

**Maidstone and Tunbridge Wells NHS Trust**  
**Job Description**

<b>Job Title:</b>	<b>Theatre Practitioner</b>
<b>Band:</b>	<b>5</b>
<b>Division / Directorate:</b>	<b>Theatres Anaesthetics &amp; Critical Care</b>
<b>Site:</b>	<b>Maidstone Hospital</b>
<b>Hours:</b>	<b>37.5</b>
<b>Reports to:</b>	<b>Clinical Co-ordinator</b>
<b>Accountable to:</b>	<b>Directorate Matron</b>

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**Job Summary:**

To provide the highest standard of assessment, planning, implementation and evaluation of individualised, holistic patient centred care in conjunction with the multi-disciplinary team.

**Working relationships:** Multidisciplinary Team

**Budget Responsibilities:** Active involvement in the departmental FRP

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**Key Result Areas:**

**Accountability**

- Ensure the provision of a high standard of care to all service users.
- To work within the framework of the NMC/HCPC Code of Professional Conduct at all times.
- To maintain a high level of competent practice within the Scope of Professional Practice
- To act as a role model for junior staff.
- To maintain own professional practice and have knowledge of new developments and concepts.
- To be guided by NMCHPC directives e.g. Administration of Medicines, Exercising Accountability, Scope of Professional Practice, Guidelines for Record Keeping
- Ensure adherence to policies, guidelines and directives at all times.

## **Communication and Relationship**

- Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the health care team. A key responsibility will be to utilize a variety of strategies to communicate effectively with patients and those involved with their care. The post holder must also communicate effectively with other staff in the Trust, with external organisations and the general public.
- To work within the concept of the multidisciplinary team.
- Ensure complete and accurate documentation of all clinical care provided in the department.
- Utilise IT systems of work as necessary for e.g. Theatreman, Integra and Healthroster
- Complete reports and records as required by managers e.g. incidents/accidents.

## **Responsibility for policy/service development**

- Ensure adherence to policies, guidelines and directives at all times.
- To contribute to the development of new local guidance/policy

## **Management Responsibility**

- Demonstrate specialist knowledge and competent clinical practice and supervises others as appropriate in the perioperative environment.
- Conveys departmental *Philosophy of Care* in practice
- To ensure that all patients are cared for in a clean and well maintained clinical area, taking
- Develops an understanding of effective management resources.
- Develops an appreciation of leadership skills within a variety of settings
- Develops change management skills.
- To ensure that all patients are cared for in a clean and well maintained clinical area, taking responsibility for cleanliness standards and when to escalate issues
- Co-ordinates the activities of the clinical area when required to include allocation of work, communication, time management, basic problem solving, management of risk and support of colleagues.
- Demonstrates knowledge of Risk Management ( Clinical & Non Clinical) and the ability to translate into practice
- Actively participates in meetings
- Ensure that all documentation is completed accurately and timely, meeting legal requirements where appropriate.
- Deal with complaints in accordance with local and Trust policy.
- To maintain adequate supplies, provisions and equipment in the department, ensuring that all areas are in good working order at all times in accordance with Health and Safety regulations.

- Demonstrates competence in basic surgical assistance – Camera Manipulation, assisting in retraction, assisting in haemostasis including use of suction & indirect diathermy, assisting in the cutting of sutures assisting in the manipulation of the uterus during laparoscopic surgery & the application of application of dressings”
- Deputise for senior staff in their absence.

### **Education**

- Participate in relevant induction programmes for new staff.
- To participate in educational programmes for own professional development, including mandatory training.
- To be up to date with their mandatory training
- To participate in ongoing teaching programmes and staff development.
- To act as an educational resource for others.
- To act as mentor to students and junior staff
- To encourage all staff to maintain their own professional practice and keep abreast of current developments and research.
- To be competent is the medical devises used & identifies own learning needs
- To liaise with Practice Development Lead and Lead Practitioner to ensure that educational needs are met.
- Uses reflective skills to develop practice and subscribes to the philosophy of clinical supervision.

### **Physical effort**

- Frequent standing or sitting in a restricted position, standing at the operating table, manoeuvres equipment & patients for procedures. Pushes & pulls theatre trolleys, manipulates heavy drills & requires high dexterity for the manipulation of endoscopic camera and surgical retraction.

### **Mental and emotional effort**

- Frequent concentration with predictable work pattern occasional prolonged concentration
- Concentration in theatre setting up of equipment, checking patients in.
- Concentration when assisting surgeon during surgery may be prolonged
- Concentration when acting in the scrub & anaesthetic role may be prolonged
- Occasional/frequent distressing or emotional circumstances
- Occasional/frequent high distressing or emotional circumstances
- Dealing with distressed patients & relatives
- Dealing with major trauma & deaths in theatre

### **Responsibility for R&D**

- To be aware of relevant research and promote and participate in research initiatives & clinical trials.
- Collecting savings lives and essence of care audit data

- Collecting data for the Key Performance Indicators

### **Working conditions**

- Frequently exposed to highly unpleasant working conditions, body fluids, tissue, limbs, foul linen & foul smell.
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### **Job Description Agreement:**

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Statement:**

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. INFECTION CONTROL AND HAND HYGIENE - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

**Maidstone and Tunbridge Wells NHS Trust**

**Theatre Practitioner**

**Person Specification**

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>· RGN / RN (Adult or Child)</li> <li>· Or C&amp;G 752/ ODP NVQ lvl 3 or higher equivalent</li> </ul>	<ul style="list-style-type: none"> <li>· Relevant specialist Course</li> <li>· Theatre/Anaesthetic</li> <li>· First assistance course</li> <li>· Prep for mentors or equivalent</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>· Demonstrates understanding of clinical issues within the Theatre Department</li> <li>· Current NHS Issues</li> </ul>	<ul style="list-style-type: none"> <li>· Experience in two or more areas i.e. recovery/scrub</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>· Specialist clinical skills</li> <li>· Assesses patients &amp; their care needs</li> <li>· Ability to work within the multidisciplinary team</li> <li>· Demonstrates ability to use own initiative</li> <li>· Effective &amp; concise communication skills demonstrated.</li> <li>· Communication of sensitive information which will need reassurance and empathic communication skills</li> <li>· Demonstrate &amp; understanding /use of constructive analysis to improve team performance.</li> <li>· To act as mentor for pre and post registration students &amp; other learner's</li> </ul>	<ul style="list-style-type: none"> <li>· Organisational skills</li> <li>· Experience to take delegated responsibility</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>· Ability to deal with distressing circumstances</li> <li>· Ability to solve problems &amp; recognise when to seek advice</li> </ul>	

	<ul style="list-style-type: none"> <li>· Enthusiastic &amp; personally motivated with the ability to motivate others</li> <li>· Good interpersonal skills</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>· Ability to work across sites</li> </ul>	