

**THEATRES**  
**JOB DESCRIPTION**

**DEPARTMENT:** Theatres, Burnley General Hospital

**POST:** Theatre Practitioner Band 5

**RESPONSIBLE TO:** Line Manager or Deputy

**ACCOUNTABLE TO:** Theatre Manager

**JOB SUMMARY**

To provide and promote the highest possible standard of care based on professionally determined standards and accept accountability for the patient as an individual, providing autonomy.

Participate as an effective practitioner within a multi-disciplinary unit, demonstrating effective teamwork and providing good morale within the department. To rotate through all clinical areas, to meet service need and for own professional development.

**DUTIES AND RESPONSIBILITIES**

**CLINICAL**

1. Provide care in the clinical area as an effective member of the clinical team.
2. Establish a safe working environment for patient and staff and ensure that patient contact and dignity are compromised as little as possible.
3. Assist in the induction and maintenance of anaesthesia and the recovery of patients in the post procedure phase
4. And / or act as scrub or circulating practitioner.
5. Maintain appropriate department documentation – eg profiles, care plans and electronic record.
6. Co-ordinate and participate in the safe transfer and positioning of patients
7. Assist in the cleaning of clinical areas and equipment, ensuring that the area is clear of potential hazards
8. Ensure the safe removal of clinical waste and contaminated items including blood products.
9. Ensure equipment is available prior to start of list
10. Undertake extended roles once competent

**PROFESSIONAL**

1. Develop professionally through self development – extending own knowledge through the NMC/ HPC codes of professional conduct and participate in research and learning projects ongoing in the department.

2. Ensure all work is carried out in accordance to Trust and Departmental policies/procedures/standards/ guidelines and protocols.
3. Offer professional co-operation to medical/support staff in solving care related problems and carry out treatment as instructed to deliver quality care.
4. Participate in the change process to meet future needs of the service.
5. Assist in maintenance of stock levels of all clinical equipment and supplies.
6. Contribute to the planning, implementation and evaluation within the Trust essence of care programme.
7. Be aware of procedure for complaints from relatives, patients and staff and inform the line manager of any untoward incidents and participate in the clinical incident reporting process.
8. Co-ordinate the arrival and departure of patients in accordance with local policy, incorporating escort of patients, where applicable.
9. Actively seek to utilise all resources effectively by contributing to the department's budgetary control measures.
10. Undertake the safe transfer of patients to other areas
11. Be responsible for the delegation to junior members of staff in accordance with the individuals knowledge and experience.
12. Act up in the absence of senior theatre practitioner.
13. Undertake role of link person/cascade trainer for department as required and cascade information back to department.

## **CLINICAL GOVERNANCE**

### **COMMUNICATION**

1. Communicate with patients, visitors and colleagues – by telephone, face to face, in writing or electronically to ensure the effective running of the service.
2. Co-operate with members of the multi-disciplinary team.
3. Participate in regular unit meetings.
4. Ensure that important information relating to the patient's physical condition or which would affect the nursing care, is related to the appropriate personnel.

### **EDUCATION AND DEVELOPMENT**

1. Attend mandatory training and reviews as local policy.
2. Participate in performance review process and achieve objectives.
3. Contribute to the development of the service.
4. Undertake role of mentor/assessor as requested
5. Assist in the training, when required, of junior members of staff.
6. Participate in training and teaching programmes.
7. Be actively involved in appropriate groups and working parties to develop both professionally and individually and to meet service needs.

## **HEALTH AND SAFETY**

1. To comply with safety policies, procedures and guidelines for self and others.
2. To refrain from the wilful misuse or interference with equipment provided in the interest of Health and Safety.
3. To report as soon as is practically possible any hazards or defects.
4. To report as soon as is practically possible accidents or untoward incidents and to ensure appropriate incident reporting documentation is completed.
5. Be actively involved as an appropriate departmental representative.

## **EQUALITY AND DIVERSITY**

1. To promote the equality, diversity and rights of patients, relatives and colleagues.

## **STANDARDS OF CONDUCT**

Ensure that personal actions and conduct comply with the Trust Policies and Procedures e.g. Health and Safety, Tobacco Control Policy, equal opportunities, confidentiality, the Data Protection Act (1998), Moving and Handling Regulations.

Attend training courses as required e.g. induction, moving and handling, fire lectures etc.

Conduct duties with regard to values underpinning the Trust's Vision:

- If its about me, involve me
- Working together in partnership
- Aspiring to excellence
- Ongoing improvement of our service

*Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.*

The Trust operates a Tobacco Control Policy

Theatre review group March 2005

### **I agree with the job description and person specification**

Staff member (Signature)

Date:

Manager (Signature)

Date:

**PERSON SPECIFICATION**  
**Post: Theatre Practitioner**  
**THEATRES**

Criteria	Essential	Desirable	Assessed By
<b>PHYSICAL</b>			
Presentation	Neat, professional appearance		Interview
General Health	Ability to pass pre-employment medical screening		Application Form Medical Screening
Attendance Record	Consistent reliable attendance		Application Form References
<b>ATTAINMENTS</b>			
Education/ Qualifications	Registered Nurse – 1 <sup>st</sup> or 2 <sup>nd</sup> Level or ODP 752, Level 3/Certificate of Higher Education or Diploma Advanced certificate in operating dept practice	Mentorship[ qualification	Application Form Certificates
Experience	Experience not essential as full training would be undertaken	Experience of Theatre practice	Application Form Interview References
Work Skills	Able to prioritise workload Proven ability to comply with detailed procedures	Clear and accurate record keeping	Application Form Interview References
<b>PERSONAL SKILLS</b>			
Communication	Clear and accurate written/verbal communication	Electronic	Application Form Interview References
Flexibility	Able to work the hours required by the need of the service. Able to adapt to the changing needs of the service		Application Form Interview References
People Skills	Proven ability to work within a team and be an effective member. Demonstrate a sympathetic /sensitive approach and to be able to speak effectively to colleagues, staff and patients	Have an understanding of team building	Application Form Interview References
Learning Ability	Actively seeks to develop own skills and clinical knowledge	Willingness to undertake future study for own professional development and service needs	Application form Interview
Other Skills	Able to work with minimal supervision. Able to use own initiative. Able to deal with confidential information in the appropriate manner.		Application Form Interview References