

RECRUITMENT INFORMATION PACK

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Theatre Scrub
Practitioner



Job particulars

Job Title	Theatre Scrub Practitioner
Pay Band	Band 5
Location	Whipps Cross Hospital
Reports to	Senior Sister / Charge Nurse
Responsible to	Theatre Matron

Job purpose

The post holder will be responsible for the effective and efficient operational supervision of the department, including a budgetary awareness, clinical governance, staff development and training. The post holder will be expected to provide professional leadership within the clinical area and provide direction and inspirational leadership to all members of the multi-disciplinary team within the area for which they are accountable for. The post holder will be involved in the development of protocols / guidelines and patient information.

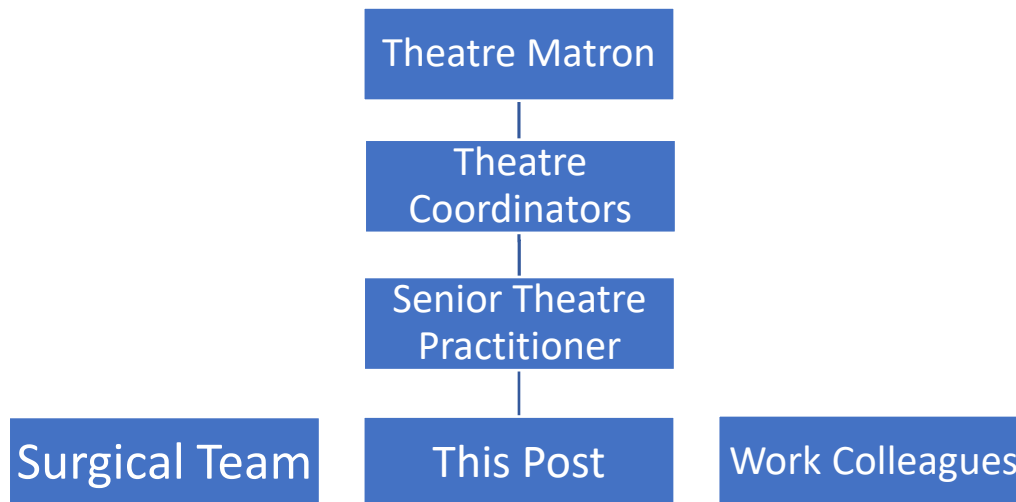
Key working relationships

Professional relationships with key partners, employees and boards.

Internal	External
Senior Sister/ Charge Nurses	Patients
Matron	
Associate Director of Nursing / Director of Nursing	
General Manager, Theatre Delivery Manager	
Consultants and Junior Medical Staff	
Nursing Staff, Clinical Nurse Specialists	
Allied Health Professionals	
Administrative and Clerical Support Staff	
Professional and Technical Staff	



Structure chart



Main duties, responsibilities, and results areas

Clinical Leadership and Managerial

- Help to lead the theatre department team and build successful links between key professionals to support and promote effective multi-disciplinary team working.
- To supervise the department nursing and ODP staff, ensuring the patients receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
- Is wholly accountable for his / her practice in line with the NMC/HCPC code of professional conduct and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence.
- To communicate effectively and efficiently and liaise with other members of the multidisciplinary team to ensure that patients receive seamless care within the trust.
- To act as a professional theatre team leader and role model to the staff. To apply clinical skills of the highest standard and to take a proactive approach to the development of clinical competence in self and others.
- Assist in maximising the use of clinical resources, implementing best practice in patient flow, admission and discharge arrangements.
- To comply with the Trust's standing financial instructions.
- To ensure that the departments have adequate resources / equipment to provide an effective service.



- To develop and maintain effective channels of communication between all members of the multi-disciplinary team.
- To ensure the Senior Sisters/Charge Nurses and Matron are informed when changes to circumstances may affect safe competent practice.
- To participate in nursing and multi-professional research and audit and to implement actions identified from quality initiatives.
- To identify and intervene where circumstances contribute to an unsafe environment for patients and staff. To bring instances to the attention of the Senior Sisters/Charge Nurses and Matron for the area.
- Assist in leading and supporting the theatre team through the process of change, demonstrating tenacity, drive, professional integrity, balance and perspective.
- Deputise for the Senior Sister/Charge Nurse as appropriate.
- Responsible for the correct administration of prescribed medication including transfusion of blood.
- Responsible for the correct administration of blood products.
- Be responsible for assessing and recognising emergencies in the speciality. To interpret information and take appropriate action and to lead others to do the same.
- To act as an advocate for patients within the department, to ensure a patient orientated approach to the delivery of care and to meet standards within the NHS Plan and other relevant guidelines.
- To ensure that patients' receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
- Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.

Staff Management, Education and Training

- Help motivate, develop, support and identify training needs for department staff.
- Implement and work within the Trust's HR policies on all staffing matters, including sickness, capability and disciplinary issues. Take corrective measures if indicated in liaison with Human Resources and the Senior Sisters/Charge Nurses.
- Work with the Senior Sisters/Charge Nurses, Matron and Human Resources Department in the recruitment, selection, appointment and retention of staff.
- Assist in the monitoring of recruitment and retention and use all available strategies to retain and motivate staff e.g. flexible working policy.
- Participate in appraisals and the setting of objectives for junior staff in the department to enable them to achieve optimal effectiveness and to understand their contribution to the Service Line, Surgery Clinical Academic Group (CAG) and Trust.



- Ensure that appropriate written induction programmes are available and utilised for all new staff within the department.
- Working closely with the Education Team, ensure that relevant clinical based teaching programmes are in place and maintain accurate training records.
- Actively participate in teaching of junior staff and students.
- Ensure that nursing / ODP staff receive appropriate training and professional education in accordance with the NMC's PREP and/or HCPC Recommendations.
- Ensure that staff attend and assist in training where appropriate on mandatory training sessions and help to maintain accurate records of these.
- Liaise with affiliated Institutes of Higher Education to ensure that the learning environment is appropriate for both pre- and post-registration learners and undertaking any action identified through audit.
- Participate in the education and assessment of staff undertaking a specialist course or further education programmes.
- To keep abreast of developments and research in Peri-operative Practice.
- To adhere to Trust and departmental policies and procedures, ensuring that all staff do the same.
- To ensure optimised skill mix within the department and review the skill mix as required, monitoring the use of bank and agency staff.
- To assist in the organisation of team meetings at an appropriate frequency, recording and circulating minutes of these. To ensure a good method of communication within the department at all times and to encourage the exchange and implementation of new ideas and evidence based practice.

Clinical Governance, Audit and Research

- Ensure that the delivery of care to all patients meet the standards set by the Trust, yourself and the Standards for Better Health.
- Responsible for ensuring the highest standards of Infection prevention and control are practiced at all times.
- Demonstrate a high level of commitment to and enthusiasm for research, evidence based practice, audit and education in the clinical area.
- Actively contribute to reconfiguration projects, service redesign developments and CAG business planning as required.
- Be proactive in the risk assessment, management, clinical incident reporting and management of complaints.
- Ensure all staff move and handle patients and goods in ways that promote the health of the patient and care team and are consistent with legislation.



- Contribute to the development of CAG and Trust policies, procedures and clinical guidelines and ensure adherence by self and theatre team.
- Undertake clinical and associated audits as appropriate for the given area.
- To record and report all incidents, accidents and complaints involving staff, patients and visitors in accordance with the trust policies and initiate investigations as required.
- To participate in, and comply with, the Trust's framework for clinical governance within the department and Surgery CAG.
- To assist in the investigation and timely resolution of complaints, incidents and comments relating to the Theatres Department.

Service Development

- Assist in ensuring that the area continues to be based upon sound business projections, good financial planning and delivered according to appropriate standards within financial resources.
- Assist in the implementation of the clinical and organisational model for the area.
- Assist with the development, implementation and evaluation of departmental protocols ensuring coherence and consistency across all sites.
- Identify opportunities to develop new ways of working and challenge, change and expand roles, working in conjunction with the Education Team, Senior Sisters/Charge Nurses and Matrons.
- In conjunction with the Theatre Delivery Manager and Senior Sisters/Charge Nurses monitor the overall activity for the theatre department.
- Proactively seek feedback on patient and public experience in order to address concerns in a timely manner and build on success.
- To contribute to and to be aware of the business plan and its implication for service delivery and the theatre team.
- Undertake audit and monitoring of the department and participate in the implementation of changes to improve patient satisfaction and service delivery.



Working conditions

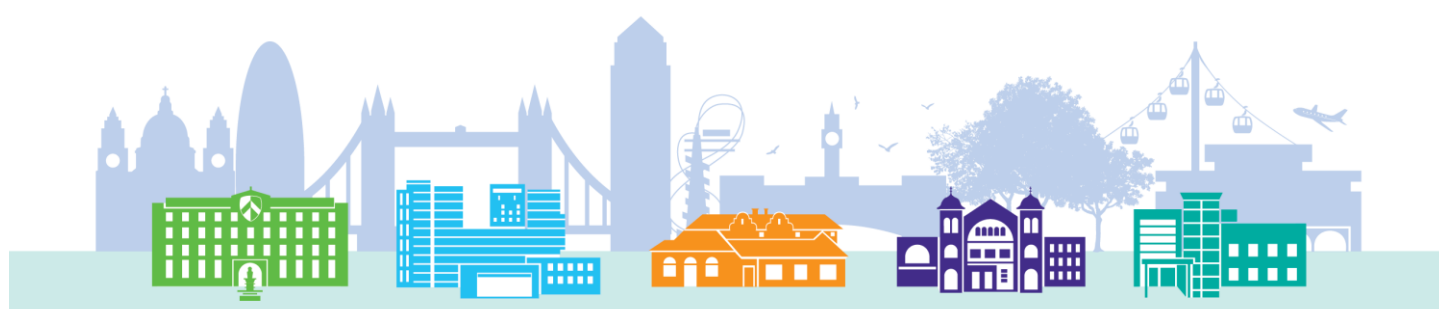
Criteria	Description
Physical	The post holder is frequently or occasional exposed to episodes of light exertion, for example, whilst moving and handling patients, moving and preparing theatre equipment and instrumentations. Standard keyboard skills required.
Emotional	The post holder will be exposed, more than once a month, to circumstances that are distressing or emotional. They will frequently be required to support patients/clients during the discussion and decision-making process. They may have to deal with staff and occasionally patients and their families who are angry/upset/tearful
Working Conditions	Frequent episodes of exposure to VDU screens whilst inputting data. The Post holder works across sites in acceptable working conditions. The Post holder may frequently come into contact with body fluids/ stools/ blood/ saliva during surgical procedure. May be exposed to verbal abuse
Mental	The post holder requires high level of concentration most of the time, as they deal with high demand from a variety of sources. The work is often unpredictable and the post holder may have to adapt to change in short timeframe and be able to deliver outcomes.

Code of Conduct for NHS Managers

As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). www.nhsemployers.org/. This supports us to develop a sustainable workforce and bring the very best out in people.

Safeguarding adults and children

Employees must be aware of their responsibility to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager or consultant (October 2002). www.nmc-uk.org/



Person specification

Domain	Essential Criteria	Desirable Criteria
Qualifications	<p>BSc/1st degree (health related) or equivalent qualification/training and experience.</p> <p>Evidence of ongoing professional development in relevant area of speciality supplemented by specialist clinical, supervisory training and CPD.</p> <p>Mentorship course. Intermediate Life Support Provider.</p> <p>RN1/ RN2 or RN12 Registered Nurse on the NMC register/Operating Department Practitioner on the HCPC register. To hold the appropriate level for the area of speciality.</p>	<p>LEO / Equivalent Leadership Training.</p> <p>Management qualification or equivalent experience.</p> <p>To hold a range of management courses/training: Recruitment & Selection Appraisal Disciplinary Grievance Bullying & Harassment</p>
Experience	<p>Experience of supervising an area; including management of rotas, resources and supervision of staff.</p> <p>Experience in staff / practice development including undertaking appraisals and Personal development plans.</p> <p>Experience of audit / research based nursing practice</p> <p>Experience of resource management.</p> <p>Experience of clinical supervision</p>	<p>Experience of analysing detailed information.</p> <p>Experience of conducting own projects successfully and follow through action.</p>



Knowledge	<p>Up to date knowledge of current clinical and professional issues.</p> <p>Awareness of government led and professional issues relating to nursing / patient care.</p> <p>Demonstrate an awareness of clinical governance and risk management and how this effects their role and the department.</p>	
Skills	<p>Ability to identify patient and staff diversity issues and proactive in addressing of these in business planning and service provision.</p> <p>Ability to administer prescribed medication including transfusion of blood.</p> <p>Ability to administer prescribed medication including blood products.</p> <p>Excellent verbal, written and interpersonal communication skills.</p> <p>Strong leadership and team working skills.</p> <p>Computer skills including the ability to use Microsoft Word and other health databases.</p> <p>Ability to adapt staffing to changing patient need.</p> <p>Ability to work unsupervised.</p> <p>Ability to motivate self and Others.</p>	<p>Ability to actively participate in and develop initiatives from the NHS Plan.</p> <p>Ability to use and Understand Electronic Patient Records (EPR).</p> <p>Ability to interpret and analyse data and findings.</p>



Other	<p>Ability to act as a role model.</p> <p>Creative, lateral thinker.</p> <p>The ability to undertake reflective thinking on own practice.</p> <p>Enthusiasm / Motivation.</p> <p>Good attendance Record.</p> <p>Sufficient to perform the duties of the post with any aids and adaptations.</p>	
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