

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: **Theatre Practitioner – Band 5**

Responsible to: **Clinical Lead - Band 7**

Department(s): **Theatres –Transplant and retrieval team**

Directorate: **Clinical Services Directorate**

Operating Division: **Lothian University Hospitals Division**

Job Reference:

No of Job Holders:

Last Update (insert date):

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, the development of programmes of care and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.

In the absence of the Clinical Lead/Team Lead or deputy take charge of the clinical area to ensure effective operation of the department.

The post holder will be expected to participate in duty rosters consisting of day, late, weekend and night shift working, where required. The post holder will be required to participate in on call rosters, which provide 24 hour cover over 7 days per week.

The post holder is expected to function as an autonomous practitioner when participating in the on-call for the National Organ Retrieval Service

3. DIMENSIONS

Primary Post:

The post holder will work within the Clinical Services Directorate, based on the RIE site.

In the absence of the Clinical Lead/Team Leader the post holder has management responsibility for

wte staff within the clinical setting area. The Post holder may on occasions provide a co-ordinating role for the Theatre Suite, knowing when to call in staff as required to provide the necessary skill mix.

The post holder will have junior staff reporting to them (registered nurses/non-registered nurses and learners), who will also require supervision.

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to remain within the financial envelope.

On-call within transplant/organ retrieval is an explicit part of the role and the post-holder is required to participate in organ retrieval in any hospital in Scotland, and occasionally out-with Scotland.

Generic overall:

The post holder may be required to work within any of the Lothian Acute Services pertaining to their field and specialty. (The acute areas include: Royal Infirmary of Edinburgh, Western General Hospital, St John's Hospital, Royal Victoria Hospital, Liberton Hospital, Royal Hospital for Sick Children, Princess Alexandra Eye Pavilion, Lauriston Building).

Key staff with whom the post holder will interact include Clinicians, Management staff, Support Services, Health and Safety and risk Management.

4. ORGANISATIONAL POSITION

Clinical Service Manager



Associate Nurse Director

Clinical Nurse Manager

Clinical Lead Band 7

Team Lead Band 6

Band 5 – this post

5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within the Peri-operative environment meeting the identified physical and psycho-social needs.

6. KEY RESULT AREAS

The post holder will require to meet all Key Result Areas and develop competencies further to meet the needs of the clinical specialty

Professional

Practice at all times within the Nursing and Midwifery or Health Professional Council Code of Professional Conduct

Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

Clinical

Responsible for the assessment of care needs and the development, implementation and evaluation of care plans for patients to ensure delivery of a high standard of care.

Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the Department, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

Maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.

Organise own workload to ensure that the interests of patients/clients are met.

Participate in clinical audit and research as required.

Develop and maintain a sound knowledge base and practice relevant to the clinical setting.

Recognise and respond to clinical emergency utilising skills learnt to assist in clinical emergency

Demonstrate awareness of current decontamination and sterilisation procedures and ensure that a clean environment and sterile field is maintained.

Managerial

In the absence of the Clinical Lead / Team Leader, take charge of the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.

Lead, supervise and assess junior staff/learners ensuring competencies are met whilst providing care to patients.

Demonstrate a systematic, flexible and innovative approach to problem solving and decision making during transplant and retrieval.

Take account of the role, skills and competence of staff when delegating work.

Maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.

Ensure patients property and valuables that are received by the Department for safe keeping are secured and processed as division policy.

Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate.

Education

Undertake teaching of registered and non-registered nursing staff, including pre and post registration students, and participate in the implementation of staff personal development plans to facilitate ongoing development.

Demonstrate a commitment to personal continuing professional development, and actively participate in Performance Review/appraisal.

Lead motivate develop and support the nursing team, utilising mentorship, objective setting and appraisal, enabling education needs of nursing staff are met.

7a. EQUIPMENT AND MACHINERY

7b. SYSTEMS

- Maintaining patient records – Through out the peri-operative phase of the patient journey
- ORSOS – inputting theatre utilisation and patient information data
- DATIX / Incident forms – in putting information onto system
- Ordering & Stock Control within dept – supplies and pharmacy
- Pager systems
- Internet and Intranet – work and personal use
- Donor and transplant data forms

8. ASSIGNMENT AND REVIEW OF WORK

- The Post holders work is generated from the, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.
- The post holder will be responsible to the Clinical Lead who will provide clinical guidance and professional management, work review and formal appraisal of performance.
- Members of the retrieval team require to work autonomously and not under the direction of the clinical lead when out on retrieval
- Workload will be assigned by the Clinical Lead or Deputy however this post holder will have

responsibility for managing defined workload within professional guidelines.

- The Post holder will delegate/allocate work to the team in the absence of more senior staff

9. DECISIONS AND JUDGEMENTS

- The post holder is expected to make clinical and professional autonomous decisions on a daily basis.
- Provide clinical and professional advice to the multidisciplinary team.
- Analysis and assessment of patient condition to establish the continuing care plan.
- Regularly required to make decisions and judgements regarding health, safety and patient care in an unfamiliar environment, where local policy and procedure is unfamiliar.
- Frequently has to respond to unpredictable/ emergency situations by taking effective action.
- Work within ones own limitations

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Achieving a balance between the demands of direct patient care within existing resources in a complex dynamic clinical area.
- Maintain up-to-date clinical skills and knowledge.
- Motivate and empower junior staff.
- Address the equality and diversity needs of patients and staff.
- Working extended hours in unfamiliar hospitals
- Regular exposure to peri-operative and premature death
- Need to be adaptable in stressful situations
- Potentially travelling long distances when on-call after working a normal day
- In the absence of the Clinical Lead / Team Leader take charge of the clinical area to ensure the effective operation of the department.
- Relationships with the multidisciplinary team due the dynamic complexity of the work/environment.
- Have the experience to challenge decisions made by members of the team which do not conform

to policy or are not in the best interests of the patient.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

- The post holder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.
- Communicate with the Clinical Lead / Team Leader regarding patient condition, workload issues and personal development.
- Post holder is expected to communicate and liaise with local and national transplant co-ordinators and multidisciplinary team members in outlying hospitals.
- Communicate with other relevant departments which will include, clinical ward areas, Radiology Departments, Physiotherapy, Blood Transfusion Service, Laboratory Service, Hospital Sterilisation and Decontamination Unit, Estates, Supplies, Human Resources, Fire Officer, Infection Control, Education departments Health and Safety regarding issues in clinical area and personal development Fire Officer, Infection Control, Education Departments, Health and Safety and Risk Management regarding issues in clinical area and personal development.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills

- Competent and have the skills appropriate in at least two out of the four following areas of Peri-operative practice: (a)Scrubbing, (b)Circulating,(c) Anaesthetic Assistance,(d)Recovery.
- Basic life support.
- Good manual dexterity
- Being able to react quickly in an emergency situation
- Insertion of urinary catheters in both male and female patients

Physical effort

- Frequent moving & handling of conscious and unconscious patients, also equipment e.g. surgical trays, beds, operating tables etc
- Patient movement with use of mechanical aides, manoeuvre patients.
- Stand/walking for the majority of shift.
- Activities of daily living.
- Ergonomics.
- Working unusual hours on a regular basis
- Standing or walking for long periods when called out
- Ability to travel long distances by air and road
- Moving heavy equipment between hospital sites

Physical hazards

- 'Post subject to statutory health surveillance – skin checks'

Mental demands

- Being able to concentrate for long periods of time during unsocial hours (on-call) in the absence of sleep.
- Regular exposure to peri-operative death and paediatric death.
- Working in unfamiliar environments.
- Developed leadership skills.
- Developed responsibility skills.
- Time management

Emotional demands

- Maintaining an equilibrium of control in response to working within a high pressure area
- Dealing with emotional demands following peri-operative death
- Communicating complex issues with the multidisciplinary team.

Environmental and working conditions

- Constant exposure to body fluids and rigid adherence to standard precautions
- Exposure to x-ray and the requirement to wear lead aprons for prolonged periods of time
- Being aware that in a high pressure environment there is the necessity of being exposed to “challenging behaviour” in reaction to stress.
- Temperature and air quality of working environment.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The post holder will require one of the following qualifications:

- First Level Registered Nurse – (adult/child)
- National Vocational Qualification/Scottish Vocational Qualification Level 3
- Diploma in Operating Department Practice
- City & Guilds 752 or equivalent qualification

Additionally, the post holder will be expected to have the following:

- post qualification experience
- Evidence of continual professional development

N.B. All Operating Department Practitioners will require to be registered with the HPC prior to taking up employment with the Organisation.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

NHS Lothian

Post: Band 5 Theatre Practitioner

PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	<ul style="list-style-type: none"> •Team player •Flexible •Excellent Communication skills •Commitment to high standard of care •Compassionate •Comfortable working in a multidisciplinary team environment 		A, I, R
Qualifications and Training	<ul style="list-style-type: none"> •RGN / ODP with current NMC / HPC registration •Knowledge of NMC / HPC Guidelines •Current Best Practice 	Previous theatre experience Evidence of Continuous Professional Development <ul style="list-style-type: none"> • Commitment to ongoing Education/Training • Updated and active EKSF 	A, C, I, R
Experience and Knowledge	<ul style="list-style-type: none"> •Thorough and up-to-date knowledge of perioperative theory and best practice at the level of a newly qualified practitioner. • Understanding of equality & diversity and how to apply it to self. • Understanding of NMC / HPC Code of Practice and requirements of it • Effective experience from student placements. 	Previous theatre experience	A, I
Skills and/or Abilities	<ul style="list-style-type: none"> • <input type="checkbox"/> Demonstrates effective clinical practice in all basic registered practitioner procedures. • Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity & respect is maintained at all times. • Able to prioritise own workload and that of others as appropriate. 	<ul style="list-style-type: none"> •ECG •Venapuncture •Cannulation •IT Skills •Enthusiasm to learn and develop 	A, C, I, R

	<ul style="list-style-type: none"> • Able to work under own initiative within boundaries of role. • Demonstrates awareness of importance of working as part of a team. • <input type="checkbox"/> Demonstrates awareness of research-based practice. • Demonstrates ability to maintain confidentiality at all times. • Demonstrates awareness of audit and quality issues and able to apply this. <p><u>Communication</u></p> <ul style="list-style-type: none"> • Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person being addressed. • Able to document observations, results, decisions and actions etc effectively in patient notes and communicate these effectively to appropriate members of the multidisciplinary team. • Motivated, and able to articulate reasons for desire, to work in this clinical area. • Able to supervise HCSW and students effectively when required • Willing to work in other clinical areas as and when required 		
Specific Job Requirements	<ul style="list-style-type: none"> • Involves direct contact with body fluids, on a number of occasions per shift. • Ability to manually handle patients and equipment e.g. patient hoists, commodes wheelchairs etc • Involves risk of verbal aggression from patients & relatives. <p>To work the shift pattern for the theatre department of days, weekends, nights and on call.</p>	Other non health care experience that would add to life skills to undertake job	A, I, R

Key – how assessed

A = Application form	I = Interview
C = Copies of certificates	T = Test or exercise
P = Presentation	R = References