

Job Description

Division:	Surgery
Job Title:	Senior Theatre Practitioner
Band:	Band 6
Location:	Theatres
Hours of Duty:	Full or part time with a commitment to service provision over 24 hours, 7 days a week, including the provision of on call as required
Managerially and Professionally accountable to:	Sister/Co-ordinator
Key Relationships:	

Role Summary

The post holder will be responsible for:

- 1 The assessment of patient needs the development of programs of care and for the implementation and evaluation of these programs
- 2 Carry out all relevant forms of care.
- 3 Provide skilled assistance within the Operating Department environment and to continue to develop enhanced surgical or anaesthetic or recovery skills related to the specialty, commensurate with your level of competence
- 4 Supervise and educate junior colleagues.
- 5 Take an active part in the teaching of both qualified and unqualified staff, and students from the multidisciplinary team.
- 6 To present a positive, professional image of the organization and the theatre team
- 7 To take the lead for a specific specialty, to ensure expert knowledge and trouble shoot in that area of expertise.
- 8 To take charge of an area in the absence of the person who has continuing responsibility.

Key Areas/Tasks

Communication & Relationship Skills

- Communicate using a range of methods to ensure a caring, sensitive and empathetic manner to patients and their relatives
- Ensure that all relevant information about patients is communicated to the wider team to ensure the safe and effective delivery of care to patients
- Communicate effectively with all staff, patients, relatives and all others involved in the care of patients to identify and solve problems relating to patient care
- Demonstrate excellent communication skills when dealing with difficult situations
- Assist with regular minted departmental meetings convened by the Sister/Coordinator, participate in discussion put forward ideas and suggestions where relevant
- Assist with the development of closer links with other wards and departments necessary for the co-ordination of patient care and the smooth running of the department
- Ensure patients concerns are addressed through liaison with senior staff
- To communicate in a professional manner with all patients and visitors to the theatre area / department.

Knowledge training and experience

- Registered Nurse or Registered Operating Department Practitioner

- Evidence of diploma or degree level study
- Two years post registration experience in a theatre area and evidence of further post registration professional development.

Analytical & Judgemental Skills

- Can assess a patient, with acute and complex health needs and identify a plan of care to meet those needs recognising the need for skilled medical or senior review of patients as required.

Planning and Organisational Skills

- On a rostered duty can organise own workload and can delegate and supervise other members of the team
- Undertake enhanced practitioner skills in scrub/circulating or anaesthetic or recovery duties as required with the Directorate
- Rotate within the Directorate in recovery or anaesthetic or surgery as required, to meet the needs of the service and fulfill professional educational needs
- Undertake appropriate checks of equipment and environment within a designated area
- Demonstrate an understanding of the different types of equipment in use and ensure that all junior colleagues are familiar with specialty specific equipment as per Directorate and Trust policies including the checking and reporting of faults
- Ensure the safe admission and discharge/handover of patients from a designated area - liaising with other staff and agencies to ensure continuity of care
- Carry out all relevant forms of peri-operative care in line with Trust guidelines, policies and procedures
- Instigate and participate in the development, maintenance and evaluation of care standards within the unit and Directorate
- Develop clear links with the Senior Clinical Nurse (Modern Matron), identifying areas of improvement in practice
- Ensure the highest standards of professional behavior and presentation of self and others within the clinical team
- Introduce new staff to their duties, ensuring that all staff are familiar with Trust and local policies and procedures
- To participate in maintaining and monitoring standards of care to the optimum
- To ensure that all activities in the designated area are in keeping with the Nursing & Midwifery Council's Code of Professional Conduct and A.O.D.P.'s Code of Conduct reflecting an attitude and appearance that benefits the Trust
- Demonstrate an awareness of professional boundaries and limitations
- Exercise professional accountability and recognized the implications of decisions taken
- Provide clinical advice as required to the wider multidisciplinary team.
- Implement and monitor practice following agreed Trust Guidelines, Policies and Procedures
- Deliver patient care in accordance with recognized standards of research based clinical practice
- Reflect on clinical practice in order to evaluate and maintain high standards of patient care
- Undertake any other duties as requested by the Sister/Coordinator in your area of work
- Work autonomously, Required to act independently within the appropriate guidelines, deciding when it is necessary to refer to their manager

- Take charge of a theatre unit on a shift basis
- Assist the senior team with the management of the theatre or area, including the supervision of junior staff
- Supervise the professional work of junior members of the theatre team
- Highlight to senior colleagues any shortfalls in resources.

Physical Skills

- To have digital dexterity to manage fine movements regarding treatments and equipment such as cannulation, medication administration and clinical procedures.

Responsibility for patient /client care

- Be responsible for the assessment needs, development, implementation and evaluation of programs of care within a designated area in line with Nursing and Midwifery Council (NMC) code of Professional Conduct, HPC, Association for Perioperative practice, (AfPP) and reflect the Trust's policies, procedures, standards and guidelines
- Undertake the care of all patients who are admitted to the theatre, anaesthetic or recovery area within any of the theatre complexes and in outlying departments as required
- Ensure the delivery of holistic patient care recognizing the individual needs of patients
- Ensure the rights, dignity, privacy and confidentiality of patients are protected to comply with national standards and guidelines, acting as patients advocate as appropriate.

Responsibility for Policy/Service Development

- To have a working knowledge of the policies and procedures of the University Hospital of North Staffordshire, and an ability to perform against those policies.

Responsibility for Financial and Physical Resources

- Responsible for the security, proper and safe use of all Trust equipment
- To be responsible for the maintenance of equipment within the ward or department with regular checking of all equipment and ensuring that repairs are performed as soon as possible
- Assist in the management of resources by participating in the selection, ordering and monitoring of departmental stock items, keeping within the financial constraints of the allocated budget
- To ensure the safe keeping of patients property and valuables inline with Trust Policy
- Follow agreed policy for accepting gifts, donations and proceeds of fund raising activities as laid down in Standing Financial Instructions

Responsibility for Human Resources

- Participate in clinical supervision and reflective practice
- Participate in teaching and supervision of student nurses to basic and post basic learners, Trainee Operating Department Practitioners clinical support workers, and any other learners within the department
- Participate in the assessment, monitoring and evaluation of risk and to the effective implementation of Clinical Risk Management and the Divisions Clinical Governance Strategy within the theatre area
- Regularly act as preceptor/mentor to new staff and multidisciplinary learners and enhance teaching skills by contributing to the teaching requirements of the
- As a shift leader provide support, supervision and direction to clinical colleagues by acting as a professional, credible role model.

Responsibility for Information Resources

- Maintain accurate records relating to a patient's condition
- Ensure patient records and all other theatre documentation are maintained and updated in accordance with Trust policies
- Ensure all untoward incidents, complaints and grievances are recorded and reported in line with Trust policies.

Responsibility for Research and Development

- Undertake surveys as necessary to own work / complex surveys relating to the project
- To ensure that nursing care activities are evidence based
- To participate in maintaining and monitoring standards of care to the optimum level

Freedom to Act

- Works autonomously. Required to act independently within appropriate guidelines, deciding when it is necessary to refer to their manager.

Physical Effort

- Will be required to be able to undertake a range of manual procedures including assistance with the movement of patients and equipment
- To be able to manoeuvre between patients's quickly to ensure emergency situations can be attended in a timely fashion.

Mental Effort

- Concentration for completion of patient care plans
- Ability to interpret complex information when there may be frequent, unplanned interruptions throughout the shift.

Emotional Effort

- May be exposed to distressing circumstances around breaking bad news, dealing with bereaved relatives.

Working Conditions

- Office conditions / VDU use
- Frequent exposure to body fluid and unpleasant odours during delivery of direct patient care.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence

- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.

Together



- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them

Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is

Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Health and Safety

To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.

To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Confidentiality

To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.

Equality and Diversity

To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Bill, General Data Protection Regulations (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring that they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Bill, General Data Protection Regulations (GDPR) and the NHS Code of Confidentiality

GDPR replaces the EU Data Protection Directive of 1995 and supersedes the law of member states that were developed in compliance with the Data Protection Directive 95/45/EC. Its purpose is to protect the "right and freedom" of natural persons (i.e. living individuals) and to ensure that

personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent.

Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to confidential patient information but is far wider in its scope, e.g. it also covers personal records.

While GDPR applies to both patient and employee information, the Confidentiality Code of Practice (COP) applies only to patient information. The COP incorporates the requirements of GDPR and other relevant legislations together with the recommendations of the Caldicott report and medical ethics considerations, in some cases extending statutory requirements and provides detailed specific guidance.

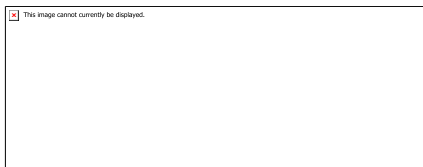
Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Senior Theatre Practitioner

Person Specification

Requirements	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Registered Nurse on the Nursing & Midwifery Council's Professional Register part 1 or 12 OR Registered Operating Theatre Practitioner • Diploma Level education. • Demonstrable evidence of Teaching and assessing in the last twelve month period. 	Degree in Nursing
Experience	<ul style="list-style-type: none"> • 2 years relevant clinical experience at Band 5 or above. 	
Skills, ability and knowledge	<ul style="list-style-type: none"> • Good communication skills, both oral and written • Supervision Skills • Leadership Skills • Ability to work well under pressure • Knowledge of National Health Care & Professional Agenda • Knowledge of Clinical Governance Agenda 	<ul style="list-style-type: none"> • Research skills • Computer Literacy • Knowledge of standard setting
Personal Qualities	<ul style="list-style-type: none"> • Fit to undertake the requirements of the post by Occupational Health. • Excellent attendance record • Professional self presentation • Committed to the concept of team work 	