

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Operating Department Practitioner/Anaesthetic Nurse
Band:	5
Base	Royal Surrey County Hospital NHS Foundation Trust
Department / Portfolio	Surgery & Oncology
Reports to:	Anaesthetic Team Lead

2. JOB PURPOSE

- To provide skilled assistance to the anaesthetist or surgeon or to work in post anaesthetic care unit as required.
- To work cohesively with all members of the multidisciplinary theatre team to ensure provision of high quality, individualised patient care.

2.1 JOB SUMMARY

- To provide a high standard of individualised patient care and skilled assistance in all specialities and areas as required.
- To be responsible for cleaning and maintenance of equipment, cleaning and stocking of anaesthetic rooms and theatres.
- To participate in the training, support and induction of students, preceptees, return to practice candidates and new members of staff in theatres.
- To be able to hold the priority bleep and undertake role as a member of the priority/trauma team.
- Participate in third tier on-call rota.

3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:

- Provide high quality individualised patient care at all times.
- Prepare the clinical environment to meet the requirements of the operating list and anticipated work load.
- Take part in or lead all stages of WHO Surgical Safety Checklist prior to undertaking any procedure.
- Ensure the safe preparation of the patient for operative procedures.
- Provide skilled assistance to the anaesthetist during anaesthetic procedures as required within operational policies.
- Assist with the safe transfer and positioning of patients onto the operating table.

- Act as scrubbed or circulating assistant as required, carry out checks and counts on swabs, needles, instruments and equipment in accordance with Trust policies.
- Comply with Health and Safety, Infection Control, COSHH and AAGBI regulations, adhering to Trust and departmental policies and procedures.
- Ensure equipment and stock levels are maintained appropriately.
- To act as a trained and skilled member of the priority & trauma team.
- Prepare and administer prescribed drugs to patients according to Trust Policy, and monitor the effects of those drugs.
- Monitor, assess and implement individualised perioperative patient care, including post resuscitation and in the immediate post-operative period for level 1, 2 & 3 patients.
- Have the ability to work unsupervised and manage own time effectively.
- Maintain clinical records in accordance with current guidelines.
- Communicate effectively with patients, colleagues and other Trust staff.
- Report any adverse incidents to the appropriate person and via online reporting system without delay and according to policy.
- Maintain high standards of personal and professional conduct and performance in accordance with local policy and professional code of conduct.
- Be adaptable in order to take on other duties as required to meet the needs of the service, provided appropriate training given.
- Use Trust computer systems provided appropriate training has been given.
- Participate in Third Tier On-Call rota

Teaching, Training and Research

- Participate as required in the introduction of clinical trials and evaluation of new equipment.
- Participate in the training programmes for students, providing guidance, support and feedback as required.
- Undertake Mentorship qualification to assess and mentor students and preceptees.
- Attend departmental teaching sessions and be responsible for own continuing professional development and statutory and mandatory training requirements.
- To be responsible for continuing professional 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

Professional

- Ensure professional, technical and clinical knowledge is current and utilises evidence based practice.
- Maintain up to date registration with the appropriate registering body – HCPC/NMC.
- Accept additional responsibilities consistent with the grade of the post to enhance level of practice and professional development.

General

- The Royal Surrey County Hospital is a dynamic organisation, and consequently this job description may be altered after appropriate discussion with the post-holder.

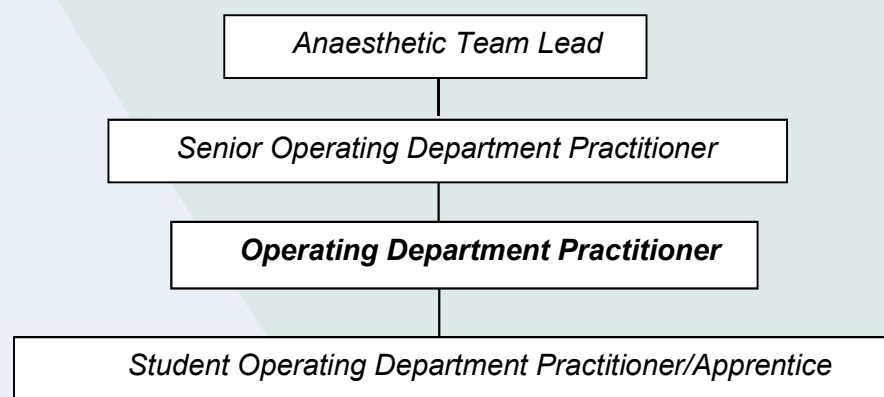
Special Responsibilities

- To abide by the HCPC Standards of Performance, Conduct and Ethics & Standards of Proficiency or NMC Code of Professional Conduct and ensure safe practice. As a registered practitioner, you are personally accountable for your practice.

4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> Multi-disciplinary teams Trust board Working groups 	<ul style="list-style-type: none"> Working across boundaries Working with other external partners i.e. universities, faculties, professional bodies, other organisations

5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:



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 Trust is aiming to promote equal opportunities. 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.
- Members of 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 as 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

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

Our values are:

CARING TOGETHER • LEARNING TOGETHER • EXCELLING TOGETHER • CONTINUOUSLY IMPROVING

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):-----

The Royal Surrey Hospital 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: Operating Department Practitioner/Anaesthetic Nurse

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
Values and Behaviours			
ESSENTIAL CRITERIA FOR ALL POSTS			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√		A/I
Value diversity and difference, operates with integrity and openness	√		A/I
Treating others with compassion, empathy and respect	√		
Share information openly and effectively with patients, staff and relatives	√		
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√		A/I
Actively develops themselves and others	√		A/I
Qualifications			
City and Guilds 752/NVQ Level 3/ Dip HE in Operating Department Practice. Anaesthetic Nurses – ENB 182 or equivalent UK recognised qualification in Anaesthetics	√		
Knowledge and Experience			
Demonstrable knowledge of perioperative practice including up to date knowledge of AAGBI, NICE and DAS guidelines.	√		√
Demonstrable knowledge of normal and altered anatomy and physiology including commonly encountered pre-existing patient conditions	√		√
Possess underpinning knowledge of pharmacology in perioperative care	√		√
CPD - Evidence of post qualification experience and continuing professional development		√	
Must have an understanding of the background to and aims of current healthcare policy/national guidance/CQC/ and appreciate the implications of this on		√	

Area	Essential	Desirable	Assessment
engagement			
Member of relevant professional body - HCPC or NMC (unless student – whereupon pin will be attained upon qualification)	√		
Skills and Capabilities			
Ability to communicate effectively with patients, colleagues and within the multidisciplinary team	√		
Ability to assess patients and develop individualised, high quality perioperative care plan	√		
Be able to recognise and act upon changes in patients physiological parameters	√		
Management Skills and leadership skills - Must be able to prioritise own work effectively and be able to direct activities of others. Example – ensuring WHO Surgical Safety Checklist is undertaken	√		
Ability to work where appropriate with autonomy and in line with National and Local Policy	√		
Ability to escalate issues to appropriate senior staff in difficult or challenging circumstances and remain calm under pressure	√		
IT Skills – use of e-mail and keyboard skills preferable		√	
PERSONAL ATTRIBUTIONS			
Used to working in a busy environment	√		
Adaptability, flexibility and ability to cope with uncertainty	√		
Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions	√		
Professional calm and efficient manner		√	
Effective organiser/prioritisation skills		√	
Demonstrates a strong desire to improve performance and make a difference by focusing on goals		√	
Attention to detail		√	
Highly motivated with ability to influence and inspire others	√		
Ability to work independently	√		