

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Theatre Practitioner (Operating Department Practitioner/ Registered Nurse)
<b>Band:</b>	5
<b>Location:</b>	Norfolk and Norwich University Hospital
<b>Department:</b>	Ophthalmic Theatres
<b>Managerially Accountable to:</b>	Team Leader
<b>Professionally Accountable to:</b>	Senior Nurse Manager

### **Job Purpose:**

Work as a competent member of the theatre team, supporting the philosophy of multi-skilling and integration of theatre personnel.

Be an accountable practitioner, taking every opportunity to sustain and improve knowledge and professional competence in all aspects of peri-operative care.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Dedication, Integrity and Excellence.

### **Overview of Essential Responsibilities:**

1. Work as an competent practitioner, contributing to the development of the multi-disciplinary team, ensuring the most effective utilisation of resources.
2. Undertake a full range of theatre duties appropriate to the specialty by providing skilled assistance in the anaesthetic and surgical role.
3. Be personally accountable for undertaking a range of enhanced skills specific to the clinical area in accordance with trust Policy.
4. Assess, monitor and evaluate the care needs of the peri-operative patient, gaining the comprehensive understanding of the patient's condition and reporting effectively to the appropriate person.
5. Maintain and ensure that patient safety, comfort, dignity and confidentiality remains paramount.

6. Act as team leader in the absence of senior staff and co-ordinate the theatre list accordingly.
7. Supervise qualified and unqualified staff, and become actively involved in Operation Department Training as a mentor/assessor, against the approved award.
8. Display a professional attitude by developing and maintaining good working relationships, communication and teamwork with all disciplines, both within the Department and with other relevant Departments in the Trust.
9. Support and encourage the concept of team working and development of trust, integrity, honesty and sharing within the multi-disciplinary team.
10. Ensure that all practice is in accordance with established procedures and protocols, and conform with the unit's Operational Policy.

### **Educational**

1. Promote and maintain an environment conducive to learning and development for all staff.
2. Support the educational and development needs of colleagues and trainees, and with appropriate training, to act as a mentor/preceptor/supervisor as required.
3. Participate in appraisals and continuous assessments, and act as a facilitator for junior members of staff.
4. Ensure the effective orientation of staff new to the Department.

### **Liaison / Communication**

1. Communicate personally with the patients and, as appropriate, with relatives/carers/significant others.
2. Liaise with members of the nursing and multidisciplinary team, all hospital departments and statutory and voluntary agencies in the community so that patients may receive comprehensive integrated care.

### **Interpersonal**

1. Support the development needs of colleagues and trainees.
2. Ensure the maintenance of effective communication within the team, and with other key individuals and departments.
3. Ensure that the safety, comfort and dignity of the patient remains paramount.

4. Participate in the Personal Development Plan programme.

### **Management and Administration**

1. Participate in implementing, evaluating and improving standards and the development of research based practice.
2. Ensure that practices within the multi-disciplinary team conforms to National, Trust and Departmental guidelines.
3. Demonstrate a working understanding of Trust and Departmental Policies regarding Fire, Health & Safety/Risk Management and Control of Substances Hazardous to Health.
4. Participate in the Personal Development Plan programme.

### **Quality of Service**

The Trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The post holder must share this objective and seek to maintain and improve the quality of service delivered.

## ***Appendix to the Band Five Registered Nurse/ODP Job Description for the Preceptorship Period***

### **Purpose:**

It is recognised that the newly qualified nurse/ODP has a different level of responsibility than a nurse/ODP at the top of band five. Therefore this appendix has been developed to reflect the role of a newly qualified nurse, an adaptation nurse, a nurse/OPD returning to practice or transferring from a different area of practice.

### **Clinical responsibilities:**

1. To successfully complete the Trust preceptorship programme
2. Work within the limits of competency and level of training as a member of the theatre team to consolidate and develop clinical practice.
3. Develop the necessary clinical skills to participate in aspects of role enhancement as specified by the clinical area.
4. Participate in emergency situations, and observe experienced nurses in order to further develop management skills in this area.

### **Managerial responsibilities:**

1. Ensure that practices within the multidisciplinary team conforms to National, Trust and Departmental guidelines.
2. Demonstrate a working understanding of trust and Departmental Policies regarding; Fire, Health & Safety/Risk Management and Control of Substances Hazardous to Health.
3. Participate in the Personal development programme.
4. Assist in induction of new staff.
5. To continue to develop communication skills in order to deal with more complex situations.

### **Educational responsibilities:**

1. Develop basic mentoring skills by;
  - Supporting learners when mentor not available
  - Observing experienced mentors
  - Supervising unregistered staff
  - Passing on skills to learners.
2. Continually update his/her own professional knowledge and skills to develop and consolidate clinical practice.
3. Participate in the induction of new staff to their duties and the professional development of colleagues.
4. Assist in training, supervision and assessment of Operating Department Practitioners and learners.

### **Professional responsibilities:**

1. To consolidate knowledge gained during training/adaptation in relation to clinical skills and to further develop skills relevant to the clinical area.
2. To develop a deeper understanding of accountability and professional issues; and to recognise own limitations in practice.
2. Gain deeper knowledge and understanding of the clinical speciality as part of professional development, and to become more independent as a practitioner.
3. To gain insight into service and practice development in the clinical area participating in ward meetings/other forums.

### **Specific Additional Responsibilities:**

On call commitment.

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Exposure prone procedures (EPP)	Yes	Prevention and management of aggression	No
Manual handling	Yes	Crouching/stooping or kneeling	Yes
Night working/shift work	No	Frequent hand washing/wearing gloves	Yes
VDU user	No	Chemical sensitisers	Yes
Driving patients	No	Noise	Yes
Other (please state)	No		

### **Job Specification:**

	Essential/ Desirable	Means of Assessment
		Application Form/ Interview/Test
<b>Qualifications/training and professional development</b>		
Registered Nurse/ Operating Department Practitioner on the appropriate part of the NMC/ Health Professional Register	E	A/I
Within two years of registration, aim to complete the Mentorship preparation programme (or in possession of vocational assessors qualification)	D	A/I
Post registration qualification relevant to the clinical area	E	A
Working towards a health related degree	D	A/I

<b>Experience</b>		
Recent experience of practice in a perioperative environment in a UK setting	D	A
Knowledge/experience of relevant speciality	D	A/I
Experience of managing / leading a team and co-ordinating workload	D	A/I
Experience of mentoring, supervision, teaching and assessment	D	A/I
<b>Skills, abilities and knowledge</b>		
Excellent communication and inter-personal skills	E	I
Ability to maintain high standards of care	E	I
Competency in clinical skills including enhanced practice relevant to the level of experience and clinical area	E	A/I
Time management skills	E	I
Evidence of participation in clinical audit / patient review	D	I
Evidence of Continuing Professional Development and maintenance of a Personal, Professional Profile	E	A/I
Continual update of evidence portfolio	E	A/I
Willingness to further develop knowledge and skills	E	I
Willingness to act as a Link Practitioner for the Unit/ Speciality	E	I
Willingness to develop IT and computer skills appropriate to the role.	E	I

<b>Attitude, aptitude</b>		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	AF/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	AF/I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.