.
- Assist the Practice Development Team to devise & implement training programmes for learners, qualified staff (pre & post registered) & those undertaking in-service training.
- Knowledge of teaching techniques & demonstrates an understanding of learners needs.
- Teach in the clinical area.
- Take responsibility for inducting new staff to the area.
- Responsible for the implementation of Trust & Directorate policies & proposes changes to policies & working practices, which affect all areas of peri-operative care & other clinical areas.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication

- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity and Inclusion



Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

<p>Physical</p>	<p>Physically fit as assessed by Occupational health. Able to operate equipment/machinery, several times a day for several long periods. Able to work in uncomfortable/unpleasant physical conditions for several times a day for long periods, e.g. stand or sit with limited scope for movement. Able to lift weights, equipment and patients without mechanical aids, and push/pull trolleys or similar, several times a day for short periods.</p>
<p>Emotional</p>	<p>Able to deal with difficult situations/circumstances, provide emotional support to frontline staff and communicate life changing events on a daily basis. Able to deal with challenging behaviour (less than once a month on average). Recognition and Management of own and others stress</p>
<p>Mental</p>	<p>Able to concentrate for several short or long periods of time. Able to carry out non-clinical fault finding, check documents and carry out clinical/social care interventions several times a day for short periods. Able to operate equipment/machinery several times a day for long periods.</p>
<p>Working Conditions</p>	<p>Work Flexibly when the needs of the 24 hour service demands. Exposed several times a day to: Noxious fumes, unpleasant substances/hazardous waste, bodily fluids, dust dirt, contaminated equipment or work areas, dangerous chemicals.</p> <p>Exposed to several times a week to: unpleasant smells, infectious material Knowledge of infection control issues and actions required.</p>

	<p>Exposure to verbal and potential physical aggression on average once a month.</p> <p>Identify potential and actual risks to patient's carers and staff and take appropriate action.</p> <p>Rare exposure to fleas or lice.</p> <p>Rarely required to drive.</p>
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Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Professional Registration	Registered Nurse NMC Level 1 / HCPC	AF		
Experience/ Qualifications	Operating Theatre Experience. Demonstration of Transferable skills	AF & I		
Skills	Peri operative Speciality Knowledge and skills based on the post applied for. Evidence of having undertaken own development to improve understanding of equalities issues Demonstrates good Communication /relationship building skills Good standard of written spoken and written English. Provides examples of motivating staff to inspire change.	AF & I	Dual Skilled	

	Evidence of audit and action planning within a clinical area.			
People Management and Development	Gives examples of how they plan and manage their time organisationally and clinical workload of others. Support peoples equalities, diversity working for the trust.	AF & I		
Specific Requirements	Evidence of reliability. It Skills and use emails, is able to use the internet	AF & I		
Freedom to Act	Provide Evidence of problem solving using own initiative. Non-judgemental – recognises and prevents situations that maybe detrimental to the health and wellbeing of an individual. Ability to respond to emergency situations Act in the best interest of the patient. Able to define professional boundaries.	AF & I		
Equality, Diversity and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).			