

# Job Description

<b>Job title</b>	<b>Theatre Practitioner/Staff Nurse</b>
<b>Grade</b>	<b>5</b>
<b>Reports to</b>	<b>Sister In Charge</b>
<b>Accountable to</b>	<b>Head of Theatre Services</b>
<b>Directorate</b>	<b>Family Services and Surgical Division</b>
<b>Department</b>	<b>Theatres</b>

### **JOB PURPOSE**

Acting as a team member providing skilled assistance and clinical expertise, ensuring that all aspects of the patients' individual care needs are met in a safe, effective and efficient environment.

Provides clinical or day to day supervision to junior staff, may act as a mentor and assessor.

### **FREEDOM TO ACT**

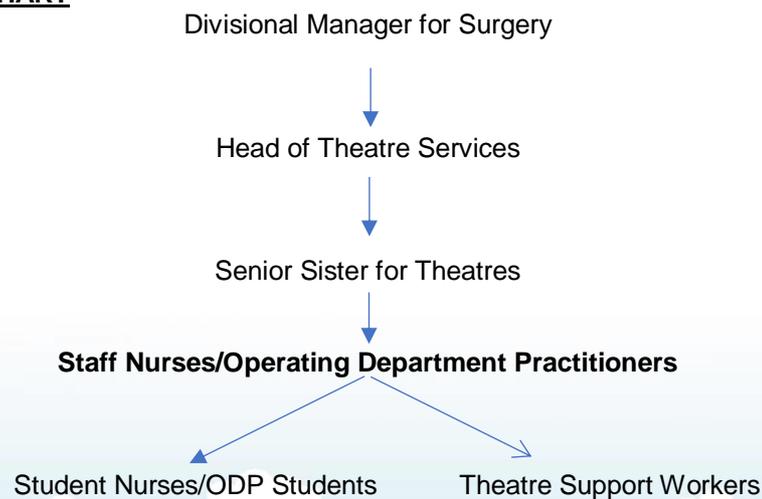
Accountable for own actions and omissions, in accordance with NMC/HPC Code of Conduct and in line with DCHFT policies and guidelines. Responsible for actions and omissions of support. Acts on own initiative and refers on to more senior staff as required, within parameters of this job description and takes actions accordingly.

### **DIMENSIONS**

In liaison with Theatre Sister:

- Involvement in the development of theatre services through innovation and research based change of practice;
- Involvement in the planning and facilitation of training and assessment of all theatre staff.
- Maintenance of all theatre supplies and equipment, organisation of all theatre environments to agreed departmental standards.
- Participation in the provision of emergency services as required, including out of hours, on call and night duty shifts.
- Participation in rotation to other areas of the operating department to ensure that a flexible service can be provided at all times.
- Supervision and delegation of duties to other team members.

### **ORGANISATION CHART**



## **COMMUNICATION AND WORKING RELATIONSHIPS**

- Ensure the maintenance of good working relationship and teamwork with all disciplines throughout the Trust.
- To negotiate with other members of the multi-disciplinary team ensuring that effective, high quality care is provided.
- To utilise appropriate communication skills commensurate with any given situation for example: Counselling and reassurance with patients prior to anaesthesia and when undergoing procedures under local anaesthetic.
- Motivational and training when mentoring and assessing junior staff.
- To communicate with theatre, recovery and ward staff information that is of a sensitive nature, e.g.: handover to recovery staff details of patient surgery and other relevant information to ensure continuity of patient care, taking into account other patients in recovery and the maintenance of patient confidentiality.
- To attend departmental meetings and directorate meetings as required.
- To discuss with clinical managers any ideas on implementation of any change of procedures.
- Liaising with equipment and procurement manager any change of supplies/equipment, this will require negotiating and persuasion.

## **KEY RESULT AREAS**

### **Responsibility for Patients**

- To work as a member of the theatre team within the operating department, providing specialist care to patients in theatre areas such as scrub and circulating also recovery and anaesthetics.
- Develop programmes of care/care packages. Assesses, plans, implements and evaluates care of patients.
- Ensures safety of patient care in theatres, such as correct patient in theatre, patient positioning, pressure area care and DVT prevention, all swabs and instrument counts are correct as per departmental policies.
- Ensure correct sets and supplementary equipment is available as per individual surgeon's preference.
- To have awareness of multi-cultural and spiritual needs of the patient.
- Ensure patients' dignity is maintained wherever possible depending on the type of procedure.
- Ensure that a patient has a theatre team member in attendance for reassurance when undergoing a procedure under local anaesthetic.



### Responsibility for Policy and Service Development

- To provide expert clinical advice and skilled research based nursing care in all areas of the operating department.
- To participate in training and teaching programmes within the Directorate, including rotation programmes and formulates departmental policies/procedures as agreed.
- Ensure all new staff are familiar with specialised department policies/procedures.
- To propose changes based on evolving practices and implement these in the post holders work area.
- To participate in risk assessment as required to ensure that Health and Safety of patients and staff is maintained at all times.
- To participate in proposed policy changes and equipment/techniques trails in a variety of specialities and to cascade this information to other departments/individuals as necessary.

### Responsibility for Financial and Physical Resources

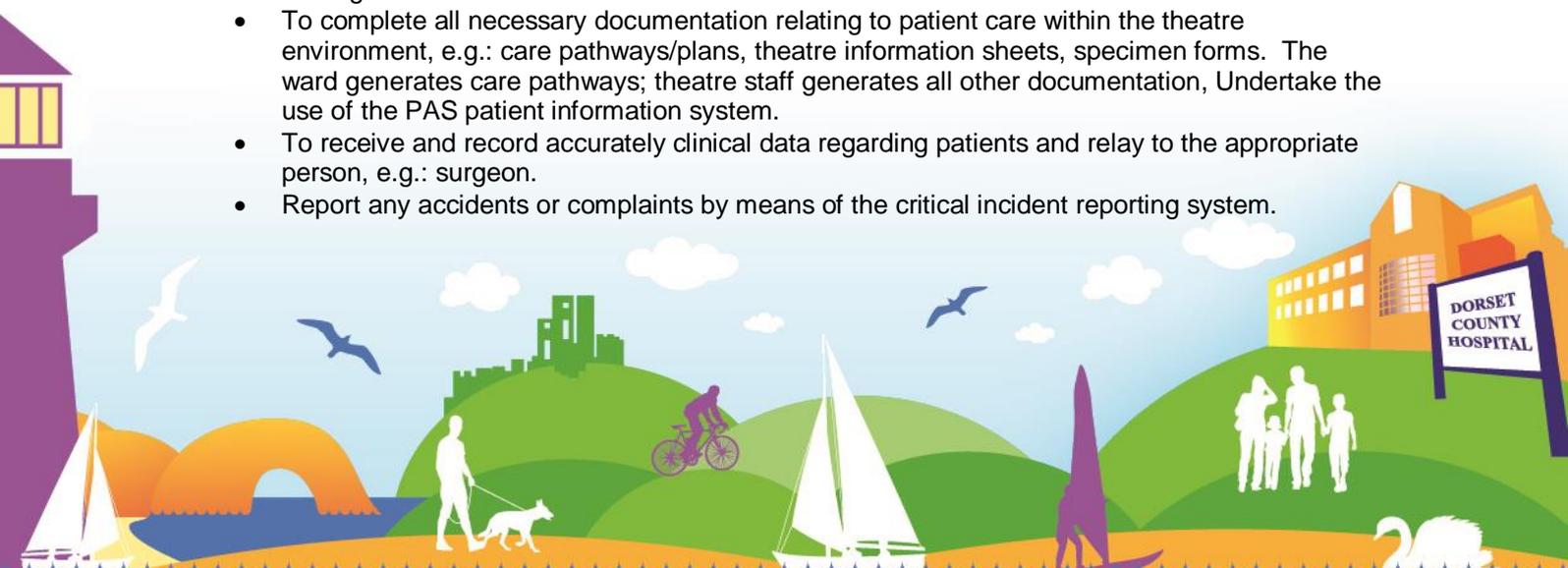
- To ensure safe and appropriate use of all theatre equipment.
- To maintain stock levels in order to ensure adequate levels for service.
- To utilise knowledge of complex surgery and the use of expensive/disposable equipment to avoid unnecessary waste.

### Responsibility for Staff

- Ensure that new staff are welcomed and orientated to the department.
- To act as a work based assessor for OPD and NVQ students.
- To be involved in the planning facilitation of training and assessment of all theatre staff.
- To provide supervision, mentoring and management of/support to junior staff, student nurses and ODP students.
- To practice, and supervise junior staff, with full regard to the framework of Trust Polices, professional guidelines and current legislation.
- To participate in annual appraisals of junior staff in relation to the NHS Knowledge and Skills Framework.
- To deputise in the absence of senior staff as and when required.
- Ensure that an environment conducive to teaching/training is maintained by assessing accurately any educational needs and planning and implementing actions to ensure those needs are met.

### Responsibility for Information Resources

- Recognise the importance of documentation and keeping accurate records in accordance with NMC guidelines.
- To complete all necessary documentation relating to patient care within the theatre environment, e.g.: care pathways/plans, theatre information sheets, specimen forms. The ward generates care pathways; theatre staff generates all other documentation, Undertake the use of the PAS patient information system.
- To receive and record accurately clinical data regarding patients and relay to the appropriate person, e.g.: surgeon.
- Report any accidents or complaints by means of the critical incident reporting system.



### **Responsibility for Research and Development**

- To assist or initiate change using own knowledge base and current research to provide evidence based practice within theatres.
- To participate in audits as necessary.
- To participate in trials of new equipment, on average monthly.
- Undertake research as part of continuing professional development.

### **ENVIRONMENT AND EFFORT**

#### **Physical Effort**

- To work at a high level of physical skills.
- Within a shift frequent manual handling of patients, involving transfer of patient on/off operating table, positioning of patients, supporting patients during procedures (e.g.: epidurals).
- Within a shift frequent movement and positioning of heavy equipment (e.g.: camera stacks, x-ray machine, microscopes, operating tables, etc.) between different areas of the department and within individual operating rooms.
- To scrub and maintain a sterile field within a limited area for the duration of an operation.
- Occasionally assist in the control and restraint of patients.

#### **Mental Effort**

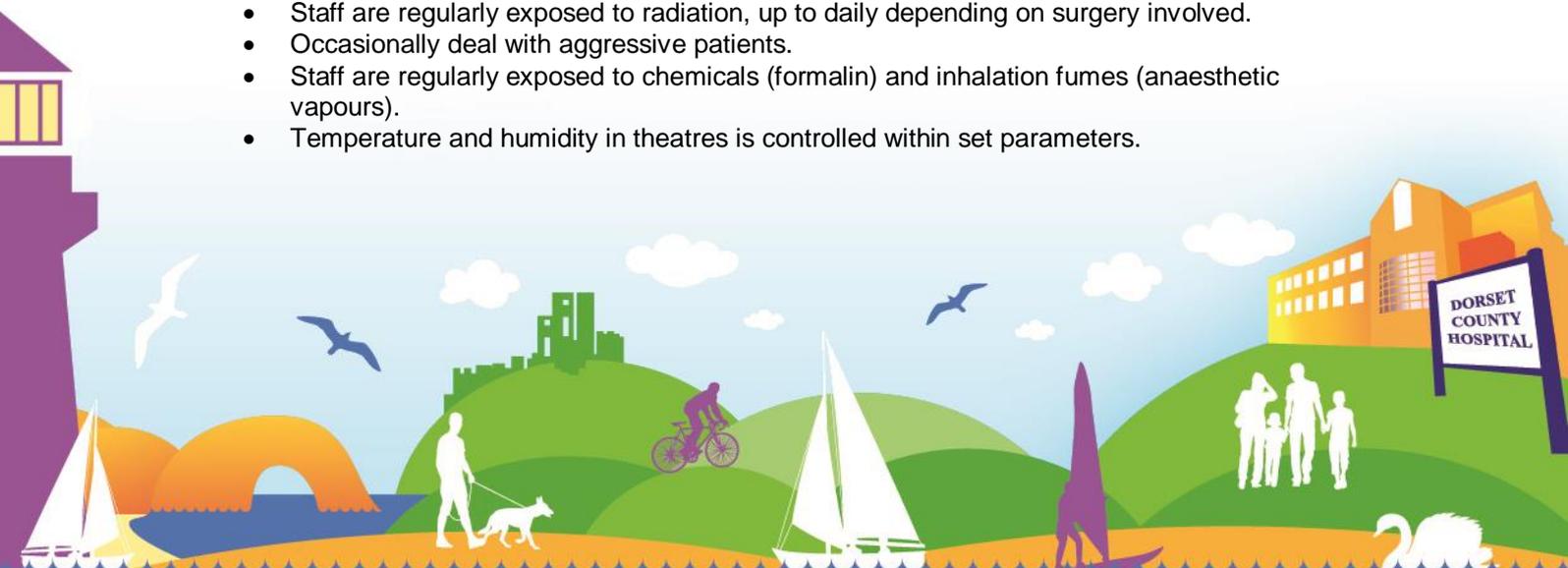
- The variety and unpredictability of the work requires a high level of concentration for the duration of an operating list.

#### **Emotional Effort**

- Staff can be exposed to emotional/distressing situations due to the nature of the surgery and other team members' ability to cope with it.
- The Hospital has an active cancer service and staff are daily involved with patients receiving surgery for cancer.
- As an active Trauma centre, staff deal with emergency surgery, including multiple traumas, on a daily basis that sometimes results in the death of the patient.
- Scrub staff have minimal contact with relatives.

#### **Working Conditions**

- Staff are exposed to uncontained body fluids/smell regularly throughout a shift.
- Staff are regularly exposed to radiation, up to daily depending on surgery involved.
- Occasionally deal with aggressive patients.
- Staff are regularly exposed to chemicals (formalin) and inhalation fumes (anaesthetic vapours).
- Temperature and humidity in theatres is controlled within set parameters.



<b><u>OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST</u></b> (Please tick as appropriate)			
Patient contact <b>X</b>		Lone working	Working in isolation
Passenger / Client Transport		Exposure prone procedures	Patient Handling <b>X</b>
Strenuous Physical Activity		DSE user (defined in DSERegs)	Confined Spaces
Night working <b>X</b>		Food Handling / Preparation	Working at heights
Working with vibratory tools		Noisy Environment Working	Safety Critical Work
Working with respiratory irritants ( <b>including latex</b> ) <b>X</b>		<b>Please specify LATEX</b>	
Working with substances hazardous to health <b>X</b>		<b>Please specify PRECEPT</b>	
Other		<b>Please specify</b>	

### **HEALTH AND SAFETY**

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.

### **INFECTION CONTROL**

All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies; including policies for the cleaning and contamination of equipment, in order to protect their own health and that of other employees, visitors and patients.

Any employee who wilfully disregards Trust and Departmental infection prevention policies may be liable to serious disciplinary action, which could result in dismissal.

### **EQUAL OPPORTUNITIES**

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.



### **CONFIDENTIALITY**

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.

### **JOB DESCRIPTION AGREEMENT**

Signed by – Post Holder: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by – Manager: \_\_\_\_\_

Date: \_\_\_\_\_

This job description is subject to regular review – last reviewed July 2020

**The Trust operates a No Smoking Policy.**

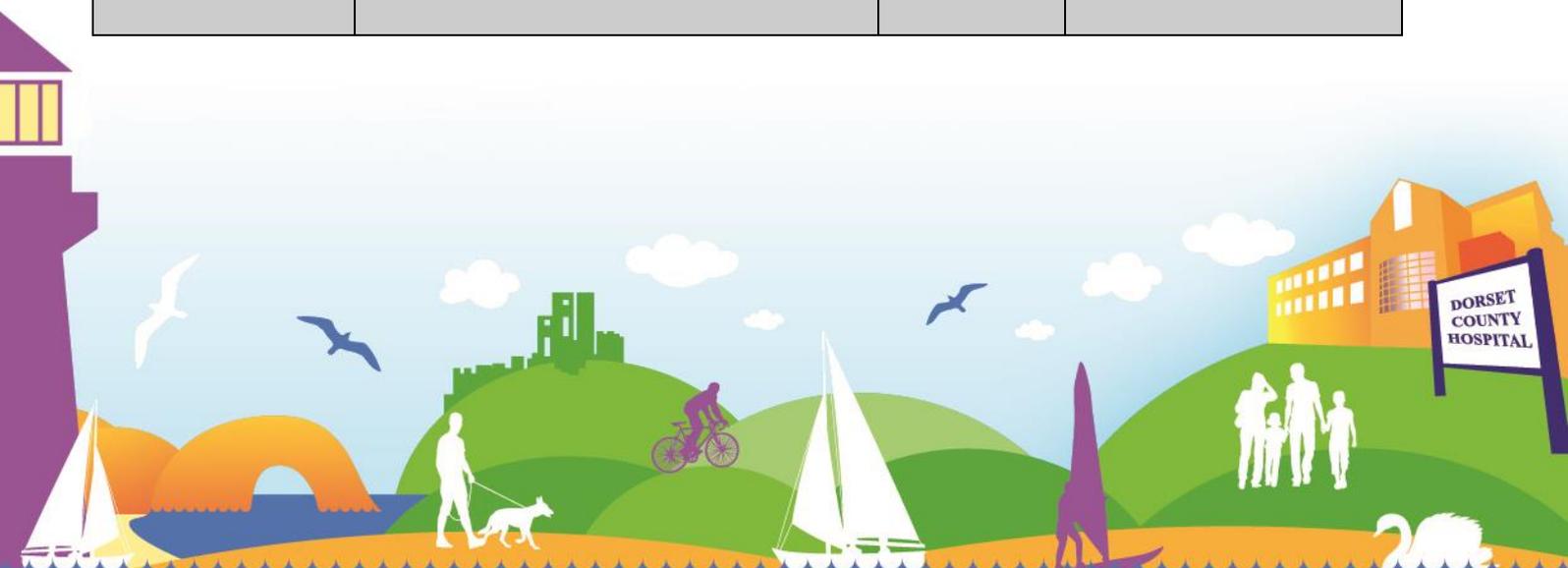
**ID Badges must be worn while on duty.**



## PERSON SPECIFICATION

### POST: Staff Nurse/Operating Department Practitioner – Band 5

CATEGORY	CRITERIA	Score per criteria	HOW ASSESSED THROUGH SELECTION PROCESS
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>	• Registered Practitioner	3	Application form, certificates at interview
	• Evidence of CPD	3	
	• Teaching course/qualification	2	
<b>E, Q &amp; T total score:</b>			
<b>EXPERIENCE</b>	• Minimum 2 years' experience at Band 5 in surgery or theatres	3	Application form and questions at interview
	• Understanding of professional nursing issues	2	
<b>K &amp; E Total Score</b>			



<b>SKILLS &amp; ABILITIES</b>	• Evidence of ability to practice as a proficient practitioner.	3	Application form, questions at interview and/or test
	• Evidence of ability to maintain effective working relationships with colleagues, patients and visitors.	3	
	• Evidence of an ability to manage time effectively.	2	
	• Understanding of clinical governance and its requirements.	2	
	• Demonstrate an understanding of confidentiality.	3	
	• Evidence of an area of special interest.	1	
	• Evidence of ability to develop leadership skills.	2	
	• Knowledge of clinical audit.	1	
	• Evidence of critical appraisal skills.	1	
<b>S &amp; A Total Score</b>			
<b>Total shortlisting score:</b>			

### Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important  
**SHORTLISTING CRITERIA**

Each candidate will be scored against the person specification as follows:

- 3 points = fully meets or exceeds the criteria
- 2 points = significantly meets criteria although falls short on minor aspects
- 1 points = partially meets criteria but falls short on key aspects
- 0 points = does not meet criteria

