

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Theatre Practitioner (Anaesthetics, Recovery, Scrub)
Pay Band:	Band 5
Department:	Theatres
Directorate:	Perioperative Services
Clinical Board:	Surgical
Base:	University Hospital of Wales/University Hospital Llandough

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Theatre Manager
Reports to:	Clinical Leader
Professionally Responsible to:	Lead Nurse

Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

The post holder is expected to work closely with all disciplines to ensure the promotion of high standards for all patients requiring all aspects of perioperative care, following appropriate training encompassing a variety of specialities.

The post holder is expected to carry out all relevant forms of care with direct supervision and will be expected to demonstrate procedures and supervise unqualified staff.

DUTIES AND RESPONSIBILITIES

1. To assess, plan, implement and evaluate care within his/her sphere of responsibility, having regard for the differing needs of sedation, anaesthesia, endoscopy, surgery and recovery.
2. To supervise the delivery of care of other staff as appropriate.
3. To act in accordance with the legal requirements and statutory rules relating to practice and University Health Board (UHB) policies and procedures.
4. To liaise with other health care team members within the Perioperative Services Directorate in accordance with patient requirements and needs, ensuring confidentiality of patient information.
5. Participate as a member of the theatre team, providing total patient care during the perioperative visit ensuring a safe environment.
6. Assist with implementation and monitoring of patient care standards in collaboration with others.
7. Utilise a questioning approach to patient care and application of research within clinical practice. To raise awareness of relevant research findings in clinical practice complying with the principles of Clinical Governance. To actively participate in the audit process.
8. To be aware of the Health and Safety at Work Act and UHB policy implementation. To actively promote and implement risk assessment strategies within the department.
9. To be conversant with UHB procedures and complete training with respect to all mandatory training requirements.

10. Reporting incidents/accidents to patients, staff or visitors as per agreed procedure.
11. Maintain own registration and present proof to the Theatre Manager when requested.
12. Maintain own professional development with support from the Education Team and senior staff as required. Attend and report on study days/conference days.
13. Assist all learners with their objectives.
14. Input data into the Theatre Management system or complete all appropriate theatre/patient documentation. Be aware of the Data Protection Act 2018 and General Data Protection Regulation Requirements (GDPR) with specific reference to personal information and ensure compliance with the provision of the act.
15. Ensure that efficient use is made of all available resources.
16. To arrange breaks when required.
17. To act up as and when required.
18. All staff will participate in the department's internal rotation programme.
19. To act as Link Practitioner to designated ward/department areas, discussing comments, suggestions and concerns.
20. UHW staff are required to work late shifts, nights and weekends. UHL and cardiac staff in UHW are required to take part in an on-call rota to cover nights and weekends 7 days a week including Bank Holidays. Staff are required to work across sites as and when required.

Scrub Practitioner

1. Ensures that the physical environment of the operating theatre is clean in accordance with the policy prior to commencing an operating session.
2. Ensures that the physical environment including COSHH and procedures, complies with the Health and Safety Act and local policies.
3. Ensures that the correct sterile trays and supplementary equipment is collected

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for each operation.

4. The scrub person requests that the circulating person opens the appropriate tray and then opens and hands the supplementary equipment to the scrub person maintaining sterility of the items.
5. Before the start of the operation the scrub person checks the identity and consent form as per policy.
6. The scrub person initiates the checking procedure, as per policy, for all items used within the sterile field.
7. The scrub person, at his/her discretion, can undertake as many checks as necessary during an operation
8. The scrub person is responsible for ensuring that the used trays and supplementary equipment are returned to the SSU in a neat and tidy condition, following the safe disposal of sharps.
9. The scrub person will hand over the patient to the recovery practitioner as per policy.
10. Following the operation, the scrub person is responsible for the completion of all care documentation and entering the information into the Theatre Management system.
11. The scrub person must ensure that specimens are taken to the specimen collection point and recorded in the appropriate book.
12. All staff will be expected to take part in the internal rotation, weekend rota and late shifts when requested.
13. Ensure all equipment is checked prior to use and any defective equipment is removed cleaned and sent for repair as per policy.
14. In some instances, the Senior Theatre Practitioner may be required to assist, under the direct supervision of the Operating Surgeon, such as skin preparation prior to surgery, draping, catheterisation, use of suction and application of dressing (as per UHB policy).
15. Acts as a support to the scrub practitioner in case of difficulties (e.g. excessive bleeding, cardiac arrest, etc.) encountered during any operation.
16. Assists the scrub practitioner in the preparation for the operation by collecting equipment and monitoring the environment.
17. Checks with the scrub practitioner, the correct identity and consent form as per policy, noting any known allergies.

18. Assists in the preparation of the patient including positioning the patient and the safe, application of the diathermy pad.
 19. Ensures that planned sessions run smoothly by:
 - a) Ensuring that the necessary equipment for each operation is available, and in good working order.
 - b) Teaching/training other members of the team.
 - c) Arranging meal breaks in consultation with the scrub practitioner.
 - d) Co-ordinating the multi-disciplinary team.
 - e) Ensuring the safe delivery of urgent specimens to the laboratory e.g. frozen section.
 - f) Carrying out checking procedures with the scrub practitioner as per policy for swabs instruments and needles etc.
 - g) Undertaking any reasonable requests made by the scrub practitioner.
 20. The second trained practitioner may initiate, if necessary, the checking procedure as per Policy for all items used within the sterile field.
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Anaesthetic Practitioner

1. Ensures that the physical environment of the anaesthetic room is clean in accordance with the policy prior to commencing an operating session.
2. To ensure that the physical environment, including COSHH, conforms to health and safety policies.
3. To maintain a quiet and professional atmosphere.
4. To check all Anaesthetic equipment prior to the start of an operation.
5. To remove all faulty equipment and send it for repair. Replacements will then be checked prior to use.
6. To ensure that all necessary equipment and anaesthetic requirements are available according to the nature of the procedures to be performed.
7. To ensure that all anaesthetic rooms and theatres must be kept clean, tidy and stocked according to agreed levels, checking all expiry dates. All staff must take part in the stock take process.
8. To remain in theatre and/or anaesthetic room at all times except when requested to carry out other duties, or after notifying the anaesthetist or scrub assistant of their location.

9. To check patients in the waiting bay, confirming that the pre-operative checklist has been completed and that the correct patient is escorted to the designated theatre.
 10. To assist patient positioning for surgery, maintaining safety, patient confidentiality and dignity.
 11. To position diathermy pad according to manufacturer's instructions if requested.
 12. To ensure accurate storage and administration of drugs according to the department policy
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RECOVERY PRACTITIONER

1. To be responsible for the delivery of total patient care following surgery, under general Epidural spinal and local anaesthesia.
2. To ensure that the Recovery area is a clean and safe environment for the treatment of post-operative patients.
3. To ensure that the physical environment, including COSHH procedures, complies with health and safety policies. If immediate action is able to be taken, the post holder should ensure that this happens.
4. To ensure that all emergency equipment i.e. resuscitation trolleys, anaesthetic machine suction, defibrillator and oxygen outlets, are all functioning and ready for use.
5. To ensure that all resuscitation equipment and stock items are available, checked and fit for purpose, checking all expiry dates. All staff will participate in the stock take process.
6. Check that oxygen cylinders are sufficiently full and ready for use prior to returning the patient back to the ward.
7. To ensure that all controlled drugs are ordered, checked, registered and correct as per policy and wastages disposed of. May be required to hold Main Theatre suite drug keys.
8. To receive post-operative patients from theatre and receive hand over from anaesthetist and scrub practitioner as per policy.
9. To ensure total post-operative care of patients, including airway management, observing the state of consciousness and vital signs reporting

any untoward change in the patient's condition to the anaesthetist and senior recovery nurse as per policy.

10. To assess pain and ensure that patient has appropriate post-operative analgesia prescribed prior to their return to the ward.
11. To safely administer analgesia as required following training and assessment on use of syringe drivers, Patient Controlled Analgesia (PCA) and local anaesthetic infusion devices. Intravenous (IV) administration is the favoured route of administration. All qualified theatre practitioners must successfully complete the IV additive course. Analgesia can also be given via other routes however, orally, per rectum and intramuscularly
12. To keep anaesthetist and senior nurse up to date on patient's condition.
13. To ensure patient has appropriate care i.e. catheterisation, nasogastric tube etc. as required.
14. To set up and instruct patient use of PCA's and Patient Controlled Epidural Analgesia as and when required. First dose must be given before the patient leaves recovery. Out of hours will support on call anaesthetist for pain as able to and needed.
15. To nurse ventilated patients in recovery prior to transfer to Critical Care under the instruction of the anaesthetist.
16. To be aware of emergency call system should any patient's condition deteriorate rapidly and assist with intubation and/or cardiac arrest.
17. To hand over the patient to a qualified nurse on ward as per policy, including all items in situ and medication necessary.
18. To liaise with Critical Care on the availability of beds for patient transfer according to department policy. Look after these patients for an extended stay if necessary until bed available.
19. To assist with insertion of epidural catheters, central and arterial lines.
20. May be required to assist in Theatres during quiet times in Recovery.
21. May be required to insert venflons and provide a venepuncture service.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable

working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Theatre Practitioner	Department:	Theatres
Band:	Band 5	Clinical Board:	Surgical
Base:	UHW/UHL		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	- NMC or HPC registration - RGN or ODP qualification - Commitment to undertake an appropriate course of study	Teaching / coaching qualification	Application Form Certificate Check Registration Card – Nurse/AHP
EXPERIENCE		Recent relevant experience	Application Form Interview References
SKILLS	Efficient use of equipment and materials	Teaching skills	Application Form Interview References
SPECIAL KNOWLEDGE	Knowledge of current professional issues	Participate in clinical audit	Application Form Interview References
PERSONAL QUALITIES <i>(Demonstrable)</i>	- Innovative with a flexible and adaptable approach to change - Good customer/ consumer relationship - Able to work under pressure - Able to work as part of a team - Able to work unsupervised following a period of training		Application Form Interview References

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OTHER <i>(Please Specify)</i>	• Flexible working hours – days, nights evenings, weekends & bank holidays • Participate in internal rotation • Requirement to work across sites as and when required	• Ability to travel between sites in a timely manner • Ability to speak Welsh	Interview Document Check*
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Date Prepared:	2007	Prepared By:	Andrea Payne
Date Reviewed:	2019	Reviewed By:	Theatre Managers