



JOB DESCRIPTION TEMPLATE

JOB DETAILS:

Job Title	Post Anaesthetic Care Unit Assistant practitioner
Pay Band	4
Hours of Work and Nature of Contract	22
Division/Directorate	Surgical
Department	Main Theatre
Base	Ysbyty Gwynedd

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Theatre manager/team leader
Reports to: Name Line Manager	Team Leader
Professionally Responsible to:	Team leader

Job Summary/Job Purpose:

The PACU Assistant practitioner role is designed to deliver evidence based care under the direction and support of a registered nurse or operating department practitioner by following operating theatre LocSSIPs/ operating department standards of practice and BCUHB protocols, procedures and policies.

The post holder will be responsible for the delivery of a high standard of safe, individualised, efficient and cost effective care under the supervision/delegation of a registered nurse/ODP. They will provide a safe and supportive environment in order to care for patients within the peri-operative environment to meet care needs.

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The post holder will communicate effectively at all times and work collaboratively with other team members.

The post holder will practice in accordance with BCUHB standards and statutory requirements and operate within role boundaries and assessed competencies.

The post holder will develop the role as required within the boundaries of the KSF post outline and agreed competencies.

DUTIES/RESPONSIBILITIES:

- To undertake allocated duties in relation to the individualised care of the patient as identified by the RN/ODP in accordance with theatre/BCUHB policies/procedures.
- To be involved in the preparation of the Post Anaesthetic Care Unit on a day to day basis, ensuring the correct equipment is available
- Liaise with other departments to ensure that ongoing equipment will be available
- Assisting in the maintenance of stock levels as well as assisting with the ordering of individual stock items needed. Reporting any discrepancies.
- Ensure environment is conducive to patient safety and comfort, initiating reports of any faults of failures in:- heating, lighting, ventilation and equipment
- Assist in the cleaning of the environment, including patient trolleys and PACU equipment
- Assist with unpacking and correctly storing all medical/surgical goods coming into the department
- Correct disposal of dirty linen, suction liners and clinical waste, including sharps boxes in accordance with theatre ODSOP and BCUHB policy
- The safe handling of waste products in relation to personal protection as regards the threat of injury from sharps
- Ensure that any changes in patients condition or circumstances are reported immediately to the appropriate person/RN/ODP in charge
- Utilise transferable skills within level of competence
- The post holder must perform within the code of conduct for healthcare support workers in Wales (2011) and under supervision of RN/ODP, and understand own role, its limitations and scope of practice.

PATIENT CARE:

- Undertake practical patient care and respect the patient's right to privacy, dignity and confidentiality at all times
- Have an understanding of the patient's individual needs
- Assist with the positioning of patients, onto trolleys or beds, ensuring the patients comfort and safety during operative procedures taking into account each individual patient problem, eg. stiff/arthritis limbs, which may make positioning difficult
- Assist in the preparation of PACU for an operating list ensuring that all necessary resources are available; report to person in charge any problems before the list start.
- Act as a member of the team- to assist and anticipate the needs of the "PACU nurse" ie. As a runner for instruments, sutures, dressings, disposal.
- Ensure that agreed ODSOPS for theatre and protocols for BCUHB pertaining to the delivery of patient care in the operating department are adhered to
- Ensure that records of patient care are accurately recorded
- Use equipment in accordance with the manufacturer's instructions and report any faults

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immediately.

- Assist theatre staff in the handling of specimens according to departmental ODSOPS
- Assist with the handling and safe transfer of specimens to the relevant Pathology service and replenish sample pots
- Assist the PACU staff in the transfer of the clean and contaminated instruments and waste, in accordance with departmental ODSOP
- Make constructive suggestions as to how services can be improved for patients and colleagues
- Contribute to the assessment, planning and care delivery within scope of competence under the supervision of RN/ODP.
- Accurately record all assessment and care delivery delegated by the RN/ODP

COMMUNICATION:

- Communicate with patients, hospital staff and visitors, in a respectful manner ,which promotes self-esteem and standards of professionalism
- Ensure the person that has overall responsibility for the management of the Post Anaesthetic Care Unit is informed of matters that effect the continuity of the operating session
- Conduct interpersonal communication in a manner, which does not cause a distraction to other members of the PACU team
- Liaise with other departments and collect or deliver items as necessary and ensure effective transfer of information
- Accurately input information onto the theatre information system
- Ensure patient confidentiality is maintained at all times
- Demonstrate a personal commitment to equality and diversity.
- Identify and take action when own or others behaviour undermines equality and diversity.
- Make use of the theatre information system (TIS) and other relevant IT systems required in the clinical environment.

RESOURCE MANAGEMENT:

- Demonstrate knowledge of available resources and their uses for patient care, ensuring safe and cost effective use
- Be open to change, and have some awareness of its implementation
- Minimise wastage using good working practices
- Maintain agreed stock levels, including monitoring expiry dates of disposable items
- Safely store sets and items arriving from sterile supplies

EDUCATION:

- Recognise the need to keep up to date with the relevant information required to carry out the role
- Explore personal strengths and weaknesses with a view to self improvement and have a clear plan for own personal and professional development as part of the yearly appraisal process
- Participate with the training of students and new staff within the constraints of the role
- Assist in the audit process by collecting data as requested by senior colleagues
- Take responsibility for maintaining own personal development to provide evidence for PADR and KSF progression

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- Seek and reflect on feedback from the team and supervisors and adapt own practice if necessary.
- Make an active contribution to developing the workplace as a learning environment

HEALTH AND SAFETY/RISK/INFECTION CONTROL

- Adhere to the infection control policies with regard to aseptic techniques and assist in maintaining the clinical environment in a manner which promotes hygiene and the health needs of patients and staff
- Ensure all areas are clean and tidy and functional for each patient
- Ensure the correct transportation of hazardous materials in compliance with health and safety regulations observing security issues involved with handling such materials as per theatre ODSOP
- Undertake work activities consistent with the assessment and management of risk ie. By identifying the risks and hazards encountered by self and colleagues during the working day, when they arise, minimising the risk where possible and reporting them to the person in charge and via Datix.
- Attend all health, safety and security statutory and mandatory training as required.
- Have a good understanding of relevant clinical standards and audit, and participate in audit, when required to do so, recognising that regular audit supports quality improvement in service delivery.

PERSONAL:

- Maintain a professional and caring manner at all times towards patients, colleagues and visitors to the department
- Work at all times as part of the multidisciplinary health care team promoting good working relationships
- Through the appraisal process evaluate personal performance and development and agree care development needs and training requirements
- Participate in all mandatory training and ensure familiarity with fire and safety regulations
- Practice with full regards to theatre ODSOPs and BCUHB policies
- Promote equal opportunities for staff and patients in accordance with BCUHB policies
- Undertake such duties as may be required, and are consistent with the responsibilities of the grade

PERSON SPECIFICATION

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<ul style="list-style-type: none"> Level 4 certificate in higher education: Healthcare practice 		Application form, certificate and pre employment checks
Experience	<ul style="list-style-type: none"> Experience of working in the peri-operative environment 	<ul style="list-style-type: none"> Relevant Health care experience Understanding of the assistant PACU practitioner role 	Application form and interview
Aptitude and Abilities	<ul style="list-style-type: none"> Excellent interpersonal skills Effective communicator Self motivated Caring attitude towards patients Ability to work as a member of a multi-disciplinary team Ability to deal with complex and difficult situations Recognises own limitations Able to assimilate new knowledge and skills effectively Positive attitude Able to accept constructive criticism Good organisational skills 	<ul style="list-style-type: none"> Ability to speak Welsh Basic IT skills 	Interview and application form
Values	<ul style="list-style-type: none"> Put patients first Value and respect others Work collaboratively 		Application Form Interview References

GENERAL REQUIREMENTS

Include those relevant to the post requirements

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- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should

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consult their manager if they have any doubt as to the correct management of records with which they work.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the Trust's pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

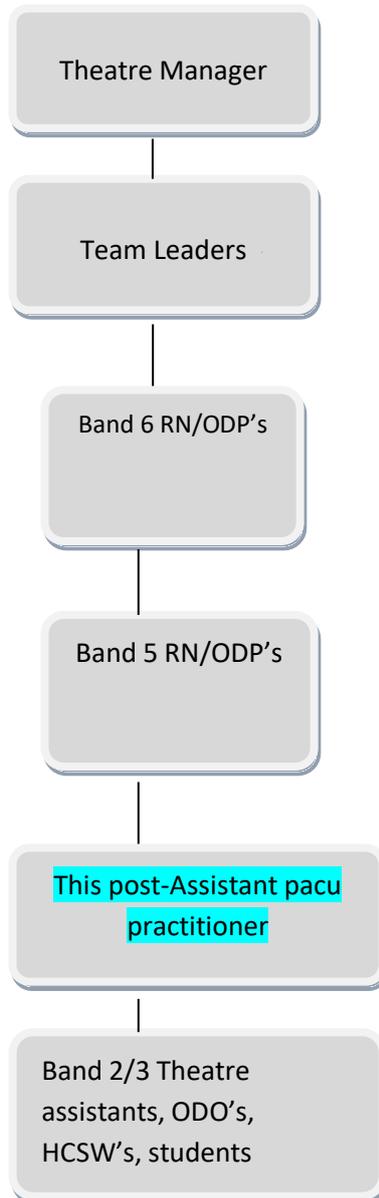
APPENDIX 1

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Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



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