

# The Robert Jones and Agnes Hunt Orthopaedic Hospital



NHS Foundation Trust

## JOB DESCRIPTION

### JOB DETAILS

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|---------------------------|--|
| <b>Job Title:</b>         | Theatre Practitioner   |
| <b>Grade:</b>             | Band 5   |
| <b>Department / Ward:</b> | Theatre Unit   |
| <b>Qualifications:</b>    | Diploma in Operating Department Practice (or equivalent) or Degree in Nursing. |

### **ORGANISATIONAL ARRANGEMENTS**

#### **Accountable to:**

1. Theatre Managers
2. Surgical Services Manager
3. Professionally the post holder is responsible for maintaining registration with the relevant professional body abiding by their Code of Conduct and Guidelines, and will adhere to Trust policies, procedure and protocols.

#### **Responsible for:**

1. Manage own workload in a designated highly specialist area without supervision as appropriate using all forms of knowledge, skills and experience required in order to be able to undertake the duties competently.
2. To demonstrate a complex level of communication and relationship skills promoting and maintaining effective liaison throughout the Unit team and with the wider multidisciplinary team.
3. To effectively manage the Unit in the absence of the Line Manager.
4. To organise, lead and co-ordinate the multidisciplinary staff allocated to his/her control.
5. Ensure the Health and Safety of all staff, patients and visitors. Reporting all incidents/accidents/near misses to the team leader. Document and monitor the safe use of equipment and economic use of supplies.
6. Provide accurate and timely collection and submission of appropriate Theatre activity data, using appropriate manual and computerised systems.
7. To ensure safe quality care is provided for patients within the Unit as Trust and Unit policy.
8. To maintain an understanding of and adhere to all Trust and Unit policies and procedures and ensure attendance of mandatory annual training e.g. Fire, Manual Handling, CPR etc.
9. To have an understanding of Risk Management and to participate in the identification/analysis of risk.

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### **JOB PURPOSE**

The post holder will be expected to take responsibility for the management of their specialised area in the absence of the Line Manager. Will be responsible for the delivery of safe, high quality patient focused care within Team or area of responsibility. Will be responsible for ensuring all resources within that area are used to optimum effect, ensuring the highest quality patient care standards.

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## **GENERAL DUTIES AND RESPONSIBILITIES**

1. Ensure personally that all Nursing & Midwifery Council, Healthcare Professions Council and Continuing Professional Development requirements are met.
2. Deputise for Line Manager as and when required.
3. Take responsibility for the appropriate allocation and placement of new and newly qualified staff within your area.
4. Ensure Trust policies and procedures are met in relation to personal professional responsibilities.
5. Ensure department policies and procedures are developed, documented and adhered to and be responsible for implementation.
6. Ensure that their own mandatory training is completed annually as required.
7. Constantly provide leadership for the team and act as a role model and resource for junior members of staff.
8. Be responsible for ordering, storing, dispensing and recording of drugs in accordance with Trust policy. Order by verbal, written and electronic means, record electronically or written as appropriate.
9. To enhance patient care by ensuring effective assessment of patients needs, this includes making complex decisions on issues surrounding surgical emergencies/problems requiring immediate action.
10. Be responsible for delivering personal patient programmes of care and for continual assessment, evaluation and updating of same.
11. Be responsible for repair, maintenance and safe use of equipment ensuring competent knowledge and fault-finding skills.
12. Daily liaise with and assist the appropriate clinical specialists in relation to individual patient care and requirements.
13. Daily input and retrieve patient information appropriate to the Unit from the Trust information technology systems including EPR, PAS Theatre Management System, TIMS, TIS and Fingerprint.
14. To participate in auditing, supporting and implementing necessary changes and service improvements in the Unit. Audits are carried out daily, weekly and monthly.
15. Participate in research and clinical benchmarking, interpretation and analysis of findings and their application to provide best practice.
16. At all times to be responsible for appropriate control and management of resources, including staff within their sphere of responsibilities.
17. Provide advice and arbitration where there may be differences of opinion amongst staff. Communicating and feeding back information to co-workers and others as appropriate.
18. Possess and maintain knowledge of Anaesthetic and Recovery roles.
19. To have communication and relationship skills to sensitively deal with patients and relatives who may be distressed, disorientated or anxious and to be able to deliver highly sensitive or unwelcome information in an appropriate and empathetic manner. This may be required daily.
20. To communicate efficiently and effectively with the multidisciplinary team, other departments within the Trust and outside agencies and actively participate in decision making with some.
21. Keep the Line Manager informed of changes in circumstances that may affect the delivery of safe high quality patient care.
22. Keep abreast of current and future nursing and perioperative trends.
23. Have knowledge of NHS and DOH policy and documentation which affects patient care.
24. Promote an environment of openness and support for all staff, patients and visitors.
25. Perform any job related duties not specifically enumerated in this job description which may be assigned by your Line Manager.

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## **RISK MANAGEMENT & NHSLA GOOD PRACTICE**

Risk Management involves all staff identifying circumstances and practices which put patients at risk of harm, and then acting to both prevent and control these risks.

Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through the trust's Clinical Incident Reporting system.

Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.

All clinical staff are required to familiarise themselves with the Trust's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including the Trust's Complaints Procedure. (These documents are available on the Trust's Intranet Site).

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## **RISK MANAGEMENT, HEALTH AND SAFETY**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by employee's acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

This requires the following:

- Compliance with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999 and any other relevant safety regulation.
  - Being familiar with and following the provisions of the Trust's Health and Safety Policy and all other policies, procedures and safety rules of the Trust and your specific work place
  - Co-operating with all measures the Trust takes to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment, etc.
  - Compliance with all instruction and training given by members of the Trust relating to health and safety.
  - Bringing to the attention of the Trust any situation considered to be a serious and imminent danger; also reporting any other perceived shortcoming in the Trust's health & safety arrangements.
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## **INFECTION CONTROL**

It is the responsibility of all staff, in accordance with The Health Act 2006, to:

- Ensure high standards of hand hygiene and that good practices in infection control are promoted and maintained in their area of control
  - Co-operate with all efforts to reduce and/or eliminate the risk of spread of undesirable/infectious organisms
  - Adhere to the appropriate policies regarding screening, admission and transfer of potentially infectious patients
  - Report to their Manager and Occupational Health all incidents of sharps injuries where the sharp is contaminated with blood or serum.
  - Participate in any screening programmes initiated by the Director of Infection Prevention and Control
  - Protect the health and safety of patients and other staff by informing their Manager and/or Occupational Health before reporting to work with transmissible harmful/potentially harmful conditions
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## **CONFIDENTIALITY AND INFORMATION SECURITY**

As a Trust employee, you are required to uphold the confidentiality of all records held by the Trust, whether patient records of Trust information. This duty lasts indefinitely, and will continue after you leave the Trust employment. Please ensure that you are aware of, and adhere to, the standards described in the Trust's Confidentiality Policy as you are required to preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and the practice business and this obligation shall continue indefinitely.

A breach of this requirement will be regarded as gross misconduct and as such will be grounds for dismissal, subject to the provision of the disciplinary procedure."

This does not affect your rights and obligations under the Trust's Openness Policy.

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## **RECORDS MANAGEMENT**

As an employee of the Trust, you have a legal responsibility for all records (e.g. including patient records, financial, personal and administrative) that you father or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, videotapes or x ray images etc. All such records are considered public records (under the Public Records Act 1958). You must consult your manager if you have any doubt as to the correct management of the records with which you work.

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## **GENERAL**

This job description does not attempt to describe all the tasks the post holder will undertake. It does indicate the degree of authority, range of duties covered and the flexibility required for the job.

This job description may be amended in consultation with the post holder as developments evolve, and as part of the appraisal process.

You have a responsibility for ensuring that you are committed to maintaining a high quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.

This job description is not an exhaustive list of duties as the post-holder will also be expected to undertake any other duties commensurate to the banding.

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## **COMPETENCE**

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.

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**Date Prepared:**  
**Prepared By:**  
**Date Reviewed:**  
**Reviewed By:**

**PERSON SPECIFICATION FOR THE POST OF Anaesthetic Practitioner/ Recovery Nurse**

| Criteria  | Essential Requirements   | Desirable Requirements   | Evidence  |
|---|--|--|---|
| <b>Qualifications/Training</b>  | Diploma in Operating Department Practice (or equivalent ) or RGN with relevant Anaesthetic Qualification; if applicable.   | Theatre qualification<br><br>The ability to work between anaesthetics and recovery | Certificates – verified and copies of originals taken for personal file |
| Experience  | ODP / RGN with Anaesthetic / Recovery experience   | Experience in the theatre environment  | Application form<br>Interview<br>References                             |
| Skills and Competencies   | Commitment to maintain own skills and standard of care<br><br>Problem solving skills<br><br>Ability to work without direct supervision<br><br>Effective communication and interpersonal skills |  | Certificates<br>Application form<br>Interview<br>References             |
| <b>Knowledge (including specialist or technical knowledge required)</b> | Prepared to update orthopaedic knowledge and undertake further professional education  | Specialist orthopaedics knowledge  | Application form<br>Interview- e.g. scenario questions<br>References    |
| <b>Personal Qualities</b>   | Work well under pressure<br><br>Motivated, flexible<br><br>Good team player<br><br>Good interpersonal and communication skills   | Active member of professional organisation or prepared to join                     | References  |