

# Anaesthetic/Theatre Practitioner (ODP/RN) - Day Surgery Unit Band 5

Job Description &  
Person Specification



Our vision is to be the best rural District General Hospital  
for patient and staff experience

# Job Description

Post title:	Anaesthetic/Theatre Practitioner (ODP/RN) - Day Surgery Unit
Department /unit /ward:	Day Surgery Unit
Line manager/responsible to:	Theatre Manager
Accountable to:	Matron
Band:	5
Hours:	37.5 hrs per week

## Job summary:

To act effectively and professionally as part of the multidisciplinary operating department team. Provide safe and efficient patient care within the allocated role. To demonstrate continuing professional development in the role of the theatre practitioner in the operating department.

## Main Duties & Responsibilities

### Clinical Practice

Work effectively as part of the multidisciplinary team providing assistance and service in all aspects of the Operating Department and work in other areas of the Trust if required such as Main Theatre, A&E, Endoscopy, Delivery Suite and X-Ray.

Maintain good communication and enhance effective working relationships throughout the department.

To interpret and respond appropriately to direction from other members of the multidisciplinary team.

Ensure that records of patient care, drugs, specimens, and implants are accurately and fully maintained and ensure effective transfer of information.

Ensure that agreed hospital policies/protocols pertaining to the delivery of patient care in the Operating Department are adhered to.

Keep up to date with advances in theatre/anaesthetic/recovery techniques and with associated equipment ensuring proficiency before use.

Maintain and utilise equipment in accordance with the manufacturers' instructions and ensure any faults are dealt with immediately.

To ensure that an aseptic technique is used in areas throughout the theatre unit in accordance with theatre standards.

Adhere to the infection control policies by ensuring the cleanliness of the department and strictly adhering to local and manufacturer's recommendations on the sterility of instrumentation and supplies.

### Management

Inform the senior member of staff on duty of any incidents/accidents involving patients or staff and record all details on the relevant incident form.

Promote flexible practice and participate in the Operating Department on call rota.

Ensure the appropriate and efficient use of supplies including stock rotation and that strict economy is exercised in the use of consumables.

Take an active part in theatre meeting and encourage positive participation from all staff.

### Education

Participate in the clinical teaching of all staff within the department, in accordance with departmental and service training philosophy.

Assist with the induction of new staff and participate in the clinical teaching of staff within the department, in accordance with the departmental and service training philosophy.

Through the MSR process evaluates personal performance and development and agree training requirements in order to maintain and update skills and knowledge.

Participate in all mandatory training and ensure familiarity with fire and safety regulations.

### Communication

Communicate with patients, hospital staff and visitors in a respectful manner and one which promotes self-esteem and standards of professionalism.

Ensure the person that has overall responsibility for the management of the operating suite is informed of matters that affect the continuity of the operating session.

Conduct interpersonal communication in a manner, which does not cause a distraction to other members of the hospital team.

To liaise with other departments within the hospital to ensure effective transfer of information.

### Personal and Professional Responsibilities

Practice with full regard to hospital and group policies and work within the codes of professional conduct maintaining registration.

Maintain a professional and caring manner towards patients, colleagues and visitors.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

To promote equal opportunities for staff and patient in accordance with hospital policies.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade.

### **Governance and Statutory Requirements**

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation, available on the Trust intranet site.

### **Equal Opportunities and Diversity**

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

### **Health and Safety & Risk Management**

Employees must be aware of the responsibilities placed upon them under the Health and Safety Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times. All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

### **Infection Control**

All staff have a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

## Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. *Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged or passed to any unauthorised persons at any time during your employment or afterwards.*

*All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys etc) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust.*

*As a user of information you must be aware of your responsibilities, both legal and other, and comply with all policies and procedures issued by the Trust and associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.*

Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.

## Safeguarding Children/ Vulnerable Adults

All Staff within the Trust share a commitment to safeguard and promote a Child's or Vulnerable Adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with Children/Vulnerable Adults in their daily activities or provide services to adults with Children or Vulnerable Adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

## Values & Behaviours

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER**

**THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY**

Person specification				
Criteria	Essential/ Desirable	Means of assessment		
		A	I	Q
<b>Qualifications/training and professional development</b>				
Registered Nurse of ODP/ODA.	E	✓		✓
Member of Professional Body	E	✓		✓
UK recognised anaesthetic course	E	✓		✓
For RN – ENB 176/183/182/HDU/Critical Care.	D	✓		✓
Teaching qualification e.g. ENB 998, C&G 730 Mentorship Preparation Programme	D	✓		✓
<b>Experience</b>				
Have a sound knowledge/experience of basic theatre skills and theatre processes	E	✓	✓	
If no previous theatre experience – a commitment to developing skills and knowledge and some understanding of the theatre environment	E	✓	✓	
Experience in broad range of theatre specialities.	D	✓	✓	
Anaesthetic practitioner experience	D	✓	✓	
Recovery Practitioner experience	D	✓	✓	
<b>Skills, abilities, and knowledge</b>				
Flexible attitude to work.	E	✓	✓	
Excellent communication skills	E	✓	✓	
Excellent team working skills	E	✓	✓	
Good interpersonal skills	E	✓	✓	
IT literate	E	✓		