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Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

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CAJE REFERENCE **HD2023/0042**

DATE APPROVED **09/03/2023**

JOB DESCRIPTION

JOB DETAILS

Job Title: Theatre Practitioner (Anaesthetics, Recovery, Scrub)

Pay Band: 5

Directorate: Scheduled Care

Department: Theatres

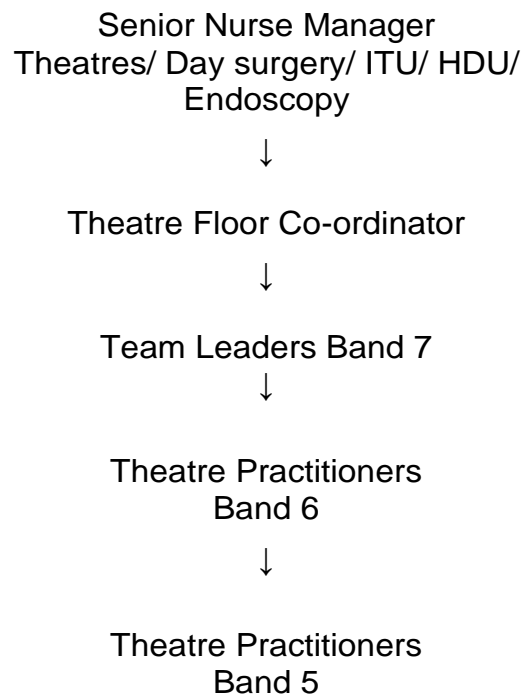
ORGANISATIONAL ARRANGEMENTS

Directly reports to and monitored by the Team Leaders

Accountable to: Floor Co-ordinator - Theatres
Senior Nurse Manager - Scheduled care

Responsible For: Assessment, planning, delivery and evaluation of patient care within theatres

Organisation chart:



JOB SUMMARY / PURPOSE

The post holder is part of the clinical team provided to ensure that clinical care of patients and others using the service receive an efficient and quality service.

The post holder is expected to work closely with all disciplines to ensure the promotion of high standards for all patients requiring peri – operative care, following appropriate training encompassing a variety of specialties.

The post holder is expected to carry out all relevant forms of care and will be expected to demonstrate procedures and supervise junior / unqualified staff.

MAIN DUTIES AND RESPONSIBILITIES (All roles)

- Assess, plan, implement and evaluate programmes of care utilising research findings as appropriate.
- Ensure all care is provided in accordance with Hywel Dda health Board policies.
- Create and maintain legible and accurate records of care in accordance with Health Board and departmental policies and procedures. Responsible for accurate records/ standards for documentation including Theatre register/ IT, data collection and input data into the theatre management system or complete all appropriate theatre/ patient documentation.
- Participate in induction and orientation programmes for new staff to ensure a welcoming environment.
- To identify suitable teaching opportunities/ requirements and to undertake practical teaching and supervision of learners, Assistant theatre practitioners and others as delegated.
- Work as part of the multidisciplinary team in accordance with patient requirements and needs, ensuring confidentiality of patient information.
- Participate as a member of the peri operative team, providing total patient care during the perioperative visit ensuring a safe environment.
- Participate in the department's internal rotational programme.
- Assist in the positioning and preparation of a patient as directed by the surgical team / Anaesthetic team.
- Ensure that any specimens are correctly labelled and dispatched to the laboratory.
- Help to control cross infection by observing departmental, Health Board Policy

regarding dress code, maintenance of a clean working environment, decontamination and sterilization procedures and asepsis.

- Provide assistance in clinical operative procedures, both anaesthetics and surgery.
- Provide immediate post-operative care.
- Provide initial emergency care as required.
- To act as an advocate for patients and significant others.
- All staff are required to work lates, nights, weekends and take part in on call Rota to cover nights and weekends 7 days a week including bank holidays.

Scrub / Circulating Practitioner

- Ensures that the physical environment of the operating theatre is clean and daily checks carried out in accordance with the policy prior to commencing an operating session.
- Ensures that the physical environment including COSHH and procedures, complies with the health and Safety Policies.
- Ensures that the correct sterile trays and supplementary equipment is collected for each operation.
- The scrub person requests that the circulating person opens the appropriate tray and then opens and hands the supplementary equipment to the scrub person maintaining sterility of the items.
- Before the start of the operation the scrub person checks the identity and consent form as per policy.
- The scrub person initiates the checking procedure, as per policy for all items used within the sterile field.
- The scrub person at their discretion can undertake as many checks as necessary during the operation.
- The scrub person is responsible for ensuring that the used trays and supplementary equipment is returned to the HSDU in a neat and tidy condition, following the safe disposal of sharps policy.
- The scrub person will handover the patient to the recovery nurse as per policy.
- Following the operation the scrub person is responsible for the completion of all care documentation and entering the information onto the theatre information returns/ theatre register.
- The scrub person must ensure all specimens are taken to the specimen collection point and recorded in the appropriate log.

- All staff will be expected to take part in internal rotation, weekend Rota, late night shifts when required.
- Ensure all equipment is checked prior to use and any defective equipment is removed cleaned and sent for repair as per policy.
- The circulating practitioner acts as a support to the scrub practitioner in case of difficulties encountered during the operation.
- The circulating practitioner assists the scrub practitioner in the preparation for the operation by collecting equipment and monitoring environment.
- The circulating practitioner checks with the scrub practitioner, the correct identity and consent form as per policy. Noting any known allergies.
- Assist in the preparation of the patient including positioning and the safe application of the diathermy pad.
- Ensures that planned sessions run smoothly by:
 - A) Ensuring that the necessary equipment for each operation is available and in good working order.
 - B) Teaching/ training other members of the team
 - C) Co – coordinating the multi-disciplinary team
 - D) Ensuring the safe delivery of urgent specimens to the laboratory frozen section
 - E) Carrying out checking procedures in accordance with policy e.g. WHO check list / team briefs. Swab instrument and needles etc.
- To ensure all lay-up rooms and theatres are kept clean, tidy and stocked according to agreed levels, checking all expiry dates. All staff must take part in the stock rotation / take process.

Anaesthetic Practitioner

- Ensures that the physical environment of the anaesthetic room is clean and daily checks undertaken in accordance with the policy prior to commencement of an operating session.
- Ensures that the physical environment including COSHH and procedures, complies with the health and Safety Policies.
- To maintain a quiet and professional atmosphere.
- Check all Anaesthetic equipment prior to start of an operation.
- To remove all faulty equipment and send for repair. Replacements to be checked prior to use.
- To ensure all necessary equipment and anaesthetic requirements are available according to the nature of the procedures performed.
- To ensure all anaesthetic rooms and theatres are kept clean, tidy and stocked according to agreed levels, checking all expiry dates. All staff must take part in the

stock rotation / take process.

- To check patients in the waiting bay, confirming that the pre-operative checklist has been completed and that the correct.
- Patient is escorted to the designated theatre.
- To assist patient positioning for surgery maintaining safety, patient confidentiality and dignity at all times.
- To position Diathermy pad according to manufacturer's instructions if requested.
- To ensure accurate storage and administration of drugs according to departmental / health Board policy.

Recovery Practitioner

- To be responsible for the delivery of total care following surgery, under general, Epidural, spinal and local anaesthesia.
- Undertake and plan assigned workload and carry out a range of duties without direct supervision.
- Assess, plan, implement and evaluate patient care packages for the Recovery Room, integrating pre-operative and post-operative visiting.
- Continually observe the post-anaesthetic patient using analytical skills to judge condition and need.
- To ensure that all emergency equipment resuscitation trolley, anaesthetic machine suction, defibrillator and oxygen outlets are all functioning and checked daily ready for use.
- Check that Oxygen cylinders are sufficiently full and ready for use for each patient.
- Recognise the potential for immediate post-operative complications and act in a timely and appropriate manner. To be aware of emergency call system procedures should any patient condition deteriorate rapidly and assist with intubation and or cardiac arrest.

- Skilfully manage the patient's airway through the immediate post-anaesthetic phase.
- Recognise the need for Anaesthetist intervention.
- Provide the postoperative patient with accomplished management of pain and nausea in accordance with set protocols.
- To administer analgesia in accordance with the recovery department protocol and theatre drugs policy as required following full training in the use of Syringe drivers/ PCA and epidural pumps, assess pain score of patients.
- Care of epidural infusions monitoring and reporting changes.
- Competently manage postoperative patients requiring warming therapy.
- Manage and support patients who are anxious or distressed.
- To liaise with ITU/ HDU on the availability of beds for the patients transfer according to departmental policy.
- Provide nursing care and support in the event of HDU / ITU admission into Theatre. To nurse ventilated patients in recovery/ theatre prior to transfer to ITU or HDU under the instruction of the anaesthetist.
- Support the relatives of the patients who require HDU/ ITU admission.
- Protect the rights, dignity and confidentiality of the patient at all times.
- Take responsibility for the timely and safe discharge of the postoperative patient from the Recovery Room. Handover the patient to the qualified nurse on the ward as per policy, including all items in situ and medication requirements and post op instructions.
- Support and assist the anaesthetic team during the anaesthetic administration and transference of the patient to the operating theatre.
- Ensure safe custody and administration of drugs, that all controlled drugs / drugs are ordered, check and registered and correct as per policy and wastage disposed of correctly.
- Safely handle and dispose of hazardous substances.
- May be required to assist in Theatres during quiet times in recovery.
- May be required to insert Venflons and provide Venopuncture service.
- To be responsible for the Same Day admit Unit, facilitating the admission / pre op preparation and safe transfer of patients through the Main Theatre suite.
- Manage a shift in the Recovery Room and Reception in the absence of the Sister.

Service Management

- Ensure organised, safe and timely reception of patients for theatre, thereby enhancing patient throughput.
- To provide leadership and supervision for both qualified and unqualified staff and students.
- Organising staff as appropriate, formulating and delivering plans of care, communicating with medical staff and other departments and liaising with other team leaders in the department as necessary.
- May undertake the management of a theatre in the absence of the team leader / advanced practitioner after completion of competency programme.
- May be asked to undertake 1st on call, on completion of competency programme.
- May function autonomously in a designated role while working within established professional codes of conduct, always supporting and promoting Health Board policies and procedures.
- Contributes within a multi-disciplinary team towards the efficient and safe running of the department.
- Ensures appropriate skilled use of complex theatre equipment.
- Ensures essential documentation is accurately completed as appropriate to each case, including that generated by others.
- Patient confidentiality is respected at all times.
- Ensures standards of patient care are maintained within own sphere of responsibility, particularly in the absence of the team leader.
- Contribute to the health Board nursing agenda.

Service Improvement

- To work with the Senior nurse Manager / team leaders/ Modernisation team to improve service and be a positive champion for agreed change proposals.
- To attend and participate in ward/ departmental meetings.

- Participate fully as a team member, including working in all areas of the theatre suite, sharing knowledge and information, supporting colleagues, to promote a cohesive team and achievement of team objectives.
- Liaise directly with allocated surgeons to compile data base of preference and communicate relevant changes to the team.
- Following suitable training and assessment undertake the role of advanced practitioner for elective, emergency procedures as outlined in the health board policies and national guidance (Association for peri-operative practice).

Communications

- Required to communicate complex information effectively to other health professionals both within and outside the multi-disciplinary team, in order to enhance patient care.
- Required to communicate sensitively to patients, demonstrating empathy, understanding and reassurance.
- Maintains awareness of the barriers to understanding and seeks means to overcome them, e.g. Reception and or Anaesthetic room, in order to provide individualised patient care.
- Provides, together with other members of the multi-disciplinary team, support to relatives, e.g. In the case of a stillbirth or death in theatre, maintaining a professional attitude throughout.
- Will recognise the needs of colleagues for emotional support and provide this personally, or liaise with senior members of staff to ensure adequate support is given.
- Demonstrates procedures to new/junior members of staff, acting as mentor/preceptor when required.
- Offers support (knowledge and emotional) to junior members of staff in a sensitive and appropriate manner.
- Contributes to the Medical Staff Orientation programme when required.
- To act as link practitioner to designated ward/department areas, discussing comments, suggestions and concerns.

Finance and Resources

- Demonstrates budgetary awareness and the need for careful use of resources to optimise stock control and reduce wastage.
- Contributes to the monitoring of resources by acting as link nurse as required in appropriate area.
- Adhere to procedures for the use of supplies, ordering requirements for the departments as directed by senior nurse manager.

Personal and People Development and People Management

- To act as a mentor/ preceptor to student nurses/ Trainee ODP's / newly qualified nurses within the clinical area.
- Maintain own registration and present proof to the senior nurse manager when requested.
- Maintain, update and develop personal and professional knowledge and skills using the Health Board performance review system enabling standards of patient care to be monitored and improved.
- Maintain a personal, professional profile, identifying role and skill development. Attend training with respect to all mandatory training requirements.
- To proactively undertake and encourage others to develop clinical practice within your sphere of responsibility.
- In consultation with the team leaders agree learning objectives to improve current practices, promoting research – based practice through active learning and teaching.
- Contribute to the annual personnel review of junior colleagues identifying training needs.

Information Processing

- Input data into the theatre management system/ complete theatre information returns. Be aware of the Data Protection Act 1984 with specific reference to

personal information and ensure compliance with the provision of the act.

Health, Safety and Security

- To be aware of the Health & Safety at work Act and Health Board Policy. To actively promote and implement risk assessment strategies within Theatre. Report incidents/accidents to patients, staff or visitors in line with departmental /Health Board policies and procedures.
- To ensure the promotion of the safety of patients, staff and carers with the environment of care.

Quality

- Contribute to Departmental Audit programme.
- Works within departmental policies at all times.
- Ensures policies are implemented within own sphere of influence.
- May undertake research for personal development which may contribute to departmental development/changes. (evidence based practice).
- May contribute to service development by proposing changes to policies and procedures, utilising evidence based practice.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	Current Nursing and Midwifery Council (NMC) OR Health and Care Professions Council (HCPC) registration Registered General Nurse OR Registered Operating Department Practitioner Commitment to undertake an appropriate course of study To have a knowledge and understanding of all surgical specialities within the operating department Evidence of continuing professional development	Diploma in theatre perioperative practice	Application form Certificate check Registration Check

Experience	Evidence of experience use of equipment and materials	<p>Post registration experience</p> <p>Relevant experience in all specialities General / orthopaedic / gynae / urology / Trauma</p> <p>Experience in the supervision / teaching of students, support staff and others</p>	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Portfolio</p>
Language Skills		<p>Welsh speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	<p>Application form and Interview</p>
Aptitude and Abilities	<p>Evidence of technical/ theatre skills</p> <p>Able to manage difficult situations</p> <p>Able to use initiative</p> <p>Proven communication skills orally and written</p> <p>Able to prioritise workload and meet deadlines</p> <p>Knowledge of current professional issues / pre-registration education</p> <p>Able to work under pressure</p> <p>Able to work as part of a team</p> <p>Able to work unsupervised following training period</p> <p>Adaptable and responsive</p> <p>Time management skills</p> <p>Good written/verbal communication</p>	<p>Participation in clinical audit</p> <p>Prepared to assume lead and link responsibilities within the unit</p>	<p>Interview</p> <p>Portfolio</p>

	<p>Organisational policies/procedures</p> <p>Health & Safety/Risk Management knowledge</p> <p>Committed to professional development/lifelong learning of self and others</p> <p>Effective role model</p> <p>Negotiation skills</p> <p>Team Player</p>		
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		Interview
Other	<p>Flexible shift patterns over 24hr periods days/nights/weekends/bank holidays</p> <p>Participate in internal rotation</p> <p>Participate in an on-call rota</p> <p>Ability to travel between sites in a timely manner</p> <p>Flexible approach to needs of the service</p>		Interview

Level 1 Welsh

(please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple

language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

**** For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB.

The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

**** For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

**** For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs.

The postholder is required to demonstrate on-going continuous professional development.

At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board.

Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in

times of need and advice.

The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.

The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

It is the aim of the Hywel Dda HB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HB has an Equal Opportunities Policy and it is for each employee to contribute to its success.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and

procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document *Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales* stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis".

IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections.

This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.