

**Happy,  
Healthy  
& Heard**



## **Candidate Information Pack**

**Senior Anaesthetic  
Practitioner  
DG077**



# “ Thank you for your interest in this role with us ”

Dear Colleague,

Thank you for your interest in joining our Trust.

Dartford and Gravesham NHS Trust (DGT) is a dynamic and transforming Trust, committed to delivering the highest quality service to the communities it serves. DGT is an organisation that is genuinely committed to making you feel valued and important by supporting your physical and mental wellbeing, your career development and your general enjoyment of work.



We provide services across Darent Valley Hospital in Dartford, Queen Mary's Hospital, Sidcup, Erith and District Hospital, Bexley and Gravesham Community Hospital in Gravesend as well as a number of community locations across our population.

At DGT, we put quality at the heart of everything we do and whether directly or indirectly, everyone in this organisation contributes to providing safe, effective and compassionate care.

We are delighted that you are considering to come here and I very much look forward to meeting you personally.

Warm wishes.

**Jonathan Wade, Chief Executive**

## Our Trust Vision and Strategy

### Providing outstanding care which is skilled, trusted and kind every time



Journey to Outstanding

We will ensure patients receive outstanding clinical care, are safe, kept free from harm and are treated with thoughtfulness skill and respect



Working Together

We will collaborate with our partners and communities to make sure the way care is delivered feels joined up and meets the needs of our citizens



Working Smartly Within Our Means

We will make sure that we do the best for our patients by achieving all of our targets and making the best use of the funding we receive



Continuous Quality Improvement

We will develop a learning and improving culture , using continuous improvement to discover, create and innovate



Joy at Work

We will support our staff to be happy, healthy and heard with a sense of belonging and fulfillment



Digital First

We will drive safe, connected and efficient digital innovation to improve care for patients

### Our values



Care with compassion



Striving to excel



Respect & dignity



Professional standards



Working together

## Job Description

### Senior Anaesthetic Practitioner

#### Job Details

<b>Grade/Band:</b>	<b>Band 6</b>
<b>Location:</b>	<b>Darent Valley Hospital</b>
<b>Speciality/Department</b>	<b>Operating Theatres</b>
<b>Reports to:</b>	<b>Theatre Clinical Coordinator</b>
<b>Managerially Accountable to:</b>	<b>Theatre Matron</b>
<b>Professionally Accountable to:</b>	<b>NMC or HCPC</b>
<b>Line Manager of:</b>	<b>Junior staff and quality of Patient care delivery within the scope of the role and presenting behaviours.</b>

#### Job Summary

The post holder will work in Darent Valley Hospital, Main Theatres and will have responsibility for the assessment and development of programmes of care, including monitoring standards of care. In addition, the post holder will carry responsibility for deployment supervision and teaching of multidisciplinary clinical staff and learners.

They will assist both the anaesthetist and participate within the multidisciplinary team, providing expert, holistic care of a high standard to both perioperative patients and their relatives whilst they are under the care of Dartford and Gravesham NHS Trust.

The post holder will act as a clinical resource within the Unit and across the Division as necessary acting as a positive role model to junior staff members. They will be required to participate in “on-call” rotas or cross site working as and where necessary.

They will liaise with senior manager in obstetrics to provide advice and training for post-operative obstetric patients, support the outreach team as necessary and liaise with the anaesthetic department to ensure high standards of post-operative patient care with appropriate support and teaching provided.

#### Values and Behaviours

- The Trust is committed to providing high quality services and in 2014 we engaged over 300 staff to help us develop values that underpin how we approach our responsibilities.
- Our Values are critical to our success and we expect all staff to adhere to them:
  - Delivery high quality **CARE WITH COMPASSION** to every patient.
  - Demonstrating **RESPECT AND DIGNITY** for patients, their carers’ and our colleagues.
  - **STRIVING TO EXCEL** in everything we do.
  - **WORKING TOGETHER** to achieve the best outcomes for our patients.
  - Sustaining the highest **PROFESSIONAL STANDARDS**, showing honesty, openness and integrity in all our actions.

Our Values are supported by Our Behaviours which we expect every member of staff to exhibit

## **Relationships**

### **To communicate effectively with:**

#### **Internal Relationships**

Theatres staff  
Practice development nurses  
Medical  
Paramedical  
Ancillary Staff  
Senior staff

The post holder must be able to communicate varied and complicated information (verbally and in writing) in a way that is understood and gets the important facts across.

### **Specific Responsibilities:**

#### **1. Clinical responsibilities**

- 1.1 Ensure that the agreed standards of care are maintained at optimum level, informing the unit manager of any concerns.
- 1.2 Assist with the organisation of the reception and discharge of patients, ensuring that they receive safe and competent care during the immediate and post-operative period.
- 1.3 Act as a resource/advisor to junior healthcare practitioners and medical staff in the delivery of research based programmes of care, ensuring the appropriate assessment, planning and evaluation.
- 1.4 Ensure that all patient documentation is completed and kept up-to-date, and that care plans provide an accurate progress record and response to treatment.
- 1.5 Deal with accidents and incidents involving patients, staff relatives and visitors. Completes statements and incident forms and reports such incidents and accidents appropriately and in a timely manner.
- 1.6 Participate in the Quality Assurance tool within the Critical Care Directorate.
- 1.7 Provide skilled high quality Peri-operative care to all patient groups.
- 1.8 Ensure that all patients are safe to be transferred back to ward areas, in accordance with the recovery area protocol.
- 1.9 Provide skilled high quality assistance to the anaesthetist.
- 1.10 Demonstrate clinical expertise in the care of any patients receiving treatment in the department.
- 1.11 Assess, plan, implement and evaluate the needs of patients on an ongoing basis, co-ordinating the care given by all members of the clinical team.
- 1.12 Accurately assimilate and interpret clinical information about the patients' condition, instigate appropriate remedial action and promptly report changes.
- 1.13 Act as a resource person to others, providing accurate information, advice and support to the multidisciplinary team, patients and their relatives.
- 1.14 Ensure that accurate records are maintained reflecting both changes in the patient's condition and the treatment delivered.
- 1.15 Ensure that patients and their relatives are updated regularly with accurate information, and ensure that this is presented in a sensitive way and one that they understand.
- 1.16 Ensure that Clinical Guidelines are implemented and to be actively involved in auditing practice in conjunction with Line Manager and practice development staff.
- 1.17 Ensure that practice is evidence based and with support assist in the development of policies and protocols within the clinical area.
- 1.18 Uphold high standards of perioperative care, according to existing policies and standards.
- 1.19 Support the process of continuous quality improvement, assisting in audits etc. to formally evaluate standards of care and assist in the implementation of changes in the light of such findings.
- 1.20 Organise patient transfers both within and outside the department, escorting ill patients as requested.
- 1.21 Contribute to the health education of patients and their families, ensuring that all patients receive appropriate advice and support to maintain a healthy lifestyle.

- 1.22 Actively support the implementation of the Trust nursing / local policies.
- 1.23 Actively support the Perioperative strategy and uphold the ethos of the local philosophy.
- 1.24 Perform clinical work, pertaining to post holders professional boundaries and clinical skills within other Dartford & Gravesham NHS Trust theatre units as required.
- 1.25 Check the serviceability of equipment and reports any defects, ensuring that any defective equipment found is removed from the clinical area immediately.
- 1.26 Be aware of potential hazards within the department, i.e. gases and chemicals.
- 1.27 Report any problems associated with the health of theatre staff.
- 1.28 Participate in multi-disciplinary research initiatives and promote Quality Assurance.
- 1.29 Assist in maintaining adequate supplies and Review stock levels, having a working knowledge of Budgetary costs in order for all resources to be used appropriately.

## **2. Managerial responsibilities**

- 2.1 Assist the Senior Nurse in co-ordinating the provision of care and ensure that there is effective communication between the multidisciplinary team.
- 2.2 Ensure adequate levels of staffing in the recovery area, ensuring that there is a balanced cover to meet the patients' needs and acceptable safety levels. Informing senior managers, if staffing levels or skills cannot maintain safe patient care.
- 2.3 Manage a high dependency bed when required providing skilled support to anaesthetic and nursing / ODP colleagues.
- 2.4 Exercise leadership and acts as a role model at all times within the unit maintaining a suitable environment for a happy Unit team.
- 2.5 Discuss present performance and future development with the unit's manager, using Individual Performance Review in accordance with Nursing Policy.
- 2.6 Actively participate in undertaking Performance Development Review of junior staff within the team.
- 2.7 Manage the clinical workload effectively, ensuring care is prioritised appropriately.
- 2.8 Contribute positively towards the delivery of a cost effective service, adjusting staffing levels to meet demand and assisting the clinical co-ordinators to keep within agreed resources.
- 2.9 Assist with the ongoing organisation of the unit, including responsibility for a designated area of practice within department on a daily basis, to ensure optimal theatre utilisation at all times, facilitating timely admission and discharge of patients.
- 2.10 Act as a team leader to an identified group of staff, monitoring and documenting the development of their clinical skills.
- 2.11 Develop own skills in recruitment and retention, sickness management and performance management as determined by line manager.
- 2.12 Actively support the process of risk management and health & safety – upholding relevant policies to promote this and ensuring incidents are reported appropriately (in writing) and helping identify ways of preventing errors and accidents to both patients and staff.
- 2.13 Make a positive contribution to service development affecting the clinical area and positively influence other to adapt to change.
- 2.14 Actively promote customer care, assisting in resolving local (informal) complaints and supporting the clinical co-ordinators to investigate formal problems.
- 2.15 Assist with the monitoring of stock levels of clinical stores and technical equipment, resolving any shortfall as appropriate.
- 2.16 Maintain standards of hygiene and cleanliness within the clinical area.
- 2.17 Resolve local problems/ conflicts, keeping managers/others informed
- 2.18 Take a leadership role in crisis situations, resolving problems as necessary.
- 2.19 Attend and contribute to departmental meetings as required.
- 2.20 Take direct managerial responsibility for the clinical area in the absence of or as delegated by the departmental coordinator,
- 2.21 Assist in the leadership and development of an identified group of practitioners within the Unit complement.

## **3. Professional responsibilities**

- 3.1 Assist the manager in ensuring that staff are professionally competent in the performance of their duties and that they receive relevant training and are assessed before being asked to perform duties beyond their training.

- 3.2 Assist in maintaining custody of controlled drugs by ordering, checking and administering.
- 3.3 Ensure that the staff are instructed in their safe handling and administration as stated in the Trust's Drug Policy.
- 3.4 Be guided by advisory documents issued by the NMC, e.g. Code of Professional Conduct, Confidentiality, Administration of Medicines, Exercising Accountability, Scope of Professional Practice.

#### **4. Educational and development responsibilities**

- 4.1 Maintain and develop own professional practice, keeping abreast of new development and concepts, both clinical and professional.
- 4.2 Ensure attendance at department training sessions as required for professional / personal / service development
- 4.3 Assist in ensuring the maintenance of the correct learning experiences for all learners. Liaise with Nurse Teachers and ODP Managers as appropriate. Participate in assessment as necessary.
- 4.4 Ensure the provision of adequate supervision for untrained staff and junior staff and all other disciplines within the clinical area.
- 4.5 Participate in the orientation/induction of all new staff.
- 4.6 Taking an active role in the Recovery Unit teaching programme for all staff.
- 4.7 Assist the Unit Manager in ensuring that staff are conversant with the present learning needs of the students to ensure teaching programmes are followed and the continuing assessment of students is carried out efficiently.
- 4.8 Develop competency based learning programme in liaising with senior staff.
- 4.9 Act as a mentor to junior staff members, responsible for the orientation, supervision and ongoing development of junior and student learners, in conjunction with Line Manager and Practice Development staff.
- 4.10 Act as practice supervisor / assessor, responsible for completing competency documents for junior staff within agreed timeframes.
- 4.11 Act as a mentor to students undertaking further education as requested, ensuring a positive learning experience and facilitating the development of their clinical skills.
- 4.12 Promote and encourage the application of research and of evidence based practices.
- 4.13 Participate in any research projects conducted in the clinical area as appropriate.
- 4.14 Act as "link nurse" (for example infection control, tissue viability) ensuring attendance at and contribution to Trust wide meeting and responsible for ensuring dissemination of relevant information from these to all staff within the Unit.
- 4.15 All budget holders will undertake on the job training in all matters financial and will be responsible for ensuring they are setup in the finance/procurement/HR systems with the appropriate authorisation levels

#### **General responsibilities:**

##### **Patient Experience**

- Staff should ensure that they always put the patient at the heart of everything they do. All staff will strive to create a positive patient experience at each stage of the patient's/service users care journey

##### **Trust Policies and Procedures**

- To adhere to the Trusts agreed policies and procedures.

##### **Equal Opportunities**

- To promote and develop the equality of opportunity in accordance with the Trust's Equal Opportunities Policy

##### **Confidentiality**

- To protect the confidentiality of information relating to the Trust, Patient and Staff or other agencies

**Quality**

- To provide a quality service to internal and external agencies and participate/ develop clinical governance within sphere of responsibility.

**Infection Control**

- All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections.
- For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of personal protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

**Health and Safety**

- To share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy.

**Sustainability**

- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

**Our Behaviours**

- All staff are expected to behave in accordance with 'Our Behaviours'. The six areas of focus are the responsibility of each individual and should be the basis for all work undertaken within the Trust.

**Safeguarding**

- The Trust expects all employees to adhere to the principle that safeguarding children and adults is everybody's responsibility, including the escalation of any concerns.

**Environment**

Category	Description/Definition	Frequency/Measures
<b>Working Conditions</b>	Flexibility – Able to adapt to ensure achievement of objectives within constantly changing situations and environments	Frequent
<b>Physical Effort</b>	Physically able to perform all aspects of clinical nursing role to include manual handling of patients	Frequent

### Person Specification

**POST: Senior Anaesthetic Practitioner**

Criteria Group	Essential	Desirable
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• 1st level Registered General Nurse or Registered Operating Department Practitioner</li> <li>• Post-reg Educational Qualification (i.e. Mentorship)</li> <li>• Evidence of CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Further relevant professional studies or working towards a course (e.g. Recovery, Pain, HDU ALS)</li> <li>• Relevant degree level studies</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to organise and manage day to day departmental activities and the activities of large multidisciplinary team within this.</li> <li>• Communication skills – both written and verbal. Adapts communication style as necessary and is able to work with and through others.</li> <li>• Team building and working skills – able to lead a team to achieve results</li> <li>• Understanding of the issues pertaining to change management</li> <li>• Understanding of the issues pertaining to clinical risk management</li> <li>• Ability to utilise research in clinical practice</li> <li>• Problem solving skills – able to respond to unexpected issues and provide first line response and to identify appropriate sources of secondary support</li> <li>• Prioritises own workload, prioritises workload of others, acts on own initiative and problem-solves utilising resources available.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of HR processes and issues pertaining to staff management</li> <li>• An understanding of issues in relation to finance management</li> <li>• Awareness and understanding of current health issues and in particular to demonstrate a good understanding of the NHS Plan and recent initiatives</li> <li>• Computer literacy</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable clinical expertise, relevant to the area / sphere of responsibilities</li> <li>• Demonstrable interest in and commitment to the professional development of others</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of leading change in a clinical environment</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Polite diplomatic manner</li> <li>• Adaptable</li> <li>• Approachable attitude</li> <li>• Helpful and resourceful</li> <li>• Enthusiastic</li> </ul>	

**Terms and Conditions of Service**

<b>Band</b>	Band 6
<b>Salary Scale</b>	As per Agenda for Change.
<b>Hours of work</b>	
<b>Annual Leave Entitlement</b>	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable):  On Appointment = 27 days After five years = 29 days After ten years = 33 days
<b>Contractual Notice</b>	3 Months
<b>Registration</b>	NMC/HCPC
<b>Medical</b>	Occupational Health Clearance required prior to appointment
<b>DBS Check</b>	Enhanced

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.

***The post holder must be an RN (1) and is therefore bound by the NMC Code: Standards, performance and ethics OR a registered ODP & therefore bound by the Health and Care Professions Council [HCPC] Standards of conduct performance and ethics.***