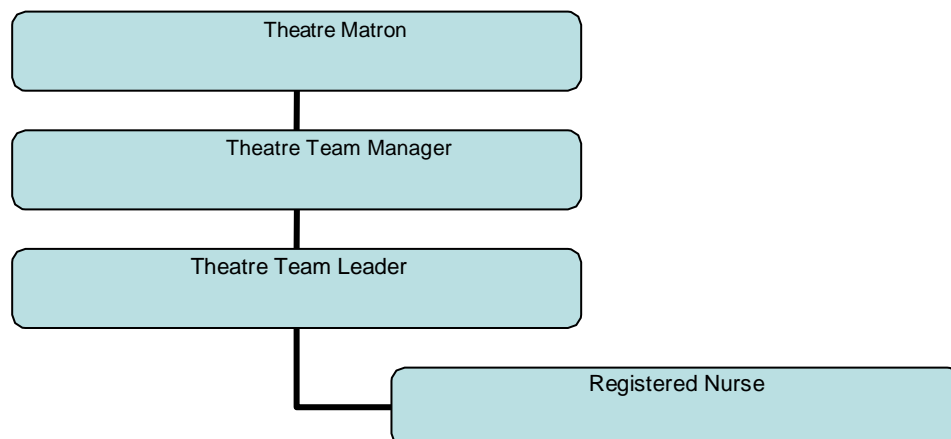

JOB DESCRIPTION

JOB TITLE: Theatre Practitioner
GRADE: Band 5
Hours of Work: Full Time and Part Time
Division: Anaesthetics and Surgical
Base: Royal Bolton Hospital
Managerially Accountable to: Theatre Team Leader

ORGANISATION CHART:



Key Relationships:

Patients, Surgical/Medical Staff, Anaesthetic Medical Staff, Nursing/AHPs, non-clinical staff.

JOB PURPOSE:

The post holder will be responsible for effectively delivering skilled nursing care to patients using a systemic approach of assessing planning, implementing and evaluating to ensure a high standard of care. The post holder will rotate through all clinical areas to meet service need and for own professional development.

They will proactively engage with patients, relatives and carers to seek their views, gain agreement and to keep them informed about their treatment and care, and demonstrate compassion by recognising and responding to individual needs in a warm, thoughtful, sensitive and helpful way.

Our Values

- *Vision*

We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.

We make decisions that are best for long term health and social care outcomes for our communities

- *Openness*

We communicate clearly to our patients, families and our staff with transparency and honesty

We encourage feedback from everyone to help drive innovation and Improvements

- *Integrity*

We demonstrate fairness, respect and empathy in our interactions with people

We take responsibility for our actions, speaking out and learning from our mistakes

- *Compassion*

We take a person-centred approach in all our interactions with patients, families and our staff

We provide compassionate care and demonstrate understanding to everyone

- *Excellence*

We put quality and safety at the heart of all our services and processes

We continuously improve our standards of healthcare with the patient in mind

Clinical

- ☐ Provide care in the clinical area as an effective member of the clinical team.
- ☐ Establish a safe working environment for patient and staff
- ☐ Undertake role of scrub practitioner and circulating practitioner
- ☐ Undertake role of anaesthetic and recovery practitioner
- ☐ Co-ordinate and participate in the safe transfer and positioning of patients
- ☐ Ensuring that the area is clear of potential hazards
- ☐ Ensure the safe removal of clinical waste and contaminated items including blood products.
- ☐ Ensure equipment is available prior to start of list, report any discrepancies to senior theatre practitioner or team leader
- ☐ Ensure all theatre standards, policies and procedures are adhered to at all times
- ☐ Participate in the change process to meet future needs of the service.
- ☐ Be aware of procedure for complaints from relatives, patients and staff and inform the line manager of any untoward incidents and participate in the clinical incident reporting process.
- ☐ Co-ordinate the arrival and departure of patients in accordance with local policy, incorporating escort of patients, where applicable.
- ☐ Assist in maintenance of stock levels for all clinical equipment and supplies.

Communication and Relationship Skills

- ☐ Communicate all relevant information to the multi-disciplinary team internally and with external organisations as required to ensure seamless care
- ☐ Attend departmental and directorate meetings as required, to ensure an awareness of developments within the area of practice.
- ☐ Assist in maintaining an effective communication network; written, verbal and electronic, informing senior staff of all matters outside your role/sphere of competence; cascading information to more junior staff.
- ☐ Develops and maintain communication with people about difficult matters or difficult situations, in an appropriate, supportive and empathetic manner.

Analytical and Judgmental Skills

- ☐ Complete documentation on untoward incidents, produce reports as requested by line managers, and take part in Clinical Audit review.
- ☐ Participates in audit and evaluation programmes as requested.
- ☐ To support the ACE Wednesday audit programme and KPI's.
- ☐ Use results from audits and any other data collection tools to influence and celebrate yours and others practice.

Planning and Organisational Skills

- ☐ Collaborate with the multi-disciplinary team and other service providers internally and externally; ensure care is patient centred, effective and efficient.
- ☐ Help to prevent the spread of infection by adopting infection control measures appropriate to the situation, and participate in educating staff, patients and carers.
- ☐ Carries out patient based risk assessments, e.g. falls, nutrition, medication, infection control, pain in line with Trust policy and timescales.
- ☐ Incorporate health education into patient/client and carer exchanges whenever possible.
- ☐ Carries out patient based risk assessment in area and incorporates into plan of care.

Patient/Client Care

- ☐ Act as patient's advocate in promoting, and delivering the highest standard of nursing care, ensuring all fundamentals of care are addressed, and current, relevant policies and procedures are adhered to.
- ☐ Using evidence-based practice, assess patients' physical, psychological and spiritual needs, create care plans, implement and evaluate nursing care involving patients
 - and carers, as appropriate.
- ☐ Performs nursing care and enhanced clinical skills to a high quality standard.
- ☐ Monitor patients' condition and report observations to relevant health professionals, carrying out nursing interventions as needed.
- ☐ Demonstrates safe and timely administration and storage of oral and IV medications.
- ☐ Achieve and maintain core and specific competencies

Responsibilities for Policy and Service Development

- ☐ To work within policy, professional and legal frameworks at all times. This requires knowledge of Nursing & Midwifery Code of Conduct, NMC Adult / Child Protection Protocols, Risk Assessment formulation and Trust Policy and Procedures.
- ☐ Keep up-to-date with legal matters that may arise during course of duty.
- ☐ Be aware of, and adhere to Trust and departmental policies and procedures.
- ☐ Staff are expected to participate and support in the KPI and BoSCA process

Responsibilities for Finance

- ☐ Reports on low/insufficient stock levels to support smooth running of the department.
- ☐ Cleans/maintains and stores equipment correctly.

Responsibilities for HR

- ☐ Oversee the provision of physical nursing care, providing guidance and support to junior staff in this area.
- ☐ Participate in education and training of junior staff.
- ☐ Assist with induction programmes for newly appointed staff and contribute to ensuring an effective learning environment for all staff.
- ☐ Participate in appraisal and develop an annual Personal Development Plan to identify training and development needs, in line with personal and organisational objectives.
- ☐ Support colleagues' development, including clinical supervision. Assist in monitoring
 - progress of student nurses; providing written reports on progress.

- ☐ ☐ Comply with and facilitate preceptorship and mentoring for all new learners, ensuring support to all newly qualified staff.

Responsibility for Information Resources

- ☐ Write reports, record observations and maintain care plans, including electronic data storage; and other appropriate records, accurately, legibly and concisely.
- ☐ Maintain accurate and complete records of all care activities, in a timely manner, adhering to local and professional standards for documentation.
- ☐ Use Information Technology, to improve and inform practice.

Research and Development

- ☐ Comply with, and contribute to, quality standards and guidelines, and take part in Clinical Governance, CNST and Research and Development initiatives.

Freedom to Act

- ☐ Take charge of the ward/unit in the absence of more senior staff, supervising the work of more junior staff as needed.
- ☐ Report and record all untoward incidents and investigate any incidents, which occur when taking charge.
- ☐ Prioritise own work appropriately and manages own time effectively.
- ☐ Delegated duties are realistic, achievable and take into account team member's role, abilities and development needs.

LEGAL & PROFESSIONAL RESPONSIBILITIES

- ☐ Adhere to Trust and departmental policies and procedures.
- ☐ Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirement
- ☐ Maintain registration, and nursing competencies, and comply with NMC code of Professional Conduct and related documents.
- ☐ Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.
- ☐ Keep up-to-date with legal matters that may arise during the course of duty

Health, Safety and Security:



- ☐ All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- ☐ To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

Confidentiality:

- ☐ Working within the Trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

- ☐ All employees are reminded about the importance of data quality and staff should make themselves aware of both departmental and corporate objectives for data quality.
- ☐ Data quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability:

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- ☐ You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control:

- ☐ You must comply with all relevant policies, procedures and training on infection prevention and control.

Safeguarding Children and Vulnerable Adults:

- ☐ You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality:

- ☐ You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

Training:

- ☐ Managers are required to take responsibility for their own and their staff's development
- ☐ All employees have a duty to complete all mandatory training sessions as required by the Trust.

Any other general requirements as appropriate to the post and location

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

Date Prepared: February 2018

Prepared By: Jackie Furlong Professional Lead for Nursing Workforce

Agreed By: Jenny Holding HR Business Manager

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Prepared By:
Matthew
Toner
Bolton NHS Foundation Trust
Date
26/10
/18