

## JOB DESCRIPTION

### JOB DETAILS:

Job Title:	Theatre Practitioner
Band:	Band 5
Directorate:	Theatres and Critical care
Department:	Theatres
Base:	Musgrove Park Hospital
Responsible for:	Clinical Manager

### Job Purpose:

- To be responsible for the delivery of high quality patient focused care.
- To provide and maintain a safe environment for all patients both inside and outside of the operating theatres
- To co-ordinate and carry out perioperative care with minimal supervision, acting as a role model and working with all members of the multi-disciplinary team.
- Works as part of the theatre team to provide high quality care to patients undergoing a range of procedures / surgery.
- Willing to support and teach other members of the operating team.
- Be able to lead a team in an operating theatre utilising excellent communication skills to ensure efficiency and expediency whilst ensuring safe and effective care.
- Maximise the use of resources within your sphere of responsibility.

**Date of Job Description: Feb 2021**



## Duties and Responsibilities

### **Communication and Key Working Relationships**

- Communicate with patients, relatives and carers sensitive clinical information in an appropriate way
- Responsible for communicating with the surgeon, anaesthetist and other members of the multi-disciplinary team to ensure that all procedures are as the operating list and that there are no changes to the list that may affect patient care or preparation of equipment
- Participate and lead safety briefings and the 5 steps to safer surgery in line with local policy.
- Attend regular team meetings and keep up to date with any changes to policies and procedures both within theatres and the Trust, including team brief
- Ensure the relevant parties are informed of all patients cancelled on the day of surgery
- Work with sterile services to ensure appropriate instrumentation is available at all times

### **Planning and Organisation**

- Works flexibly across the theatres as required
- May lead a team of staff ensuring that the compliment of staff is appropriate to deliver the service from a skill mix and skills perspective
- Assist in the maintenance and monitoring of agreed standards, ensuring that any shortfall is brought to the attention of the line manager
- Ensure that all quality initiatives within the nursing environment are adhered to and that the highest standards of care are maintained at all times.
- Assist in the development of clinical protocols and policies.
- Ensure that accurate and legible patient records are kept in line with professional and legal requirements.

### **Responsibility for Patient / Client Care, Treatment & Therapy**

- Works as part of the clinical team providing direct patient care
- Plans, implements, delivers and evaluates care given by self and other team members to patients and their relatives
- Assist in emergency situations and initiate emergency procedures in line with policy
- Act as the patients' advocate
- Liaise with all members of the multidisciplinary team
- Be clinically competent in all areas of practice relevant to the post
- Work within national and local infection control policies and procedures and any other related infection prevention policies or procedures to minimise infection risk
- Take direct responsibility for ensuring cleaning standards are maintained throughout the shift
- Ensure that Privacy and Dignity of patients is maintained at all times
- Collect patients from the wards and escort to theatre
- May take on extended roles such as cell salvage, and/or surgical assistant following completion of required training and competency assessment



- Maintain accurate clinical records

### **Policy, Service, Research & Development Responsibility**

- Use local and national research, guidelines and policies to establish a model of evidence-based care, which is patient- centred
- Ensure the team adhere to the Trust drug policy and follow the safe ordering, storage and administration of medicines guidelines
- Be aware of and adhere to all Trust policies
- Participate in the development and delivery of appropriate training materials / programmes to promote professional development
- Contribute to monitoring of quality improvement metrics to measure quality of care
- Identify and minimise clinical and non-clinical risk to minimise risk of harm to patients, staff and visitors
- Assist in the investigation and resolution of complaints in relation to patient care as required
- Contribute to the development of protocols and Trust policies
- Act on the views of patients, relatives and staff about the standards of care experienced by recipients of the service
- Involve patients in their care and ensure their understanding of treatment plan and care options before gaining informed consent for care delivery and interventions
- Monitor and maximise the use of resources within your sphere of responsibility, including the safe use of equipment
- Participate in the implementation and evaluation of new developments and be aware of service needs, quality and assurance programmes
- Actively promote research awareness and evidence based care, participate in projects and working groups as required to improve patient care
- Ensure hand hygiene policy compliance of self, and challenge others as necessary

### **Responsibility for Finance, Equipment & Other Resources**

- Responsible for monitoring and ordering specialist equipment and consumables as required
- Responsible for the repair and maintenance of theatre area equipment and for the safe keeping of patient property
- Responsible for the efficient use of all resources
- Contribute to discussions on efficiency savings within the directorate
- Ensure the team adopt a 'just in time' philosophy and lead on ways to reduce waste, ensure the team utilise resources and equipment cost effectively
- Seek opportunities to create changes, which will enhance standards of care and practice

### **Responsibility for Supervision, Leadership & Management**

- May act as the departmental co-ordinator on an ad hoc basis
- May be required to supervise junior colleagues



- Delivers training for one to one induction and ongoing training for new and temporary staff, mentorship for students and preceptorship for newly qualified staff
- Provide professional leadership, advice and guidance to junior nurses and healthcare assistants and develop collaborative partnerships with other disciplines
- Be aware of the sickness / absence control procedures and participate in any initiatives to reduce sickness absence
- Keep up to date with relevant information which may affect your area of responsibility and act as a resource for other members of the team, acting as a link practitioner where appropriate
- Responsible for the day to day supervision, co-ordination and training of staff within your designated sphere of influence, conducting staff appraisals and PDP's as required

#### **Information Resources & Administrative Duties**

- Read and respond to emails regularly
- Contribute to the development and maintenance of patient information systems
- Communicate information to relevant disciplines in an appropriate way
- Ensure confidentiality is maintained at all times in line with the Data Protection Act, Trust policy and the code of conduct
- Ensure accurate and legible patient records are maintained

#### **Effort, Emotional, Physical & Mental**

- Moderate physical effort - Combination of sitting, standing and walking and will be required to work at a keyboard for a variable proportion of the day, working in theatres on occasions will be part of the role
- Mental Effort - Frequent requirement for concentration; work pattern can be unpredictable
- The post holder will be required to manage conflicting priorities and may be required to switch tasks with little notice
- Emotional Effort – Exposure to emotional/sensitive circumstances when dealing with patients and relatives
- Working Conditions – Occasional office work. Exposure to unpleasant conditions will be regular

#### **Values and behaviours**

- Behave in accordance with the Trust Values and Behaviours

#### **Any Other Specific Tasks Required**

- To keep updated with current professional issues and maintain the knowledge and skills necessary to perform the role effectively and safely
- Develop and maintain a professional portfolio
- Ensure compliance with professional expectations as outlined in the NMC / HPC Code of Professional Conduct.
- To participate in an annual appraisal with relevant reviews and to follow your personal development plan as agreed with your line manager
- Responsible for ensuring own mandatory training is completed as required



- May be required to work anywhere within the Trust, within your skill set
- May be required to participate in an out of hours on call service depending on service need

## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the General Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

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



## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the General Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## **Smoking**

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



## Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<b><u>QUALIFICATIONS &amp; TRAINING</u></b> <ul style="list-style-type: none"> <li>• RGN/ODP</li> <li>• Diploma or equivalent knowledge and working towards or willing to work towards degree level</li> <li>• Post Reg anaesthetic qualification (if RGN)</li> <li>• Teaching / Mentorship Qualification</li> <li>• Theatre qualification</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E D D</p>	Application/Interview
<b><u>KNOWLEDGE &amp; EXPERIENCE</u></b> <ul style="list-style-type: none"> <li>• Previous Theatre Experience</li> <li>• Knowledge of relevant surgical procedures, and experience of working within the speciality</li> <li>• Experience of caring for the critically ill patient</li> </ul>	<p style="text-align: center;">D D D</p>	Application/Interview
<b><u>SKILLS &amp; ABILITIES</u></b> <ul style="list-style-type: none"> <li>• Internal rotation, on call shifts and weekend working</li> <li>• Previous Theatre Experience</li> <li>• Ability to assess complex clinical situations and act appropriately</li> <li>• Able to undertake the higher level clinical skills required for the specialist area</li> <li>• Knowledge of relevant NHS legislation to include clinical governance/COSHH/Health and Safety/Infection Control/Clinical Waste/Manual Handling/PEAT/Confidentiality and the Data Protection Act/ Patient and Public Involvement agenda</li> <li>• Up to date knowledge of current evidence based practice in nursing / theatre practice</li> <li>• Computer literacy</li> </ul>	<p style="text-align: center;">E D D D D D D</p>	Application/Interview
<b><u>COMMUNICATION SKILLS</u></b>		Application/Interview





<ul style="list-style-type: none"> <li>• Evidence of a good standard of Literacy / English language skills</li> <li>• Ability to communicate in a professional way with people at all levels of understanding either face to face, on the telephone, e-mail or by written communication</li> <li>• Able to communicate with highly emotional, distressed, patients and carers</li> </ul>	E  E  E	
<b><u>ANALYTICAL &amp; JUDGEMENTAL SKILLS</u></b> <ul style="list-style-type: none"> <li>• Analytical skills to deal with interpreting complex clinical information</li> <li>• Ability to work on own initiative as required and within agreed policies and procedures</li> <li>• Decision making skills</li> <li>• Influencing and persuasion skills</li> </ul>	E  E  E E	Application/Interview
<b>PLANNING AND ORGANISATIONAL SKILLS</b> <ul style="list-style-type: none"> <li>• Ability to prioritise own time and time of others</li> <li>• Ability to motivate self and others</li> <li>• Ability to work on own initiative as required and within agreed policies and procedures</li> <li>• Decision making skills</li> <li>• Able to manage a small team of staff</li> </ul>	E E E  E  D	Application/Interview
<b>PHYSICAL SKILLS</b> <ul style="list-style-type: none"> <li>• Physically able to carry out the duties of the post, including bending, stretching, kneeling, walking and moving and handling of patients for long periods</li> </ul>	E	Application/Interview
<b>OTHER</b> <ul style="list-style-type: none"> <li>• Willingness to use technology to improve standards of care and support to our patients</li> <li>• Accountability for own professional actions</li> <li>• Maintain NMC / HPC registration by undertaking the minimum clinical hours required to maintain registration and work within the code of professional conduct</li> <li>• Demonstrates the values of the Trust and their application to practice</li> </ul>	E  E E  E	Application/Interview
<b>SUPPORTING BEHAVIOURS</b>  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.		





- Kindness
- Respect
- Teamwork

## SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions		N	
Working in physically cramped conditions		N	
Lifting weights, equipment or patients with mechanical aids	Y		Part of a shift daily
Lifting or weights / equipment without mechanical aids	Y		Part of a shift daily
Moving patients without mechanical aids	Y		Part of a shift daily
Making repetitive movements		N	
Climbing or crawling		N	
Manipulating objects	Y		Part of a shift daily
Manual digging		N	
Running		N	
Standing / sitting with limited scope for movements for long periods of time	Y		Part of a shift daily
Kneeling, crouching, twisting, bending or stretching		N	
Standing / walking for substantial periods of time	Y		
Heavy duty cleaning		N	
Pushing / pulling trolleys or similar	Y		Part of a shift daily
Working at heights		N	
Restraint ie: jobs requiring training / certification in physical interventions		N	



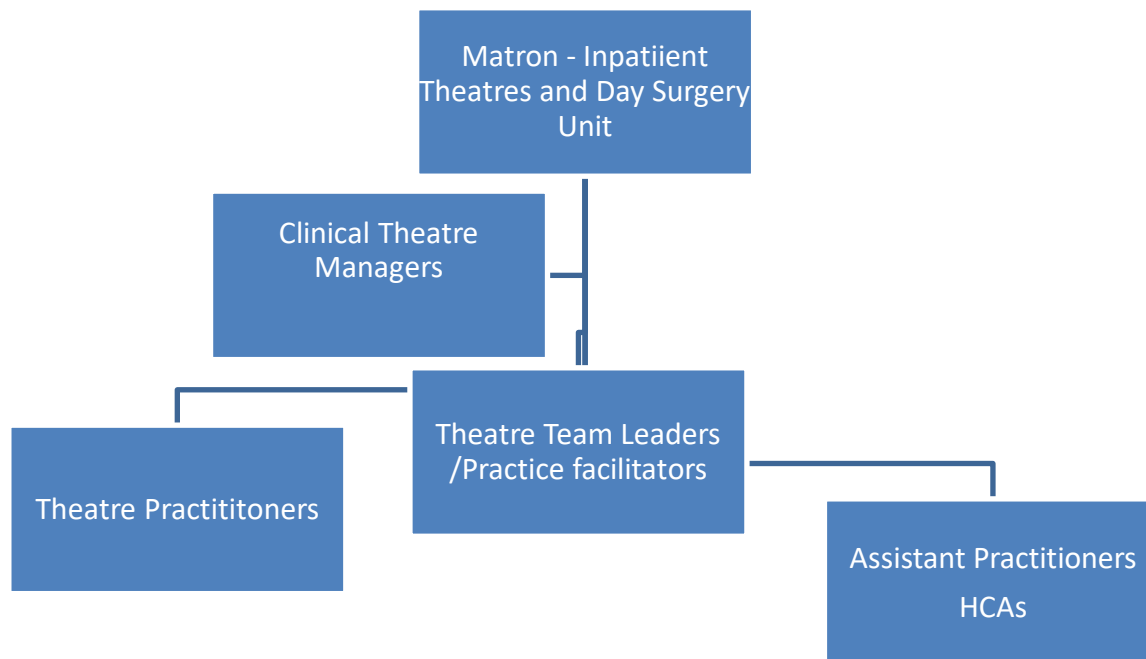
<b>Mental Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Interruptions and the requirement to change from one task to another ( give examples)	Y		Part of a shift daily
Carry out formal student / trainee assessments	Y		Occasionally
Carry out clinical / social care interventions	Y		Part of a shift daily
Analyse statistics		N	
Operate equipment / machinery	Y		Part of a shift daily
Give evidence in a court / tribunal / formal hearings		N	
Attend meetings (describe role)	Y		Participate in relevant meetings as required
Carry out screening tests / microscope work		N	
Prepare detailed reports		N	
Check documents	Y		Daily checking of patient documents and relevant checklists
Drive a vehicle		N	
Carry out calculations	Y		May be required to calculate drug dosages, regularly
Carry out clinical diagnosis		N	
Carry out non-clinical fault finding	Y		May be required to deal with faulty equipment as required
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (eg: typing / transmitting) news of highly distressing events	Y		May be required occasionally
Giving unwelcome news to patients / clients / carers / staff		N	
Caring for the terminally ill	Y		May be required occasionally
Dealing with difficult situations / circumstances	Y		May have to deal with distressing circumstances e.g. caring for organ donation, abuse victims children, traumatic injuries
Designated to provide emotional support to front line staff		N	
Communicating life changing events		N	
Dealing with people with challenging behaviour	Y		May be required occasionally
Arriving at the scene of a serious incident		N	
<b>Working conditions – does this post involve</b>	<b>Yes</b>	<b>No</b>	



<b>working in any of the following:</b>			<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		N	
Excessive temperatures		N	
Unpleasant smells or odours	Y		Part or whole of a shift daily
Noxious fumes		N	
Excessive noise &/or vibration	Y		Part or whole of a shift daily (speciality specific)
Use of VDU more or less continuously		N	
Unpleasant substances / non household waste	Y		Part of a shift daily
Infectious Material / Foul linen	Y		Part of a shift daily
Body fluids, faeces, vomit	Y		Part of a shift daily
Dust / Dirt		N	
Humidity	Y		Part of a shift daily
Contaminated equipment or work areas	Y		Part of a shift daily
Driving / being driven in <b>Normal</b> situations		N	
Driving / being driven in <b>Emergency</b> situations		N	
Fleas or Lice		N	
Exposure to dangerous chemicals / substances in / not in containers	Y		
Exposure to Aggressive Verbal behaviour	Y		Occasional
Exposure to Aggressive Physical behaviour	Y		Occasional

## Department Organisational Chart





### **Department Core Purpose**

15 Operating Theatres providing surgical care and procedures for the patients of Somerset

To be deliver high quality patient focused care.

To provide and maintain a safe environment for all patients both inside and outside of the operating theatres

To co-ordinate and carry out perioperative care working with all members of the multi-disciplinary team.

**The Knowledge and Skills Framework (KSF)** outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### **Job Profile Agreement**

Agreed and Signed:	(Manager)	Date:	
	(Post Holder)	Date:	



Agreed and Signed:			
Date Role Description is Effective From:			

