

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Theatre Scrub Practitioner</b>
<b>DIVISION:</b>	<b>Surgery and Associated Services</b>
<b>SALARY BAND:</b>	<b>Band 5</b>
<b>RESPONSIBLE TO:</b>	<b>Speciality Team Leader</b>
<b>ACCOUNTABLE TO:</b>	<b>Theatre Matron</b>
<b>HOURS PER WEEK:</b>	<b>37.5</b>
<b>LOCATION:</b>	<b>Main Theatres Department</b>
<b>MANAGES:</b>	<b>Directly:</b>
	<b>Indirectly:</b>

### JOB SUMMARY:

- The post holder is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care with the multidisciplinary team.
- He / she is expected to supervise and teach unqualified staff with the support and supervision of more senior members of the team.
- He / she is expected to develop the skills needed for patient care within the peri-operative area.
- To participate in the on-call rota

**Date of the JD review:** Sept 2010

## 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
- **Respected** and cared for
- Confident because we are clearly **communicating**
- **Reassured** that they are always in safe hands

## CLINICAL RESPONSIBILITIES

- To be responsible for the unsupervised 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 policies and ensure that these procedures and policies are understood and adhered to.
- To communicate with patients and significant others with empathy and reassurance regarding assessment, care and treatment for patients undergoing surgery.
- To develop an understanding of the skills required for maintaining a safe practice for patients in the operating theatre.
- To maintain accurate and comprehensive nursing records using appropriate documentation in accordance with the NMC recommendations and Trust guidelines.
- Ensure safe custody and administration of drugs according to The Royal Free NHS Trust Hampstead's policy and procedures, including intra-venous medication where appropriate.
- With appropriate support and training, supervise unqualified staff, to ensure that they have the knowledge, skills and resources to carry out delegated aspects of care.
- To work as part of a multi-disciplinary team to promote good communication and a multi-disciplinary approach to patient care.
- With support and supervision of senior members of the team, participate in the audit of the principles of the Essence of Care benchmarking process, and implement the action plans as directed.
- Implement safe working practices as required by the Health & Safety at Work Act.

## **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 Sister/ Charge Nurse and Matron 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's PDPs.
- To work with the MDT to ensure that all infection control guidelines are adhered to and to champion best practice in infection control
- In conjunction with the 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.

## **MANAGEMENT RESPONSIBILITIES**

- To assist with the orientation of new members of the theatre department.
- To liaise with other hospital staff and departments to promote and maintain effective working relationships, ensuring high standards of care and service.
- To assist in the investigation of accidents, incidents and complaints, implementing corrective actions where necessary, under the direction of the theatre sister / charge nurse, in accordance with Trust Policies.
- To assist in the maintenance of a safe environment for all staff, patients and visitors and ensure that all equipment is in safe working order.
- To maintain and develop a working knowledge and understanding of all equipment and practice undertaken.
- Participate in the implementation of new initiatives.
- To be responsible for ensuring confidentiality and safekeeping of patient records.
- To be responsible for reporting incidents and potential risks to the sister / charge nurse.

## **LEADERSHIP RESPONSIBILITIES**

- To act as an effective role model.
- With support from the theatre sister/charge nurse, to act as an effective co-mentor and preceptor of HCAs, pre-registration students, supervised practice and return to practice staff as required.

## **EDUCATIONAL RESPONSIBILITIES**

- Attend mandatory training and participate in continuing development and appropriate education.
- To assist with the education of pre registration students and health care assistants in collaboration with the theatre team.
- Participate in local teaching programmes.

## **RESEARCH & DEVELOPMENT RESPONSIBILITIES**

- To be aware of the research process and current trends.
- With support and supervision from the sister/charge nurse, participate in audit of agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility.
- Under supervision of the sister/charge nurse, participate in the review, development and audit of research-based policies and procedures relating to nursing practice.

## **PROFESSIONAL RESPONSIBILITIES**

- To always behave in a manner that is professional, positive and polite.
- The post holder is required to act in accordance with NMC 'Code of Professional Conduct' or AODP regulations with particular reference to limitations of competence and conduct.
- Participate in personal development planning.
- To keep abreast of updated clinical practices, guidelines and policies.
- Be responsible for ensuring that s / he remains aware of current developments in nursing, the Health Service and relevant specialist clinical practices.

## **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 the prevention and control healthcare associated infections 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 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**

All staff are expected to abide by the Trust's guidance on standards of dress.

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,