

Job Description

Job Title: Theatre Practitioner/ Operating Department Practitioner

Pay Band: 5

Hours of Work (p/w): 37.5

Service Centre/Directorate: Operating Theatres/Anaesthetics, Theatres and SSD Directorate

Base: Queen Mary's Hospital, Roehampton but the post holder may be required to work at any of the Trust's sites.

Accountable to: Head of Nursing/ Matron

Reports to: Senior Sister/Charge Nurse/ Senior ODP

Responsible for: Support and mentoring of more junior staff

New Modular Day Surgery Operating Theatres

The new facility will support faster treatment for local patients waiting for day surgery as a result of the Covid-19 pandemic. The theatres were set up as a direct result of the Covid-19 pandemic, which has led to longer waiting times for patients waiting for routine operations and procedures across south west London.

The mobile theatres and dedicated recovery areas are standalone, and will be located on a section of the hospital's existing car park. These will be staffed and run by the Trust, and will enable surgical teams to carry out many extra operations for a range of routine, day case procedures.

This facility has been set up to rapidly develop provision of elective surgery through the use of efficient pathways, (GIRFT, 2020)

- To tackle the expanding waiting list
- To reduce the secondary impact of COVID-19 relating to morbidity associated with delayed surgery
- To provide an environment and pathway which enables patient to attend with confidence
- To meet patient preference for day surgery over inpatient care.

Key working relationships: Head of Nursing, Theatre Matrons, Senior Theatre Practitioners, Theatre Practitioners, Assistant Theatre Practitioners, Nursing Associates, SSD Manager, General Manager, Assistant General Manager & other members of the MDT.

Job Summary

Providing excellent nursing care. As skills and competencies develop taking charge and actively participating in and contributing to the management of the theatre area or department on a regular basis. Supervising and mentoring junior staff.

Trust Vision & Values:

The post holder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of:

A thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement.

We expect all our staff to share the values that are important to the Trust, being Excellent, Kind, Responsible & Respectful, and behave in a way that reflect these.

St George's University Hospitals NHS Foundation Trust is committed to safeguarding children and vulnerable adults and expects that all staff will share in this commitment. The Trust is clear that all staff have a responsibility to be aware of children and adult safeguarding policies and procedures and that each member of staff, clinical and non-clinical, will attend child or adult safeguarding training that is provided at an appropriate level to suit their role. The Trust has the additional expectation that all staff will be able to identify concerns and know what action to take.

FUNCTIONS

1. Professional/Clinical

- 1.1 Assessing, planning, implementing and evaluating nursing care, utilising research findings as appropriate.
- 1.2 To provide leadership of the theatre area team to ensure a high and safe standard of patient care.
- 1.3 Ensuring that nursing procedures are carried out in accordance with St George's University Hospitals NHS FT policy taking appropriate action in emergency situations.
- 1.4 Setting, monitoring and maintaining excellent standards of nursing care in conjunction with the multidisciplinary team.
- 1.5 Maintaining personal contact with patients, relatives and carers, being sensitive to their needs for courtesy, dignity and privacy and ensuring a friendly environment at all times.
- 1.6 As skills develop, managing the theatre area or department in the absence of the theatre Sister/Charge Nurse or Deputy, maintaining safe staffing levels, ensuring that policies are followed up and that the Senior Nurse is informed of any problems or incidents that might arise.
- 1.7 Maintaining timely and accurate records and ensuring that confidentiality is respected.
- 1.8 Storing, checking and administering drugs including the intravenous route in accordance with Trust policy, NMC standards and HCPC.
- 1.9 To work with minimal supervision in all areas of the speciality as required.
- 1.10 Communicating with and assisting the multidisciplinary team to promote excellence in the delivery of patient care.
- 1.11 To prioritise own workload and that of other staff ensuring that the theatre area or department is managed effectively.
- 1.12 To contribute to the local resolution, investigation and follow up action of any informal or formal complaints.

2. Organisational

- 2.1 Co-ordinating the admission of day case /reception of patients in conjunction with the Ward and specialty teams as appropriate.
- 2.2 Arranging, in consultation with the multidisciplinary team the discharge/transfer of patients and initiating appropriate community care services as required.
- 2.3 Communicating and co-operating with wards and departments providing accurate information as required, particularly the notification of incidents and accidents to staff, patients and visitors.

- 2.4 Maintaining a safe and clean environment within the clinical area in accordance with the Trust Health and Safety, Clinical Risk and Infection Control policies.
- 2.5 Participating in and developing the skills to represent the theatre area /department at meetings, participating in audit, research, and projects and being willing to take on the role of a Link Nurse for areas of clinical expertise.
- 2.6 Maintaining and monitoring levels of stock and ensuring there are adequate supplies and that resources are used effectively.
- 2.7 Handling, checking and storing patient's cash and valuables in accordance with Trust policies.
- 2.8 Develop the skills to assist in planning and completing the team staffing rota to ensure an appropriate skill mix to meet the needs of the service.
- 2.9 To take appropriate action to manage unexpected situations and changes, informing the on call matron as necessary.
- 2.10 To be familiar with and use the Theatreman and ICLIP any other computerised system integral to the running of the service.
- 2.11 To contribute to Clinical Governance, achieving the goals of the Service Delivery Unit (SDU) and the Trust's Nursing Strategy.

3. Education and Research

- 3.1 Participating in pre and post registration nursing education in accordance with the Trust and University requirements and in consultation with the theatre Sister/Charge Nurse and liaison Tutor.
- 3.2 Attend mandatory training and ensure attendance is recorded in personal professional portfolio.
- 3.3 To be responsible for own personal and professional development and practice recognising own limitations and the need for continuing education.
- 3.4 Contribute to and evaluate the implantation of new ideas and innovations within the ward or department.
- 3.5 In conjunction with the Sister/Charge Nurse plan the orientation of new staff and the development of junior staff through objective setting to improve clinical practice.
- 3.6 Promote health education and provide appropriate information and advice to patients and their carers.
- 3.7 To participate in quality initiatives to promote and ensure that nursing care is evidence and research based.

4. General

- 4.1 To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Nursing Associate and HCPC and to be accountable for own clinical practice and professional actions at all times.
- 4.2 Ensure continued and effective registration with the NMC/HCPC.
- 4.3 To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of the Health and Safety Policy.
- 4.4 To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- 4.5 To promote equal opportunities for staff and patients in accordance with St George's University Hospitals NHS FT policies to ensure that no person receives less favourable treatment than another on grounds of sex, marital status, race, religion, colour, creed, nationality, ethnic or national origin or sexual orientation.
- 4.6 Be aware of and work within the policies of St George's University Hospitals NHS Foundation Trust carrying out such duties as may be required and are consistent with the responsibility of the grade.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in consultation with the post holder in line with the needs of the service.

St George's University Hospital NHS Trust is an Equal Opportunities employer and operates a No Smoking Policy.

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Band: 5

Factor	Essential	Desirable	Method of Assessment
Qualifications and Training	Registered Nurse or Operating Department Practitioner	A minimum of 12 months post registration experience. Mentorship qualification or Practice Supervisor Course Theatre Practice Course	Interview Application Form/CV NMC HCPC Register
Organisational Management	Ability to assess, plan, implement and evaluate nursing care according to individual needs. Ability to effectively prioritise workload and patient care needs. Demonstrates an understanding of managing resources Demonstrates an understanding of clinical risk	Computer literate Ability to take charge of the ward in the absence of the Ward Manager on a regular basis.	Interview and relevant experience Professional Portfolio
Education & Research	Demonstrates an understanding of the importance of research and evidence based practice Able to explain the principles of mentoring and assessing junior staff Understands the importance of developing self and others	Demonstrates an understanding of audit Ability to take on small research or audit project.	Interview Application form/CV Professional Portfolio
General & Personal	Motivated and demonstrates an enthusiasm for the speciality Demonstrates a caring and sensitive approach to patient care. Sound verbal and written communication. Adaptable and	Ability to motivate and lead staff for a shift.	Application form/CV Interview Professional Portfolio

	responsive to changing needs		
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Excellent

- Look after our patients as we would like to be looked after ourselves
- Set ourselves high standards and be open to new ideas
- Be professional in our approach and in our appearance
- Promote and share best practice

Kind

- Anticipate and respond to patients' and carers' concerns and worries
- Support each other under pressure and consider the impact of our actions on others
- Help people find their way if they look unsure or lost
- Smile, listen and be friendly

Responsible

- Have patient safety as our prime consideration
- Be responsible for ensuring good patient experience
- Use resources wisely
- Challenge poor behaviour in others
- Learn from experience including our mistakes
- Say sorry when things go wrong

Respectful

- Keep patients, families and carers involved and informed
- Protect patients' dignity and confidentiality
- Wear our name badges, introduce ourselves and address people in a professional manner
- Respect colleagues' roles in patient care and experience
- Value and understand the diversity of those around us