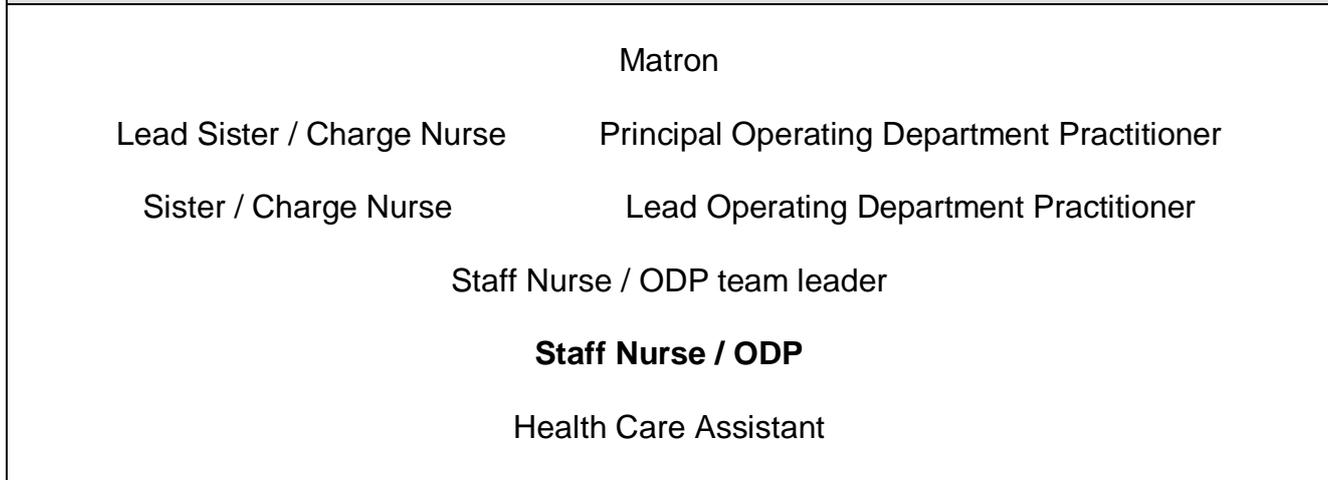


Job Description

1. JOB DETAILS	
Job title:	Apprentice Operating Department Practitioner <i>Working towards the role, responsibilities and accountabilities of a qualified Operating Department Practitioner as per job description below, under the appropriate level of supervision.</i>
Accountable to	
Managerially	Matron, Operating Theatre
Professionally	Director of Nursing
Location	Theatres, Cumberland Infirmary/West Cumberland Hospital
2. JOB SUMMARY	
<p>All staff are expected to work to the Trust Values:</p> <p> Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.</p> <p> Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> <p> Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> <p> Collaboration – We are stronger and better working together with and for our patients.</p> <p>Assess, plan, deliver and evaluate individualised specialist care, without direct supervision, to patients in the perioperative environment. Contribute to the development and evaluation of perioperative practice in the unit.</p>	
3. ROLE OF DEPARTMENT	
<p>Ten operating theatres provide a twenty-four hours service for both elective and emergency operative procedures. Specialities include general, urology, vascular surgery, orthopaedic and trauma, gynaecology and obstetrics and Head and Neck for adults and children</p>	

4. ORGANISATIONAL CHART



5. KEY WORKING RELATIONSHIPS

Matron, operating theatres.
 Lead sister / charge nurse.
 Sister / charge nurse.
 Principal ODP.
 Nurse team leader.
 Anaesthetic / recovery staff.
 Anaesthetists.
 Surgeons.
 Theatre domestics.
 Theatres / ICU secretary.
 Ward staff.
 Medical secretaries
 Business managers
 Estates department.
 Infection control department.
 Pharmacy.
 CSSD.
 X-ray.
 Portering department.
 Pathology department.
 Maternity services.
 A&E.
 CCU.
 ICU.

6. DUTIES AND RESPONSIBILITIES OF THE POST

- Clinical**
- To work as part of the theatre team to provide safe care for all patients either as Anaesthetic Nurse/ODP, Scrub Practitioner or Recovery Nurse/ODP.
 - Participate in the preparation of patients immediately prior to starting surgery with regard to limb holding and positioning.
 - Use theatre equipment safely, reporting any faults.

- Provide support and assistance to the anaesthetist and surgeon, as required.
- Plan, implement and evaluate nursing care appropriate to each patient's needs, ensuring that such care is fully documented and all relevant information communicated to the appropriate staff.
- Act as the patient's advocate, maintaining and ensuring patient dignity, privacy and confidentiality.
- Assist other staff in the operating team as necessary, participating as a member of the multi disciplinary team.
- Liaise and communicate with other members of the nursing and multi-disciplinary team.
- Act in accordance with the Code of Professional Conduct (NMC / HPC).
- Work flexibly within other areas of the dept. as service needs dictate.
- Manage emergency situations as required.
- Provide skilled assistance in preparation, transfer and positioning of patients ensuring that correct lifting procedures are observed at all times.
- Deal with clinical waste, sharps, blood spillages and body fluids as per infection control policy.
- Participate in provision of an emergency day and night duty, and on call, service - providing care in emergency situations both within and outwith the theatre department.
- Demonstrate practice based on current advances in perioperative practice and research.
- Comply with infection prevention and control procedures at all times.
- Comply with responsibility to safeguard children, ensuring attendance at appropriate training.
- Take personal responsibility for putting the person receiving care first, and to challenge poor care, doing so as soon as any shortcomings are seen.

Management

- Contribute to the smooth running of the unit, providing leadership and supervision of less experienced staff.
- Contribute to the review of staff performance.

Administration

- Maintain accurate records of the care given, ensuring accurate data input into computerised systems.
- Assist in developing an environment that supports the value of nursing care.
- Participate in the monitoring of standards of care.
- Ensure that the Trust policies and guidelines relevant to the department are given due consideration.
- Have regard for budgetary implications of decisions.
- Receive, check, label and dispatch laboratory specimens accurately, according to Trust policy.
- Participate in the investigation of complaints, accidents and incidents, ensuring formal records are accurate and using the appropriate documentation.
- Contribute to the continuing development of the unit philosophy.
- Actively participate in the Trust risk management strategy.
- Contribute to the Trust patient care and public involvement strategy.

Education

- Maintain and update knowledge of anaesthetic, recovery and scrub procedures and care.
- Participate in the Trust clinical governance agenda, taking a lead on a benchmark from the Essence of Care initiative.
- Participate in the role of mentor to staff and pre-registration students.
- Ensure the promotion of the safety of patients, staff and visitors to the department.
- Contribute to meeting the learning needs of all team members.
- Demonstrate a continuing process of attaining educational, research, clinical and leadership development, including mandatory and statutory updating, maintaining a portfolio.
- Participate in research, audit and surveys as required.

7. WORK SETTING AND REVIEW

Work to tasks and duties as set by the sister / charge nurse or deputy, who will review performance and undertake appraisal.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

12. EQUALITY AND DIVERSITY

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

PERSON SPECIFICATION
North Cumbria Health Economy

POST TITLE: Apprentice Operating Department Practitioner – Scrub

Factor	Essential	Desirable
Qualifications	Undertake and complete the Operating Department Practitioner Apprenticeship. Maths & English at GCSE grade A-C/4-9 or equivalent	
Experience	Recent work experience within an acute healthcare setting	
Knowledge	Understanding of the role of the Apprentice Operating Department Practitioner	
Skills and Aptitudes	Ability to work as a team member. Good communication & interpersonal skills. Ability to demonstrate the compassionate values and behaviours needed for dignified care. IT skills	
Personal Circumstances	Motivation. Enthusiasm.	
Other requirements	Flexible approach to working hours.	

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.