

## Job Description

**Job Title:** Staff Nurse/Operating Department Practitioner

**Band:** Band 5

**Hours of Work (p/w):** 37 ½

**Service Centre/Directorate:** Operating Theatres/ Anaesthetics, Theatres and SSD Directorate

**Accountable to:** Head of Nursing/Matron

**Reports to:** Sister/Charge Nurse

**Responsible for:** Support and mentoring of more junior staff

**Job Summary:** Providing excellent nursing care. As skills and competencies develop taking charge and actively participating in and contributing to the management of the theatre area or department on a regular basis. Supervising and mentoring junior staff.

### Trust Vision & Values:

The postholder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of:

*Being a thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement.*

We expect all our staff to share the values that are important to the Trust, being Excellent, Kind, Responsible & Respectful, and behave in a way that reflect these.

## FUNCTIONS

### 1. Professional/Clinical

Assessing, planning, implementing and evaluating nursing care, utilising research findings as appropriate.

To provide leadership of the theatre area team to ensure a high and safe standard of patient care.

Ensuring that nursing procedures are carried out in accordance with St George's Healthcare policy taking appropriate action in emergency situations.

Setting, monitoring and maintaining excellent standards of nursing care in conjunction with the multidisciplinary team.

Maintaining personal contact with patients, relatives and carers, being sensitive to their needs for courtesy, dignity and privacy and ensuring a friendly environment at all times.

As skills develop, managing the theatre area or department in the absence of the theatre Sister/Charge Nurse or Deputy, maintaining safe staffing levels, ensuring that policies are followed up and that the Senior Nurse is informed of any problems or incidents that might arise.

Maintaining timely and accurate records and ensuring that confidentiality is respected.

Storing, checking and administering drugs including the intravenous route in accordance with Trust policy, NMC standards and HPCC.

To work with minimal supervision in all areas of the speciality as required.

Communicating with and assisting the multidisciplinary team to promote excellence in the delivery of patient care.

To prioritise own workload and that of other staff ensuring that the theatre area or department is managed effectively.

To contribute to the local resolution, investigation and follow up action of any informal or formal complaints.

## **2. ORGANISATIONAL**

Co-ordinating the admission of day case /reception of patients in conjunction with the Ward and specialty teams as appropriate.

Arranging, in consultation with the multidisciplinary team the discharge/transfer of patients and initiating appropriate community care services as required.

Communicating and co-operating with wards and departments providing accurate information as required, particularly the notification of incidents and accidents to staff, patients and visitors.

Maintaining a safe and clean environment within the clinical area in accordance with the Trust Health and Safety, Clinical Risk and Infection Control policies.

Participating in and developing the skills to represent the theatre area /department at meetings, participating in audit, research, projects and being willing to take on the role of a Link Nurse for areas of clinical expertise.

Maintaining and monitoring levels of stock and ensuring there are adequate supplies and that resources are used effectively.

Handling, checking and storing patient's cash and valuables in accordance with Trust policies.

Develop the skills to assist in planning and completing the team staffing rota to ensure an appropriate skill mix to meet the needs of the service.

To take appropriate action to manage unexpected situations and changes, informing the on call matron as necessary.

To be familiar with and use the PAS system and any other computerised system integral to the running of the service.

To contribute to Clinical Governance, achieving the goals of the Service Delivery Unit (SDU) and the Trust's Nursing Strategy.

### **3. EDUCATION AND RESEARCH**

Participating in pre and post registration nursing education in accordance with the Trust and University requirements and in consultation with the theatre Sister/Charge Nurse and liaison Tutor.

Attend mandatory training and ensure attendance is recorded in personal professional portfolio.

To be responsible for own personal and professional development and practice recognising own limitations and the need for continuing education.

Contribute to and evaluate the implantation of new ideas and innovations within the ward or department.

In conjunction with the Sister/Charge Nurse plan the orientation of new staff and the development of junior staff through objective setting to improve clinical practice.

Promote health education and provide appropriate information and advice to patients and their carers.

To participate in quality initiatives to promote and ensure that nursing care is evidence and research based.

### **4. GENERAL**

To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times.

Ensure continued and effective registration with the NMC.

To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of the Health and Safety Policy.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

To promote equal opportunities for staff and patients in accordance with St George's Healthcare and University policies to ensure that no person receives less favourable treatment than another on grounds of sex, marital status, race, religion, colour, creed, nationality, ethnic or national origin or sexual orientation.

Be aware of and work within the policies of St George's Healthcare NHS Trust and the University, carrying out such duties as may be required and are consistent with the responsibility of the grade.

To promote at all times equal opportunities for staff and patients in accordance with St George's Healthcare policies to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation

**This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the postholder.**

**St George's Healthcare NHS Trust is an Equal Opportunities employer and operates a No Smoking Policy.**

## Person Specification

**Job Title:** Staff Nurse/ODP

**Band:** 5

Factor	Essential	Desirable	Method of Assessment
Qualifications and Training	Registered Nurse (general) or Operating Department Practitioner	A minimum of 12 months post registration experience.	Interview Application Form/CV NMC HPCC Register
Organisational Management	Ability to assess, plan, implement and evaluate nursing care according to individual needs. Ability to effectively prioritise workload and patient care needs. Demonstrates an understanding of managing resources Demonstrates an understanding of clinical risk	Computer literate  Ability to take charge of the ward in the absence of the Ward Manager on a regular basis.	Interview and relevant experience Professional Portfolio
Education & Research	Demonstrates an understanding of the importance of research and evidence based practice Able to explain the principles of mentoring and assessing junior staff Understands the importance of developing self and others	Demonstrates an understanding of audit  Ability to take on small research or audit project.	Interview Application form/CV Professional Portfolio
General & Personal	Motivated and demonstrates an enthusiasm for the speciality Demonstrates a caring and sensitive approach to patient care  Sound verbal and written communication.  Adaptable and responsive to changing needs	Ability to motivate and lead staff for a shift.	Application form/CV Interview Professional Portfolio

	Ability to use own initiative Ability to identify stress in self and others and to take effective action to manage the situation		
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