

## AGENDA FOR CHANGE: JOB DESCRIPTION

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| <b>Post title:</b>                | <b>Theatre Practitioner</b>  |
| <b>Directorate/department:</b>    | Theatres Care Group  |
|                                   | <i>Division A</i>  |
| <b>Agenda for Change band:</b>    | <i>Band 5</i>  |
| <b>Accountable to:</b>            | Theatre Matron   |
| <b>Accountable for:</b>           | N/A  |
| <b>Main purpose:</b>              | To provide skilled specialist assistance in the delivery of direct and indirect patient care throughout the Operating Department. To participate as an integral member of the theatre/recovery team, covering a full range of shifts, including earlies, lates, nights and weekends.   |
| <b>Key working relationships:</b> | Doctors, nurses and other healthcare practitioners   |
| <b>General duties:</b>            | <ol style="list-style-type: none"> <li>1. To act as patient advocate and to maintain high standards of patient care, appropriate to the age of the patient, where relevant and ensuring that patient objectives are achieved using a systematic approach to patient care.</li> <li>2. To assess plan deliver and evaluate individualised patient centred care and provide support and advice to other staff as appropriate</li> <li>3. To receive patients and their relatives in accordance with recognised policies and ensure that they are kept informed of treatment and progress.</li> <li>4. To arrange the care of patients property, in accordance with Unit policies and within the limitations of hospital responsibilities.</li> <li>5. To liaise with all members of the multi-professional team to ensure that all treatments are correctly carried out in accordance with given policy.</li> <li>6. Demonstrate an awareness of resources and cost effective measures in planning care.</li> <li>7. Implement the role of the perioperative practitioner in minimising the health and safety risk to patients, visitors and all members of staff.</li> <li>8. Identifies the criteria for good practice in minimising the risk of infection within the guidelines of the Infection Control Policy.</li> <li>9. Provides skilled recovery duties to the level of core competencies.</li> <li>10. With appropriate experience and training, works flexibly across specialities.</li> <li>11. Understands the necessity to prioritise tasks for own work and work of others amongst conflicting job requirements.</li> </ol> |

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|                               | <p>12. Ability to work under pressure to meet patient driven deadlines and to continue to work on tasks and projects despite problems and setbacks.</p> <p>13. With appropriate experience and training, lead and delegate work within a team of staff, recognising and utilising members of the team's skills effectively through appropriate work assignment, decisionmaking authority, and responsibility.</p> <p>14. To maintain accurate records of observation, treatment and care.</p> <p>15. Has the ability to assist in carrying out the transfer of a patient through the perioperative care department, giving concise accurate handover.</p> <p>16. To co-ordinate the requirements and take part in the transfer of patients to other departments within the Trust.</p> <p>17. To participate in the ordering, checking and administration of prescribed drugs (including controlled drugs) and other substances in accordance with Trust Policies.</p> <p>18. To inform the person in charge of any untoward incidents, complaints or problems affecting staff/ patients/ relatives and visitors.</p> <p>19. To adhere to the NMC/ HPC Code of Conduct and Trust policies and procedures.</p> <p>20. To act as a positive role model, demonstrating sound clinical judgement whilst giving advice to other professionals within their own scope of practice.</p> <p>21. To facilitate good liaison and communication with other patient care units and hospital departments so maintaining and enhancing effective working relationships.</p> <p>22. Ensure all medical equipment is functional, reporting any faults or potential hazards to senior staff and arranging for replacements as necessary.</p> <p>23. To actively contribute to ideas for enhancing patient care using evidence based practice</p> <p>24. Appropriately responds to emergencies or untoward situations in the workplace</p> |
| <b>Education and training</b> | <p>1. To help create an environment that is conducive with learning and development.</p> <p>2. To be involved in teaching, supporting and mentoring for all grades of staff, continuous assessment of practice for learners and the assessment of competence.</p> <p>3. Be familiar with the location of policy files and fulfil contractual requirements for Mandatory training.</p> <p>4. To take personal responsibility in professional self development in</p>   |

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|  | order to achieve the minimum of the NMC/ HPC requirements for<br>CPD including personal competence in the use of equipment |
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IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

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| <b>Duty of care</b>  | <p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p> |
| <b>NHS standards of business conduct and professional registration</b> | <p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>   |
| <b>Living our values every day</b>                                     | <p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>   |
| <b>Health and safety:</b>  | <p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>  |
| <b>Infection prevention and decontamination of equipment:</b>          | <p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>   |
| <b>Child protection/safeguarding</b>                                   | <p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>   |
| <b>Confidentiality</b>   | <p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</b></p>   |

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|                                 | This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.   |
| <b>Mental Capacity Act 2005</b> | All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first. |
| <b>Sustainability</b>           | Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.  |
| <b>Last updated</b>             | 26 February 2023  |

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