

# Job Description

**JOB TITLE:** Theatre Practitioner

**DIVISION:** Surgery

**GRADE:** Band 5

**REPORTS TO:** Team Leader/ Deputy Team Leader

**ACCOUNTABLE TO:** Matron

## VALUES AND BEHAVIOURS



## ABOUT NUH

Every day, our teams at Nottingham University Hospitals NHS Trust (NUH) make a difference. We save lives, we improve lives and we usher in new life. We are proud to play a central role in supporting the health and wellbeing of people in Nottingham, Nottinghamshire and our surrounding communities.

With more than 18,000 colleagues, we are the largest employer in Nottinghamshire and one of the biggest and busiest NHS Trusts in the country, serving more than 2.5m residents of Nottingham and Nottinghamshire and a further four million people across the East Midlands and beyond.

We provide a range of national and internationally renowned specialist services and we are at the forefront of new surgical procedures and research programmes.

We are home to the East Midlands Major Trauma Centre, the Nottingham Children's Hospital and in partnership with the University of Nottingham we host a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.

As a teaching hospital, we are instrumental in the education and training of doctors, nurses and other healthcare professionals. We are proud of our strong relationships with universities across the East Midlands, including the University of Nottingham, Nottingham Trent University and Loughborough University.

The last year has been challenging for our teams. Alongside our continued recovery from Covid, our maternity services are subject to an independent review and we must do more to improve our culture. We are more focused than ever on making sustained improvements across our services.

As one of the NHS Trusts identified in the New Hospital Programme, a programme of investment in NHS hospitals, we have extensive plans to improve our hospitals and the services we deliver for patients. As well as the redevelopment of the Queen's Medical Centre and City Hospital, plans for a new 70 bed NHS rehabilitation facility set to be built on the Stanford Hall Rehabilitation Estate near Loughborough, are currently going through the approvals process.

We have recently become home to the latest series of Channel 4's award-winning series 24 Hours in A&E, which takes a look inside one of the country's busiest emergency department at QMC and showcases the dedication, passion and skill of our teams.

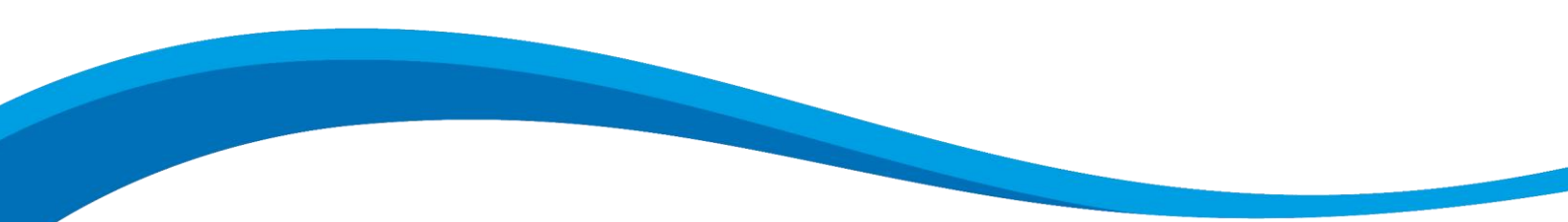
This is an exciting time to join NUH and help support our future ambitions.

## **JOB SUMMARY**

- To deliver high quality holistic care to patients
- To facilitate efficient and effective care and communication between the team
- To actively contribute to developing the professional practice of the theatre directorate

## **The post holder will be based at the City Campus**

In undertaking this role, all employees will be expected to behave at all times in a way that is consistent with and actively supports the principles listed in the Consultation Document on the creation of the Nottingham University Hospitals NHS Trust. These are:

- *The principles of the NHS, where high quality care is provided on the basis of need rather than the ability to pay.*
  - *The contribution of the local community to the development of our services.*
  - *Preserving and developing our reputation as a caring organisation.*
  - *Developing services that are designed around the patient.*
  - *Working co-operatively with others in the interests of patients and their families.*
  - *Valuing the contribution of staff and investing in their development.*
  - *Valuing the diversity of all our staff, patients and carers and demonstrating a zero tolerance of discrimination.*
  - *The importance of developing innovative approaches to teaching, research and service provision, which allows us to be at the forefront of developments in patient care.*
  - *Responsible and wise stewardship of public money and effective use of resources.*
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## **KEY JOB RESPONSIBILITIES**

### **1. Clinical**

- 1.1 **HWB 5:** Understand and apply a holistic patient centred care approach, identifying and taking account of specialist clinical need whilst patient is in the theatre unit.
- 1.2 **C 6:** Always acts with regard for the privacy and dignity of the patient.
- 1.3 **HWB 7:** Carry out patient care and procedures in accordance with agreed Trust policies and standards.
- 1.4 **HWB 5:** Ensure time and resources are organised to enable effective delivery of care.
- 1.5 **C 5:** Be aware of and adhere to Trust policy for drug custody and the NMC document "Standards for the Administration of Medicines 1992" or standards laid down by individual professional bodies
- 1.6 **C 1:** Liaise with other ward/department/unit's areas of expertise, providing appropriate policies, education, and advice to other clinical areas, as necessary, in order to facilitate the management of patients with special requirements.
- 1.7 **C 1:** Help to provide effective patient care and contribute to the teaching and supervision of learners and unqualified staff within the directorate.
- 1.8 **C 4:** Co-operate with and participate in research and clinical audit undertaken in the Theatre directorate by staff, in order to carry forward the development of research based clinical practice.
- 1.9 **C 4:** Participate in and support the implementation of Essence of Care guidelines in accordance with Trust policy.
- 1.10 **C 2:** Reflect on clinical practice in order to evaluate and maintain high standards of patient care.
- 1.11 **C 3:** Ensure safe practice in the use of equipment complying with local policies.
- 1.12 **C 3:** Demonstrate an appropriate level of understanding of different types of equipment used after further training following the directorate competency process

### **2. Communication**

- 2.1 **C 1:** Facilitate and maintain effective communication within the multi-disciplinary team, in order to promote efficient patient care.
- 2.2 **C 5:** Maintain accurate patient records in accordance with the NMC "Standards for Records and Record Keeping 1993" or the individual's professional body.
- 2.3 **C 5:** Be aware of the need for confidentiality both with the written and spoken word and ensure correct storage of patient records at all times.
- 2.4 **C 1:** Liaise with other wards and departments as necessary for the co-ordination of patient care and the smooth running of the theatre department.

### **3. Managerial**

- 3.1 **C 5:** Support and co-operate with all members of theatre staff to ensure efficient running of the department.
- 3.2 **C 5:** Make optimum use of resources in order to provide quality patient care within the budget.
- 3.3 **C 3:** Report all accidents and untoward incidents as per Trust policy.

- 3.4 **C 4:** Participate in decision-making contributing to the implementation of change, Displaying a flexible innovative approach within their team.
- 3.5 **C 3:** Take all reasonable steps to ensure the safe keeping of patient's property in accordance with the Trust policy.
- 3.6 **C 3:** Comply with Health and Safety policies and ensure that staff, patients and visitors are aware of the procedures. Maintain a safe and healthy working environment.
- 3.7 **C 3:** Need to be aware of the principles of risk management and clinical governance in relation to the ward/department/unit. Ensure policies on the use of equipment are adhered to and take responsibility for ensuring suitable maintenance of equipment.

#### **4. Personal & Professional**

- 4.1 **C 2:** All staffs are required to work within the guidelines issued by their registration body or professional association.
- 4.2 **C 2:** Ensure continued, effective registration with the NMC/HPC
- 4.3 **C 2:** Maintain personal and professional development in line with statutory requirements as well as knowledge and skills appropriate to the area of work.
- 4.4 **C 2:** Fully participate in the KSF & Theatre Personal Development Review process including the development of a personal profile and personal development plan.
- 4.5 **C 2:** Undertake any other duties which may be reasonably required, in addition to those attached relating to your specific area.
- 4.6 **C 2:** Actively develop and participate in educational programmes on the ward/ department/ unit.
- 4.7 **C 2:** Act as a preceptor/mentor to new staff/students/NVQ trainees and help in teaching, orientation and the maintenance of their objectives.
- 4.8 **C 2:** Undertake a minimum of 15 hours study a year in addition to any mandatory study.

#### **GENERAL DUTIES**

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

##### **Infection Control**

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

##### **Safeguarding children, young people and vulnerable adults**

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

##### **Information Governance**

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

## **Health and Safety**

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

## **Governance**

To actively participate in governance activities to ensure that the highest standards of care and business conduct, are achieved.

## **Health and Wellbeing**

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

## **General Policies Procedures and Practices**

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

## **Infection Control**

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

## ***For senior/clinical managers the following statement must also be included***

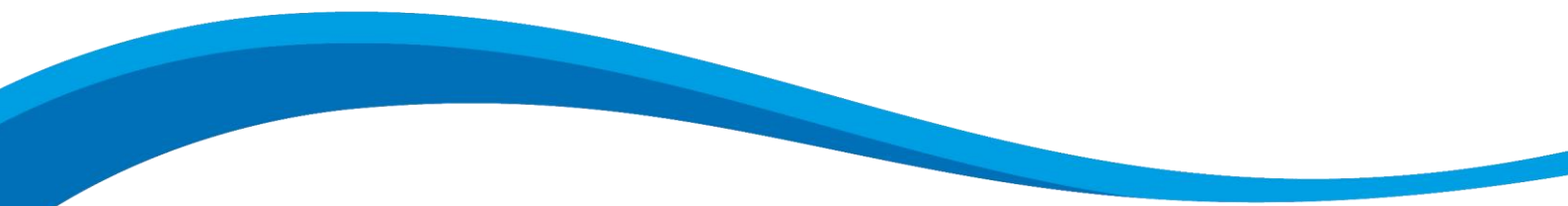
*The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.*

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### **WORKING CONDITIONS**

The post holder will be expected to work in all areas of theatres; this will involve standing for long periods, moving heavy objects, assisting in the transferring of patients from trolley to operating tables and beds. Candidates are expected to be physically fit and able to carry out these duties and work Monday to Friday on-call.

### **JOB REVISION**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

### **Service Review**

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

**Job description reviewed by:**

**Date:**

