

### **1. Job Details**

|            |  |
|------------|--|
| Job Title  | Registered Nurse / Operating Department Practitioner |
| Job Grade  | Band 5   |
| Hours      | 37.5   |
| Reports to | Department Leader Theatres                           |
| Division   | Surgery  |
| Department | Theatres   |
| Location   | Kings Mill/Newark                                    |

### **2. Job Purpose**

The post holder will assist the team leader in ensuring the delivery of high quality patient care for a designated group of patients in the perioperative environment

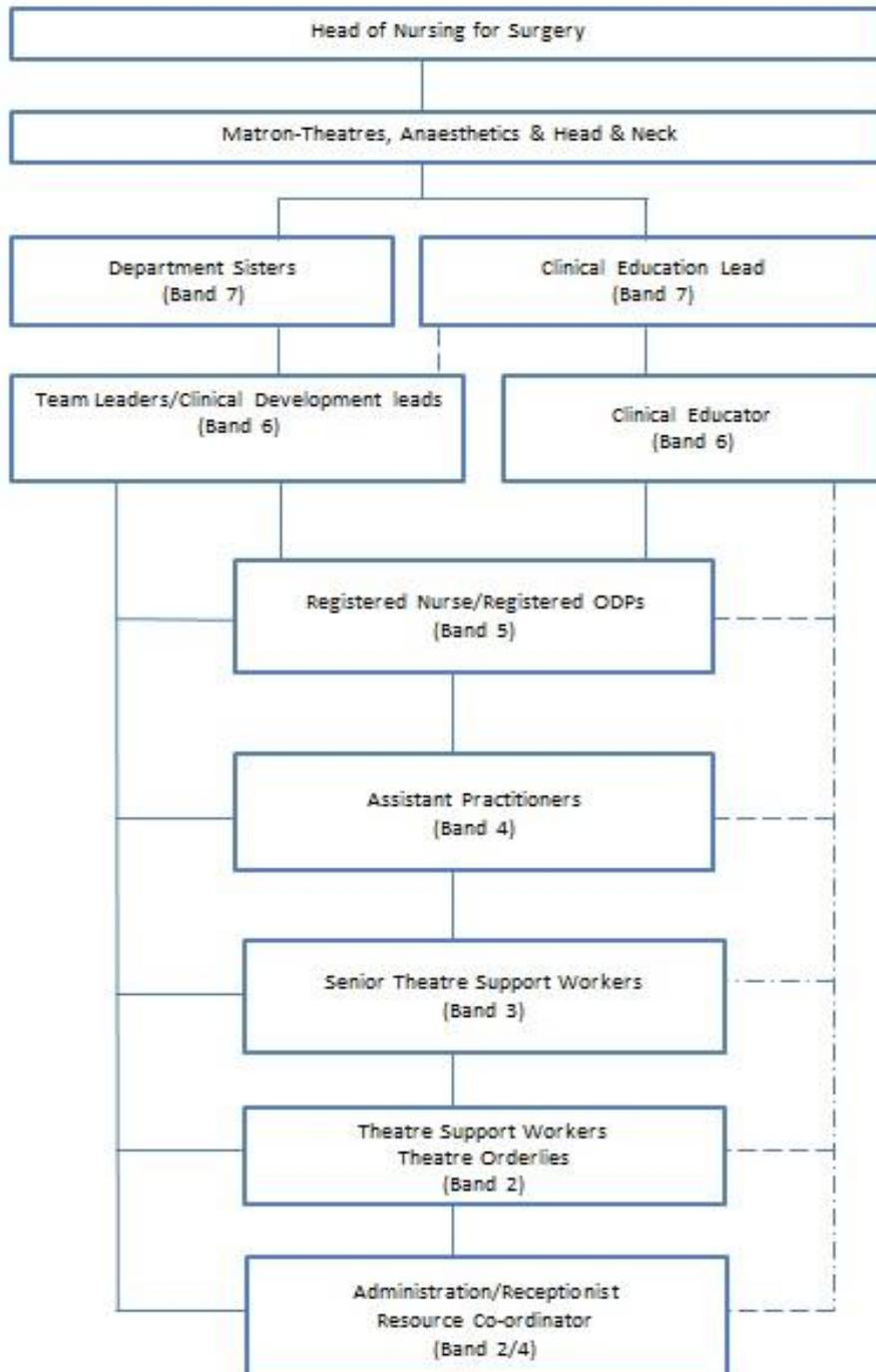
'The overriding purpose is to support the provision of the highest quality patient care through personal actions and continuous improvement.'

### **3. Role of the Department**

The provision of a safe perioperative and postoperative environment, to provide holistic care and treatment for patients undergoing anaesthetic and surgical procedures

#### 4. Organisational Chart

### Organisational Chart-Theatres



## KEY RESULT AREAS

- Work with and empower others in pursuit of a shared vision to ensure the effective daily provision of patient care within a perioperative environment. Ensure care is delivered in accordance with Nursing and Midwifery Council (NMC), Health Professions Council (HPC) and Trust Policies. Ensure a quality orientated approach to care which recognises the needs and views of patients/clients and their carers (where applicable) and places the patient at the centre of all activities.
- Regularly assess, plan, implement and evaluate patient care in the perioperative setting. Implement systems, nursing and trust protocols, which actively support the modernisation of nursing practice.
- Holds the responsibility for recording information clearly and accurately and for participating in a network of highly complex information including that of a sensitive nature, where tact and diplomacy skills are required. Recognise the need for confidentiality regarding individual patients, acting as their advocate when they themselves are unable.
- Maximise opportunities to participate fully as a team member by sharing knowledge, information and involving team members in decision making when appropriate to promote cohesive team work. Involve multidisciplinary team members in decision-making on issues that affect the smooth organisation of the department and the delivery of care, often requiring diplomatic and persuasive skills.
- Assist in resolving potential complaints at local level, which could include disputes between colleagues, patients, relatives and multidisciplinary professionals. Support the Department Leader with investigating and responding to formal complaints and clinical incidents. Assist in ensuring action is taken to address any weaknesses identified as a result.
- Support other team members to create an environment that is motivating, stimulating and supportive to individuals including patients, relatives, all learners and the multidisciplinary team. Educate and provide supervision and support for, Student Nurses, Trainee Operating Department Practitioners and other trainees within the perioperative setting. Act as a role model for, Student Nurses, Trainee Operating Department Practitioners and other trainees within the perioperative environment, promoting and demonstrating the standards of care and behaviour expected.

- Assist the Department leader and team to ensure the provision of robust induction and mentoring arrangements for Student Nurse, ambulance paramedics, Health Care workers and Trainee Operating Department Practitioners appointed to the Theatre Department Help in providing an effective learning/supportive environment for all staff to enable staff to meet personal and organisational objectives.
- Assist in the application and evaluation of research findings and appropriate research studies within the clinical are, including clinical trials and equipment testing. Help the Department Leader to support the use of clinical audit as means of enhancing clinical practice and encourage audit plans of others.
- Support the trust to provide a no blame culture, which encourages the reporting of errors, near misses and untoward incidents, in which reflection can be used to learn from mistakes.
- Safeguard yourself and others by working within Trust policies with issues of Health and Safety
- Participate in a personal professional development programme and. take every opportunity to develop new knowledge and quire new skills. Participate in the Trust's Staff Appraisal System and demonstrate the achievement of agreed personal objectives.
- The post holder is not a designated budget holder but will be resourceful when using department stack
- To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

## **6 Physical and mental skills**

Will require high physical dexterity, which will require hand and eye co-ordination for the preparation and use of surgical instruments and medical devices

Will need the physical ability to carry out manual handling duties

- Movement and positioning of patients in excess of 15kilos
- Movement of trays and equipment e.g. Tables/ Anaesthetic machines

Communicate within multidisciplinary team's highly complex confidential information, which may be in the form of oral or written

- Patients consent and other documentation
- Identification of specimens
- Intervene in disputes, while acting as the patients advocate
- Assist in the organisation of patient care and adjust as circumstances change e.g. changing from a minor procedure to a major procedure following haemorrhage

### **7 Responsibilities of the post holder**

Acts in accordance with their own code of professional conduct

Works autonomously and prioritises own workload under the support of senior staff. Understands the scope of the role and seeks help when unsure.

Registered nurses occasionally contribute to patient care outside the department whilst registered ODP'S provide highly skilled support to the anaesthetists in peripheral areas such as Accident and Emergency.

Equality, Diversity and Inclusion are fundamental in contributing to an inclusive workplace at Sherwood Forest Hospitals.

The Trust does not tolerate any forms of discrimination, racism, bullying and harassment.

All staff, at all times, in the performance of their duties are expected to demonstrate equal treatment of everyone and ensure that every member of staff regardless of differences are respected, valued and appreciated.

All staff are expected to have an understanding of the Trust's Equality, Diversity and Inclusion policy and associated Equality, Diversity and Human Rights Legislation.

All employees have an individual responsibility to have knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements in the Infection Control Manual.

Staff that are employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.

You are required to comply with all of the Trust's policies and procedures. These are obtainable on the Trust's intranet site, where guidance is also contained.

## **8 Freedom to act**

As a registered practitioner the post holder will be accountable for their own actions and the action of others e.g.

- When required to delegate tasks to other colleagues such as health care workers

## **9. Physical, Mental and Emotional Effort Required.**

### *Physical*

The post holder will regularly be required to stand for long periods, which could be in excess of 2hours

- Scrubbed at the operating table
- During airway management

The post holder will be required to be physically able to perform manual-handling duties frequently throughout their shift

- Positioning patients
- Movement of equipment and trays in excess of 15kilos
- Movement of beds/trolleys

### *Mental*

The post holder will require excellent concentration skill, which is sustainable for long periods

- Airway management
- Administration of drugs
- Act as scrub assistant

Emotional

The post holder will frequently deal with stressful emotional situations, which at times will be unpredictable

- Anxious and distressed patients
- Verbally aggressive and upset relatives
- Verbally aggressive colleagues during stressful situations

Being involved with sensitive procedures

- Terminations
- Amputations
- Emergency/Trauma/ Death
- Diagnosis of terminal illness especially in the unexpected /young

**10 Working Conditions**

In the perioperative setting the post holder will constantly be exposed to strong smells and substances hazardous to health

- Anaesthetic gases
- Cold disinfectant agents
- Fixing solutions
- Bodily Fluids/ Blood
- Burnt Flesh
- Cement
- Specimens

The post holder will be working in a controlled environment under artificial light and on constantly require to wear protective clothing e.g.

- Lead Aprons
- Masks
- Goggles
- Laminar Flow
- Hats

**FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST**

Title of Post      Registered Nurse

| <u>NHS KSF DIMENSIONS</u>   | Needed for post? | Level for post |   |   |   | Notes                                    |
|---|------------------|----------------|---|---|---|--|
|   |                  | 1              | 2 | 3 | 4 |  |
| <b><u>CORE DIMENSIONS</u></b><br>-relates to all NHS posts  |                  |                |   |   |   |  |
| 1 Communication   | Y                |                | X | X |   | All indicators level 3 by second gateway |
| 2 Personal and people development   | Y                |                | X | X |   | All indicators level 3 by first gateway  |
| 3 Health, safety and security   | Y                |                | X |   |   | All indicators by first gateway          |
| 4 Service improvement   | Y                | X              | X |   |   | All indicators level 2 by first gateway  |
| 5 Quality   | Y                |                | X | X |   | All indicators level 3 by second gateway |
| 6 Equality and diversity  | Y                | X              |   |   |   |  |
| <b><u>SPECIFIC DIMENSIONS</u></b>   |                  |                |   |   |   |  |
| <b><u>HEALTH AND WELLBEING</u></b>  |                  |                |   |   |   |  |
| HWB1<br>Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing |                  |                |   |   |   |  |
| HWB2<br>Assessment and care planning to meet people's health and wellbeing needs                    | Y                |                | X | X |   | All indicators level 3 by second gateway |
| HWB3<br>Protection of health and wellbeing  | Y                | X              |   |   |   |  |
| HWB4<br>Enablement to address health and wellbeing needs  |                  |                |   |   |   |  |
| HWB5<br>Provision of care to meet health and wellbeing needs  | Y                |                | X | X |   | All indicators level 3 by second gateway |
| HWB6<br>Assessment and treatment planning   |                  |                |   |   |   |  |
| HWB7<br>Interventions and treatments  |                  |                |   |   |   |  |
| HWB8<br>Biomedical investigation and intervention   |                  |                |   |   |   |  |
| HWB9<br>Equipment and devices to meet health and wellbeing needs                                    |                  |                |   |   |   |  |
| HWB10<br>Products to meet health and  |                  |                |   |   |   |  |

|                 |  |  |  |  |  |  |
|-----------------|--|--|--|--|--|--|
| wellbeing needs |  |  |  |  |  |  |
|-----------------|--|--|--|--|--|--|

| <u>NHS KSF DIMENSIONS</u>                  | Needed for post? | Level for post |   |   |   | Notes  |
|--|------------------|----------------|---|---|---|--|
|  |                  | 1              | 2 | 3 | 4 |  |
| <u>ESTATES AND FACILITIES</u>              |                  |                |   |   |   |  |
| EF1<br>Systems, vehicles and equipment     |                  |                |   |   |   |  |
| EF2<br>Environments and buildings          |                  |                |   |   |   |  |
| EF3<br>Transport and logistics             |                  |                |   |   |   |  |
| <b>INFORMATION AND KNOWLEDGE</b>           |                  |                |   |   |   |  |
| IK1<br>Information processing              |                  |                |   |   |   |  |
| IK2<br>Information collection and analysis |                  |                |   |   |   |  |
| IK3<br>Knowledge and information resources |                  |                |   |   |   |  |
| <u>GENERAL</u>                             |                  |                |   |   |   |  |
| G1<br>Learning and development             | Y                | X              |   |   |   | All indicators level 1 by the second gateway |
| G2<br>Development and innovation           |                  |                |   |   |   |  |
| G3<br>Procurement and commissioning        |                  |                |   |   |   |  |
| G4<br>Financial Management                 |                  |                |   |   |   |  |
| G5<br>Services and project management      |                  |                |   |   |   |  |
| G6<br>People management                    |                  |                |   |   |   |  |
| G7<br>Capacity and capability              |                  |                |   |   |   |  |
| G8<br>Public relations and marketing       |                  |                |   |   |   |  |

**Notes**

**Job Description Agreement**

Job Holder's Signature ..... Date .....

Line Manager's Signature ..... Date .....

Sherwood Forest Hospitals NHS Trust

**Person Specification**

**Post of Department Registered Nurse/ Operating Department Practitioner**

| <u>Attribute</u>                                       | <b>Essential</b>  | <b>Weighting</b> | <b>Desirable</b>                                       | <b>Weighting</b> | <b>How Identified</b> |
|--|---|------------------|--|------------------|-----------------------|
| Knowledge Requirements                                 | Good communication skills with clear written and oral skills. Effective organisation abilities, supervisory skills, |                  |  |                  |                       |
| Qualifications-<br>Academic/<br>Craft/<br>Professional | 1 <sup>st</sup> level Registered Nurse or Diploma in Operating Department Practice or equivalent                    |                  |  |                  |                       |
| Further Training                                       |   |                  | Evidence of personal and professional development      |                  |                       |
| Experience   |   |                  | Experience of working in the perioperative environment |                  |                       |
| Contractual Requirements                               | Regular attendance<br>Ability to work flexibly<br>Involve unsociable hours  |                  |  |                  |                       |

