

## JOB DESCRIPTION

### 1. JOB DETAILS

rs24g22@soton.ac.uk	rs24g22@soton.ac.uk
<b>Band:</b>	Annex 21 (Band 5)
<b>Base</b>	Royal Surrey NHS Foundation Trust
<b>Department / Portfolio</b>	Theatres
<b>Reports to:</b>	See section 5
<b>Accountable for</b>	N/A

### 2. JOB PURPOSE

This is a 3 year fixed-term apprenticeship post to train as a Registered Operating Department Practitioner. The post holder will study towards the Level 6 Operating Department Practitioner (integrated degree) standard with a commissioned Higher Education Institution whilst working in a Health Care Assistant (HCA)/ Associate Practitioner (AP) or Nursing Associate (NA) role. The post holder will participate in theoretical and practical off-the-job training, undertaking duties in all aspects of operating department practice in order to achieve a BSc (Hons) degree in Operating Department Practice. You will be required to commit to self-directed study and work towards completion of the apprenticeship, any mandatory qualifications and registration with the Health and Care Professions Council (HCPC) as a Registered Operating Department Practitioner within the contract period.

#### 2.1 JOB SUMMARY

The Registered Operating Department Practitioner apprenticeship programme combines and integrates work-based and traditional academic learning. You can expect to spend up to 80% of your time on-the-job, in a productive role and at least 20% of your time learning off-the-job.

Your training will be completed through a combination of attending face-to-face and/or virtual training delivered by a Higher Education Institution, where you will be supported to complete and pass the theoretical and academic components and assessments. You will also complete a range of clinical placements, observations and assessment as required by the degree programme. These aspects will be completed within the Royal Surrey NHS Foundation Trust (RSFT), where you will be supported by registered professionals. During this time, you will gain clinical experience working across an audited practice learning environment (placement setting) that will provide supervision and assessment, as set by the HCPC Standards for Education and Training (2017).

Alongside this, you will be based as a paid employee, in a clinical area (known as your Host setting) where you will work as part of the multi-disciplinary theatre team in delivering a high quality and effective service to patients.

With guidance from registered professionals, practice supervisors and practice educators, you will support patients in the perioperative setting. Throughout the apprenticeship you will develop the skills and knowledge to allow you to work in today's dynamic and changing healthcare environments. Through assessment, intervention, critical reflection and the application of analytical skills, you will demonstrate responsibility and accountability for your decisions, and for reflecting on the effectiveness of your actions, with the aim of continually improving the service you provide. You will demonstrate leadership and management qualities and are responsible for ensuring your own knowledge and skills are current. You will work as an autonomous practitioner within a team and be responsible and accountable for your decisions and for reflecting on the effectiveness of your actions, with the aim of continually improving the service you provide.

You will ensure that only those activities for which competence has been assessed and achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability.

As funding for the training element of this post is drawn from the apprenticeship levy, apprenticeship funding rules and eligibility criteria will apply to this post.

### **3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:**

As part of the programme the RODPA will be required to:

- Deliver high quality, compassionate care under the direction of a Registered Nurse or Registered Operating Department Practitioner, in the perioperative environment.
- Work as part of the care team delivering care that focuses on the direct needs of the patient.
- Have sound attitudes and behaviours compatible with the NHS and our Trust's organisational values.
- Demonstrate a flexible and dynamic attitude to practice learning, academic studies and the productive job role
- Exercise personal responsibility and work under the supervision of a registered professional and within defined parameters of practice.
- Work with Practice Supervisors, Practice Assessors, Practice Educators and Academic Assessors, taking responsibility for developing your own competence
- Commit to minimum attendance requirements and adhere to the Cohort timetable set by the Higher Education Institution and the placement timetables set by RSFT
- Maintain evidence of your learning and upload this on a regular basis to the learning management system (APTEM)
- Successfully complete the competencies as specified by the HCPC Standards of Proficiency.
- Successfully complete and pass the academic elements of the programme, as specified by the Higher Education Institution and in the Institute for Apprenticeships Standards.
- Adhere to the policies and procedures required as a student of the Higher Education Institution and of the Trust

**Duties:**

**1. Be an accountable professional**

- a. Act in the best interests of the people you care for
- b. Put people first and provide patient care that is person centred, safe and compassionate
- c. Act professionally at all times, being responsible and accountable for your actions
- d. Apply the principles of information governance and ensure patient confidentiality
- e. Recognise and work within the limits of your competence
- f. Recognise, report and escalate any situations, behaviours or errors that could result in poor care outcomes

**2. Provide and monitor care**

- a. Provide compassionate, safe and effective care and support to people in a range of perioperative care settings.
- b. Develop understanding of all elements of the perioperative process and be able to assist the registered practitioner in the on-going assessment, planning, management and evaluation of care.
- c. Recognise signs of deterioration and escalate appropriately.
- d. Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
- e. Recognise and report/escalate any situations, behaviours or errors that could result in poor care outcomes
- f. Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability
- g. Administer medications under supervision, after receiving the relevant education from the Higher Education Institution, in alignment with HCPC standards of proficiency and local policy and procedure

**3. Work as part of an integrated care team**

- a. Contribute to the provision of care for people, including those with complex needs
- b. Understand the roles of a range of professionals and carers from other departments, organisations and settings who may be participating in the care of a person and their family
- c. Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care
- d. Collaborate effectively and play an active role as a member of the multi-disciplinary and integrated care teams
- e. Support others e.g. health care support workers, apprentices, student nurses, student paramedics and student ODPs.
- f. Delegate, when appropriate, to others in the team e.g. health care support workers, apprentices, student nurses, student paramedics and student ODPs



#### **4. Improve safety and quality of care**

- a. Involve, support and enable every person when making decisions about their health, care and wellbeing
- b. Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of people first
- c. Take part in the learning and development of others
- d. Adapt information and communication to meet the needs of each person
- e. Recognise and value diversity and respect cultural differences, making sure every person is treated equitably
- f. Improve the quality of care by contributing to the continuous evaluation of people's experience of care

#### **Responsibilities:**

- Exercise personal responsibility and work under the supervision of a registered professional, within defined parameters of practice
- Adhere to all departmental Standard Operating Procedures and the policies and procedures relevant as a student of the Higher Education Institution and as an employee of the Trust
- Demonstrate a flexible and dynamic attitude to practice learning, academic studies and the on-the-job aspects of the role
- Work collaboratively with Practice Supervisors, Practice Assessors, Practice Educators and Academic Assessors and Tutors, taking responsibility for developing your own competence
- Commit to minimum attendance requirements and adhere to the Cohort timetable set by the Higher Education Institution and the placement timetables set by RSFT
- Maintain evidence of your learning and upload this on a regular basis to the learning management system alongside a log of your off-the-job hours
- Manage and prioritise own workload to ensure the smooth running of the service and completion of the apprenticeship within the identified time period
- Raise concerns even when it is not easy to do so

#### **Result areas:**

- Successfully complete in-house competencies
- Successfully complete and pass the academic and practice elements of the apprenticeship programme, as specified by the Higher Education Institution, the Institute for Apprenticeship Occupational Standards, RSFT and the Health and Care Professions Council, to enable professional registration
  - Progress will be formally reviewed every 12 weeks as part of the apprentice, employer, provider review meetings



#### 4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

Internal to the Trust	External to the Trust
<b>Theatre Manager</b> <b>Team Leads</b> <b>Multi-disciplinary teams</b> <b>Practice Supervisors</b> <b>Practice Educators</b> <b>Practice Development Team</b> <b>Apprenticeship Lead</b> <b>Library Team</b> <b>Apprenticeship Steering Group</b>	<b>Integrated Care System Colleagues</b> <b>Representatives of the Higher Education Institution</b> <b>Fellow students</b> <b>HCPC</b> <b>Health Education England</b> <b>Department for Education</b> <b>Ofsted</b> <b>Patients</b> <b>Visitors</b>

#### 5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:

Whilst you are on a 'Host' allocation, working in the role of HCA/NA/AP, you will report to the Theatre Allocations Lead for all rostering, leave and organisational requests. The Theatre Allocations Lead will manage your employment during your 'Host' allocation.

Whilst you are on a 'Placement' allocation, responsibility for your practice education will be shared by the Theatre PD Lead and Lead Mentor, Trust Learning Environment Lead, Career Progression and Apprenticeship Lead and the Higher Education Institution. The teams liaise closely to ensure all standards are being met, you are meeting academic markers and you are being supported as a learner.

As a RODPA you are a member of the Theatres Anaesthetics team and any employment, capability or performance issues or investigations will be managed by the Anaesthetic Team Leader.

#### 6. OTHER RESPONSIBILITIES

##### Management

To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post

##### Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation) or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

## Confidentiality

All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

## Equal Opportunities

- The Royal Surrey is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
- Staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

## Corporate Governance

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of the controls assurance standards relates to Health & Safety. Under the Health & Safety at Work Act 1974, all of us have a duty:
  - To take reasonable care of ourselves and others at work; and
  - To co-operate in meeting the requirements of the law.

Further details are available from the Trust's Health & Safety Advisors.



## Safeguarding

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

### Our vision, mission and values

The Trust undertook a listening exercise with its staff which has formed our vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

### Our Mission

Together we deliver compassionate, safe care every day.

### Our Vision

To provide nationally celebrated, community focused health and care.

### Our values are:

- **Continuously improving**  
Continuously improving is not just a value. It's what unlocks our innovation.
- **Excelling together**  
Excelling together is not just a value. It's what we do every day.
- **Caring together**  
Caring together is not just a value. It's what sets our Royal Surrey family apart.
- **Learning together**  
Learning together is not just a value. It's what keeps our services safe.





## 7. RIDER CLAUSE

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):----- Date:-----

Print name (Employee):-----

***Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.***





## PERSON SPECIFICATION

**POST:** Registered Operating Department Practitioner Apprentice

**BAND:** Annex 21 (Band 5)

\*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

Area	Essential	Desirable	Assessment
<b>Values and Behaviours</b>			
<b>ESSENTIAL CRITERIA FOR ALL POSTS</b>			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		<b>A</b>
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√		<b>A</b>
Value diversity and difference, operates with integrity and openness	√		<b>A/I</b>
Treating others with compassion, empathy and respect	√		<b>A/I</b>
Share information openly and effectively with patients, staff and relatives	√		<b>A</b>
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		<b>A</b>
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√		<b>A/I</b>
Actively develops themselves and others	√		<b>A/I</b>

Area	Essential	Desirable	Assessment
<b>Eligibility and Entry Requirements</b>			
<p>Apprenticeship eligibility requirement:</p> <ul style="list-style-type: none"> <li>You must be starting your apprenticeship after the last Friday in June of the academic year in which you turned 16</li> <li>You must be able to complete the apprenticeship in the time you have available</li> <li>You must spend at least 50% of your working hours in England over the duration of the apprenticeship</li> <li>You must have the right to work in England and have eligible residency status</li> <li>You must not be undertaking training funded through the Adult Education Budget that replicates the learning aims of the apprenticeship, that offers training that conflicts with the apprenticeship or takes place during working hours</li> <li>You must not be in receipt of any other direct Department for Education funding during the apprenticeship programme</li> <li>Content of the apprenticeship must be materially different from any prior qualification held at the same or a lower level than the apprenticeship</li> </ul>	√		<b>A/I</b>
<p>Higher Education Institution entry requirement:</p> <ul style="list-style-type: none"> <li>Evidence of Education and Skills Funding Agency approved Level 2 English Language and maths qualifications e.g. GCSE A*/C (9-4), Functional Skills Level 2, UK ENIC Statement of Comparability for overseas qualifications</li> </ul> <p>a) Evidence of Level 3 academic qualifications to total 112 UCAS points (typically three full A-Levels, Access to Higher Education Diploma with 30 level 3 credits at distinction, 12 at merit and 3 at pass or BTEC Level 3 National Diploma with D* D*)</p> <p>b) OR evidence of working in the care sector for 3 or more years and successful completion of an enhanced application</p>	√		<b>A/T/C</b>

Area	Essential	Desirable	Assessment
<b>Knowledge and Experience</b>			
Demonstrable understanding of the role of a Registered Operating Department Practitioner within the theatre environment and within the context of the multi-disciplinary team	√		<b>A/I</b>
An awareness of what the Operating Department Practitioner Apprenticeship Programme entails and the scope of practice of a Registered Operating Department Practitioner Apprentice	√		<b>A/I</b>
Experience of working in a busy environment	√		<b>A</b>
Previous experience of a healthcare setting or customer-orientated service	√		<b>A/I</b>
Understanding of the importance of following procedures and treatment plans and working within guidelines and protocols	√		<b>A</b>
Understanding and commitment to adhere to the HCPC Professional Standards of Proficiency (HCPC, 2018)		√	<b>I</b>
Understanding of the background to and aims of current healthcare policy/national guidance/CQC/ and appreciate the implications of this on engagement		√	<b>I</b>
Evidence of recent, accredited and completed academic study		√	<b>A/C</b>

Area	Essential	Desirable	Assessment
<b>Skills and Capabilities</b>			
Demonstrated ability to communicate effectively (written, verbal, digital and non-verbal)	√		<b>A/T/I</b>
Demonstrated ability to work independently and as part of a team, using initiative to recognise when to seek assistance and escalate to the appropriate professional for expert help and advice	√		<b>A/I</b>
Strong interpersonal skills with ability to liaise with other professionals and across a range of agencies (statutory, public service or independent)	√		<b>I</b>
Able to communicate sensitive information effectively (orally and in writing) in a wide variety of situations	√		<b>A</b>
Able to anticipate and resolve problems before they arise through forward planning and effective organisation and prioritisation	√		<b>I</b>
Able to manage time effectively, demonstrating an ability to plan over short, medium and long term timeframes	√		<b>A/I</b>
Able to respond to sudden unexpected demands or changes throughout the day	√		<b>A/I</b>
Computer literate with IT Skills and a working knowledge of the suite of Microsoft Office programmes	√		<b>A/C</b>
Able to travel independently to Higher Education Institution and local practice placements within Surrey	√		<b>I</b>

Area	Essential	Desirable	Assessment
<b>Personal Attributes</b>			
Commitment to completing the Registered Operating Department Practitioner Apprenticeship Programme within agreed timescales	√		I
Willing to engage with and learn from peers, other professionals and colleagues in the desire to continuously develop and grow professional network	√		I
Self-aware with insight into how to evaluate own strengths and development needs, seeking advice where appropriate	√		I
Strong desire to improve performance and make a difference	√		A/I
Attention to detail	√		A
Ability to adapt to rapidly changing situations and non-routine situations	√		A/I
Professional, calm, approachable and efficient manner	√		I
Motivated, enthusiastic and able to motivate and inspire others	√		I
Compassionate	√		I

\*This document should be read in conjunction with the Institute for Apprenticeship Occupational Standard for the Operating Department Practitioner Apprenticeship