

**JOB DESCRIPTION**

<b>Job Title:</b>	Theatre Scrub Nurse or Operating Department Practitioner
<b>Band</b>	5
<b>Care Group</b>	A
<b>Directorate:</b>	Head & Neck
<b>Department:</b>	Eye Theatres
<b>Location:</b>	Royal Bournemouth Hospital
<b>Accountable to:</b>	Clinical Leaders, Matron
<b>Accountable for:</b>	Theatre Practitioners, Health Care Assistants, Students
<b>Main Purpose</b>	<p>To deliver safe, quality care for patients during their perioperative journey within the Eye Unit.</p> <p>To carry out theatre procedures in the scrub, anaesthetic and recovery roles, completing all required documentation as per departmental policy.</p> <p>To support and assist in the management and organisation of care provision within the Eye Theatre Department, promoting good and collaborative working relationships with the multi-disciplinary team, both within the Department and the rest of the Trust.</p> <p>To apply and promote best, evidence-based, patient-centred practice within own professional limitations.</p> <p>Act as an effective role model by developing and demonstrating efficient organisational and leadership skills.</p> <p>To contribute to service improvements.</p> <p>To act in a manner in-keeping with the relevant code of conduct, supporting and maintaining the Trust's objectives and the Theatre's policies and standards.</p> <p>To supervise and support junior staff and students, providing education and training.</p>

## General Duties

- Demonstrate competence and flexibility as a Theatre Practitioner in scrub, anaesthetics and recovery
- Demonstrate a good understanding of the range of ophthalmic procedures, anaesthetic techniques and recovery procedure.
- Responsible for/ participation in the theatre coordination/ team leader role.
- Ability to perform a range of circulating duties including: treating patients with dignity and respect; planning and preparation of required equipment and consumables before lists; safe positioning and preparation of theatre equipment; stock control, re-stocking and ordering of supplies and equipment; supporting other practitioners with various tasks, including moving patient trolleys; cleaning of the theatre environment and equipment
- Assessing patients' levels of anxiety and providing comfort and reassurance as appropriate, acting as the patient's advocate.
- Contributing to quality improvement and audit.
- Contributing to the effective management of resources.
- Demonstrate competence with current emergency resuscitation techniques, both in theory and in practice.
- Ensure correct cleaning and storage of equipment is undertaken.
- Demonstrate safe waste management according to trust policies and guidelines.
- Manage own mandatory training and compliance on VLE/BEAT system.
- Maintain confidentiality at all times.

## Communication and Working Relationship Skills

- Demonstrate effective communication skills with regard to maintaining dignity and respect for all.
- Ensure effective communication is maintained between all members of the multi-disciplinary team.
- Demonstrate competence when using electronic systems and patient records (i.e. E-CaMis, EPR).
- Act as the patient's advocate.
- Observe and maintain theatre etiquette.
- Receive sensitive information concerning patient's medical conditions and act accordingly within professional and Trust guidelines.
- Demonstrate effective communication skills in highly stressed or emotional circumstances.
- Ensure adequate and accurate patient documentation and records are maintained.
- Check that all relevant documentation is available with the patient when collecting from, and returning to, the ward, and act to resolve any discrepancies or concerns.
- Support and encourage the team to develop and succeed in meeting the Trust Values.
- Act as a link practitioner in supporting the implementation of evidence-based practice.
- Ensure information is conveyed to the patient and/or family in a timely and understanding manner.
- To attend departmental meetings as required.

## Analytical and Judgemental Skills

- Demonstrate a good understanding and knowledge of the range of normal clinical observations of patients, have the ability to analyse and recognise any changes and respond appropriately.
- Have the ability to recognise and respond appropriately to unexpected changes in the planned care during the perioperative phase.
- Organise own time and that of others to respond to the clinical/ operational needs of the department.
- Identify and act on personal development needs to enhance practice and develop skills, being accountable for own professional practice and maintenance of competencies and skills relevant to role.

## Planning and Organisational Skills

- To lead and manage the daily activities of the theatre, planning provision of care for patients and organising staff within the theatre.
- To demonstrate leadership skills to ensure a safe and efficient environment, optimising the delivery of patient care on a daily basis through effective, critical decision making.
- In the absence of senior staff, lead and manage the department, escalating as appropriate to manager on duty within normal working hours, or to the clinical site team out of hours.

## Responsibility for Patient/Client Care, Treatment and Therapy

- Delivery of patient focused care, relevant to patient needs and within scope of practice.
- Ensure patient safety by following WHO surgical safety guidelines.
- Demonstrate the principles of patient safety by ensuring that all treatment, procedures and interventions are delivered by competent, appropriately trained staff, including unregistered staff.
- Handle all patient specimens in a timely manner and in line with Trust policy.
- Work in accordance with UHD Trust and Theatres policies and procedures.
- Ensure all Infection Prevention control measures are adhered to.
- Assist in the safe transit of patients (and any attached equipment) as necessary, to and from the Eye Day Ward or Eye Main Ward (and occasionally other areas within the hospital) before and after surgery.
- Ensure the safe custody, storage and administration of medicines in accordance with established policies, procedures and laws.

### **Responsibility for Policy / Service Development**

- Wear appropriate PPE and ensure that colleagues work in line with health and safety recommendations.
- Have a working knowledge of fire regulations, ensuring that appropriate action is taken in response to an emergency.
- Contribute to audit of standards and participate in service improvement.
- Report all complaints, untoward occurrences and be aware of the process of reporting these via the LERN system.
- Act as a role model by demonstrating the professional standards required by registering body (NMC, HCPC) and be proactive in reporting inappropriate behaviour and practice.

### **Responsibility for Finance, Equipment and Other Resources**

- Be responsible with resources to reduce waste and to ensure equipment is safe, well maintained and available for use, including isolating and reporting faulty equipment and practicing good stock control and rotation.
- Maintains the integrity and cleanliness of theatre equipment and environment.
- Handle patients' property correctly to ensure their safety and security.

### **Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management**

- To provide day to day supervision of more junior staff and students, demonstrating own skill set to new members of staff and supporting their development while they learn.
- To provide clinical supervision, opportunities for reflection, sharing and learning, providing a safe environment in which to learn.
- Maintain a professional approach in practice, with dignity and respect for all.

### **Responsibility for Information Resources and Administrative Duties**

- To maintain accurate patient records and confidentiality.

### **Responsibility for Research and Development**

- Develop audit skills to support implementation and delivery of evidence-based practice within the clinical area.
- Participate in both clinical and organisational audit and research as required, to continually evaluate the effectiveness of the service and influence patient care and experience.
- Participate in clinical trials of equipment, techniques or medications where appropriate.

### **Freedom to Act**

- Works within codes of practice and professional guidelines.
- Works within clearly defined occupational policies.

## Mental, Physical, and Emotional Effort

- Able to concentrate for prolonged periods, with occasional interruptions and adaptations.
- Able to adapt to changes in the situation or to the plan of care, in order to accommodate unpredictable patient behaviour/ condition/ events.
- Able to respond appropriately to distressing or emotional circumstances including emergency cases.
- Able to manage challenging situations or behaviour from patients or staff in order to maintain a safe, professional environment.
- Able to deal with potentially unpleasant or distressing specimens.
- Able to meet the physical demands of the role.
- Able to manipulate complex and delicate instruments and equipment.
- Able to participate in safe manual handling techniques to move patient trolleys and equipment within the Eye Unit.

## Any Other Specific Tasks Required

- Be willing and able to participate in the on-call rota as required on a rotational basis.

## Organisational Structure of Department



## **Transforming our Hospital Services in Dorset**

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

## **Partnership with Bournemouth University**

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

## **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

### **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

### **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

### **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

## **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

### ***All Staff***

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

### ***All Managers/ Heads of Department and Clinical Leaders***

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

## **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

## **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared

for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

### **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of it's activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

### **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

### **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

### **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.