

JOB DESCRIPTION

JOB TITLE:	Orthopaedic Scrub Sister	
DIVISION:	Surgery & Associated Services	
SALARY BAND:	Band 6	
RESPONSIBLE TO:	Scrub Team Leader	
ACCOUNTABLE TO:	Theatre Matron	
HOURS PER WEEK:	37.5	
LOCATION:	Main Theatres Department	
MANAGES:	Directly:	
	Indirectly:	
JOB SUMMARY: <ul style="list-style-type: none"> • The post holder is responsible for the assessment of care needs for all patients, ensuring appropriately planned care is both implemented and evaluated • To provide specialist advice without direct supervision and to lead the multi-disciplinary team in the absence of the Team Leader • To assist in the leadership and development of an identified group of practitioners within the Department. • The post holder will comply with the NMC or HCPC Coded of Professional and demonstrates knowledge and application of Departmental and Trust policies and procedures 		

Date of the JD review:

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time • Confident because we are clearly **communicating**
- **Respected** and cared for • **Reassured** that they are always in safe hands

Clinical Responsibilities:

- ☐ Liaise with the Team Leader and Theatre coordinator to ensure that patients are prepared for Theatre in reasonable time and are received in to the Theatre department adhering to the Concepts laid out by the 5 Steps to Safer Surgery and the WHO Surgical Safety Checklist.
- ☐ Assist in the safe handling, transfer and positioning of patients between all areas of the theatre department; including complex cases & preparing & transporting portable monitoring equipment to assist with the transfer of patients to Intensive Care Unit/High Dependency Unit following anaesthetic intervention
- ☐ Provide skilled assistance when participating in scrub and circulating duties in the Orthopaedic Barn operating theatre
- ☐ Liaise & communicate with other departments e.g. laboratory services, EBME, Sterile Services Unit
- ☐ Ensure all that all Orthopaedic Theatre equipment is checked as suitable for use prior to each patients operation
- ☐ Ensure all Orthopaedic instrument trays and consumables are prepared and fit for use prior to each patients operation
- ☐ To demonstrate clinical expertise in scrub and circulating practice within the Orthopaedic operating department.
- ☐ To be responsible for the assessment of patient care needs and the development, implementation and evaluation of plans of care, ensuring high standards of evidence based care using a defined model of care.
- ☐ To undertake all nursing procedures in accordance with Trust and theatre policies and ensure that these procedures and policies are understood. Theatre policies and procedures must be research based and adhered to by all staff whilst being constantly monitored and reviewed.

- ☐ To ensure communication with patients and significant others is established, ensuring empathy and reassurance regarding, assessment, care and treatment.
- ☐ To ensure accurate and comprehensive nursing / theatre records, in all formats, are maintained using appropriate documentation and Cerner IT system
- ☐ To support effective working relations with all members of the multi-disciplinary team to promote good communication and a multi-disciplinary approach to patient care.
- ☐ Demonstrate knowledge of contemporary clinical practice, explore new ideas and introduce positive evidence-based change in line with local and national initiatives, e.g. NSF, Essence of Care, Confidential Enquiries and NICE guidance and Association for Perioperative Practice (AfPP) guidelines.
- ☐ To support the Team Leader and Matron in carrying out risk assessments according to Trust Clinical Governance/Clinical Risk Strategies.
- ☐ To support the implementation of safe working practices as required by the Health & Safety at Work Act
- ☐ To work with the Team Leader to ensure optimal use of the operating list in the speciality or specialty group.

Infection Control Responsibilities:

- ☐ To take responsibility for own evidence based practice and implement and add to the body of knowledge that supports infection control and prevention within the department.
- ☐ To support the Team Leader with audits that are key to improve service delivery.
- ☐ To maintain a culture in which infection control is intrinsic to care delivery. To ensure that this is reflected in all staff appraisals.
- ☐ To support the Team Leader to ensure that all infection control guidelines are adhered to and to champion best practice in infection control
- ☐ In conjunction with the Team Leader, Matron and infection control team, identify possible risks of infection, investigate and contain outbreaks of infection.
- ☐ To ensure that all patients are cared for in a clean and well-maintained clinical area, ensuring that all staff are aware that they are directly responsible for cleanliness standards when in charge and escalating issues when necessary.

Operational Management:

- ☐ To be responsible for the day to day effective and efficient management of all resources of designated theatre in conjunction with the Team Leader (including the allocation of staff for both elective and emergency caseload)
- ☐ Act up for the Scrub Team Lead as required
- ☐ Take an active role with the induction of new staff, set, assess and review staff objectives
- ☐ Manage Band 5 and Band 2 staff including appraisals, performance, absence, selection and recruitment and Personal Development Plans.
- ☐ To support the application of Royal Free Hampstead NHS Trust Human Resources policies and those concerning Grievance, Equal Opportunities and Race Relations.
- ☐ To liaise with other Royal Free staff and departments to promote and maintain effective working relationships, ensuring high standards of care and service.
- ☐ To investigate accidents, incidents and complaints, implementing corrective actions where necessary, in consultation with the Team Leader and Matron, in accordance with Trust Policies.
- ☐ To be responsible for ensuring confidentiality and safekeeping of patient and theatre records.
- ☐ To ensure that there is effective communication systems in place to allow staff to keep abreast of developments in the Organisation i.e. attending & contributing to meetings relevant to area of specialist knowledge.
- ☐ To support communication meetings relevant to specialty or specialty group

Leadership:

- ☐ To act as an appropriate and effective role model at all times.
- ☐ To act as an effective mentor and preceptor to support all theatre staff in promoting education and training.

- ☐ To act as a resource, supporting and motivating staff members. Prepare, teach and demonstrate theatre practice, applying theory to research based practice.
- ☐ To keep abreast of and participate in, local and Trust initiatives.
- To demonstrate an understanding of and adhere to the trust's child protection and safeguarding adults policies.

Education:

- ☐ To establish an active learning environment for all grades of staff within the operating department allowing staff to develop to their full potential.
- ☐ To facilitate the teaching and clinical assessment of all non-medical students to the clinical area in conjunction with the Practice Development Facilitator.
- ☐ To support the dissemination of information regarding new or updated clinical practices, guidelines and policies to all theatre practitioners and ensure their implementation
- ☐ To participate in training needs analysis for scrub and circulating practice.

Research & Development:

- ☐ To be aware of the research process and current trends.
- ☐ In collaboration with relevant practitioners, audit agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility.

Professional:

- The post holder is required to act in accordance with NMC 'Code of Professional Conduct' or equivalent with particular reference to limitations of competence and conduct.
- ☐ To be responsible for ensuring that s/he remains aware of current developments in Nursing, the Health Service and relevant specialist clinical practices.
- To be responsible for his/her own professional development and participate in own 'Performance and Development planning' with the Matron.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for

prevention and control healthcare associated infections (HCAI's) and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and GDPR Act of 2018 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

The expectation is that all staff will follow the Trust's guidance on standards of dress. Theatre scrubs are to be worn within the operating department (first and third floors) and obstetric theatres only

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,