



**University Hospitals  
of North Midlands**  
NHS Trust

# Job Description and Person Specification

**PROUD  
TO  
CARE**



# Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

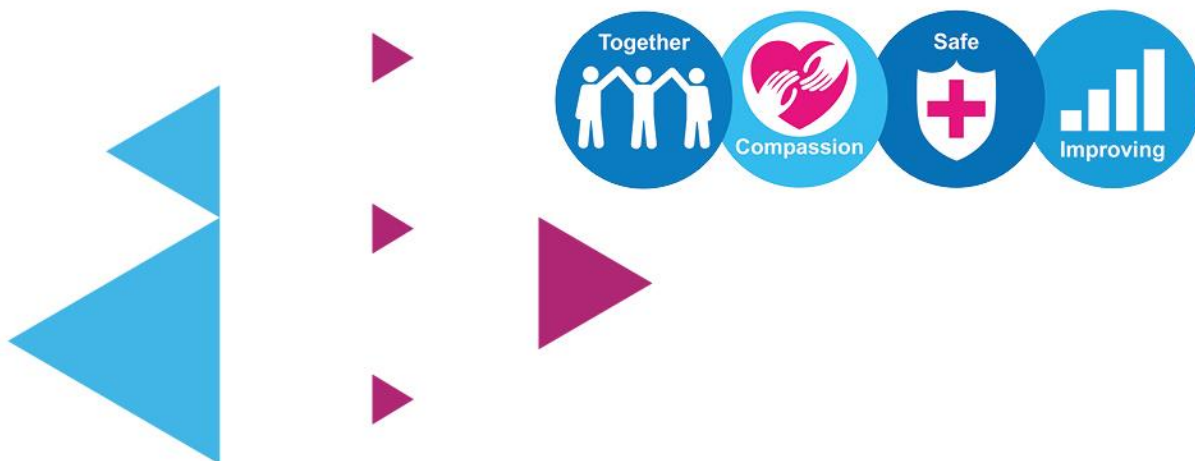
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk)



# Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



## Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



## Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



## Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



## Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

**Division:** Children's, Women's and Clinical Support Services

**Job Title:** Surgical/Robotic First Assistant

**Band:** 7

**Location:** Maternity, Neonatal and Gynaecology Services

**Hours:** 37.5

**Managerially accountable to:** Clinical Director

**Professionally accountable to:** Clinical Director, Directorate Manager, Deputy Director of Midwifery

### Role Summary

The post holder will act as a Surgical/Robotic First Assistant for consultants within the surgical specialty of Gynaecology.

The post holder is responsible for the provision of a high quality patient focused service, as a skilled member of the Operating Department team, based on the assessment of patient's needs. To supervise and support the teams and provide an effective and efficient service to Clinicians and other support staff.

The Surgical/Robotic First Assistant will act as first assistant to the surgeon, with autonomy in suturing. They will participate and assist in operative procedures and with pre and post-operative care as required. The Surgical/Robotic First Assistant will be expected to demonstrate a competent level of knowledge within the specialist field and always work within predetermined areas of competence in accordance with the NMC or HPC code of conduct and scope of professional practice. The post holder will practice within the limits of Trust policies and guidelines and will be expected to maintain a high level of skill and professionalism and develop a portfolio of evidence to support application of RCS Accreditation.

The Surgical/Robotic First Assistant will be responsible for the assessment, development, implementation and evaluation of programmes of care for the surgical patient within the Operating Department environment.

The Surgical/Robotic First Assistant will have leadership skills and qualities to guide and manage a team of theatre professionals whilst ensuring the appropriate, necessary surgical equipment and instrumentation is available and prepared in order to carry out surgical and robotic procedures safely and effectively.

## **Key Areas/Tasks**

- Assist with surgical procedures in theatre as part of the multi-disciplinary team for the surgical speciality under the supervision or direction of the consultant surgeon, including suturing, supervised diathermy use and incision making and undertake specific surgical intervention.
- Act as first or second assistant under the direction of the supervising consultant
- Assist with the preparation of patients for surgery including female catheterisation and patient positioning and preparation
- Contribute to the clinical post-operative care, including wound assessment, initial treatment and detection of surgical problems
- Provide information and advice to management and theatre personnel on specialised surgical procedures and equipment.
- Act as a formal link between surgical and theatre personnel for co-ordination of theatre usage and effectiveness.
- To be responsible for timely, accurate and complete records both manually and electronically ensuring safety and confidentiality of information and any hospital and statutory requirement are met.
- The post holder is responsible the provision of a high quality patient focused service, as a skilled member of the Operating Department team, based on the assessment of patient's needs. To supervise and support the teams and provide an effective and efficient service to Clinicians and other support staff.
- Deputise for the Team Manager/Team Leader as required.
- Assist in leading a team supporting the Sister in the effective management and utilisation of the theatre/recovery/anaesthetic resources when not in the position of SFA.
- To monitor and manage the care of the patient during pre, peri and post-operative / anaesthetic procedures.
- To perform competently over a broad range of complex technical and professional work activities, in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy.
- Maintaining good communication and ensuring all team members are valued
- and enhance effective working relationships throughout the department
- Assist with robotic surgery Gynaecology procedures
- Provide and receive complex, sensitive information relating to patients / clients' conditions. Present complex information to groups through presentations and other media where appropriate.
- Enhance the communication between theatre, patients and ward including the undertaking of pre-operative assessment and post-operative care evaluation.



- Work within the Trust's agreed policies and procedures in order to maintain high standards of patient care.
  - Participate in the team completion of the Surgical Safety Checklist for all surgical interventions.
  - Organise and manage own workload in a logical and systematic manner, utilising time and resources effectively.
  - Keep accurate records of patient care, including patient notes, care plans and critical incidents.
  - Create an environment which is conducive to the optimum care and treatment of the patient, and ensures that the standards of cleanliness and good order are maintained and that infection control practices are observed.
  - Communicates with Medical, Nursing and other relevant healthcare professionals to develop and implement programmes of care for the patient / client.
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- Registered ODP or Nurse with previous experience of working within the perioperative environment and within the relevant surgical speciality.
  - Demonstrate specialised technical knowledge and skills relating to the role of the Surgical First Assistant, which is acquired through the completion of specialist training programmes at degree level.
  - Professional knowledge acquired through the completion of post registration qualifications / courses plus further specialist training to Master's level qualification where appropriate.
  - Demonstrates and applies policies, practices and procedures associated with the role of the Surgical First Assistant

### **Personal/Professional Development**

- To remain registration with your professional body.
- To take every reasonable opportunity to maintain and improve your professional knowledge, skills and competence through engaging in relevant and appropriate continuous professional development activities.
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.
- Understand the requirements of the data protection act 1984 and the Caldicott report and observe patient confidentiality
- Act in a responsible and appropriate manner, displaying professional and ethical conduct in all areas of duty, routine and emergency.
- To be able to work independently and as part of a team.
- To set priorities and accomplish goals.
- To participate in personal objective setting and review, including the creation of a personal development plan.
- Demonstrate an understanding of the research process and is able to utilize current evidence based practice in the clinical environment

### **Analytical & Judgemental Skills**

- The post holder will be responsible for the assessment of needs, development, implementation and evaluation of programmes of care in line with the Health and Care Professions Council (HCPC) Nursing and Midwifery Council (NMC) and reflect the Trust's policies, procedures standards and guidelines.
- The post holder will demonstrate the skills for assessing and interpreting specialist acute and other patient conditions, initiating actions as appropriate.

- Investigate and respond to accidents, complaints and serious untoward incident and other significant events, completing require root cause analysis on time and ensuring resulting action plans are implemented and evaluated.

### **Planning & Organisational Skills**

- The post holder will prioritise, plan workload and organise own time and that of the theatre team where appropriate.
- Contribute to the principles of clinical governance ensuring that quality standards are set and monitored.
- Ensure that clinical risk management and clinical audit are an integral part of the ward function.
- Leads on the planning and organisation of staff delegation and activity for patients, planning and making short term adjustments to duty rosters ensuring that duty rosters are compliant with the golden rules of e-rostering.
- Required to co-ordinate activities with other professional agencies and professional groups.
- Ensure that staffs within the clinical areas have access to and are aware of most recent national and local policies which impact and affect the delivery of care.
- Plan and organise teaching / training / education programmes for the multi-disciplinary groups within the specialist area.

### **Physical Skills**

- The post holder will be required to have the dexterity and accuracy required for a variety of procedures such as venepuncture, cannulation, catheterisation, suture removal, positioning of patients.
- The post holder will undertake the administration of intravenous drugs in accordance with local /national policies and with reference to HCPC / NMC codes of conduct.
- To prepare equipment and provide quick and accurate assistance to the surgeon during operating procedures requiring skilled handling and manipulation of fine instrumentation with dexterity, co-ordination and with narrow margins for error.
- The post holder will be required to have standard keyboard skills, use of presentation, projection/multimedia equipment and e-learning resources.

### **Responsibility for Patient/Client Care**

- To act in accordance with the Health and Care Professions Council Standards of conduct Performance and Ethics and NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times. Ensure continued and effective registration with the NMC.
- Develop programmes of care / care packages providing specialised advice concerning care.
- Implement evidence based guidance on the prevention and control of hospital acquired infection
- Ensure the care provided reflects the requirements of CQC, Proud to care, Safety Express and other nursing initiatives.

### **Responsibility for Financial and Physical Resources**

- Demonstrate safe working practices in the use of equipment in the clinical areas

- Demonstrate effective management of the pay and non-pay budget for the ward/department on a day to day basis to ensure efficient use of available resources.
- As part of the Trust's recruitment and retention strategies be involved in the undertaking of exit interviews for staff who leave the Trust.

### **Responsibility for Human Resources**

- Provide leadership to the clinical team, identifying and implementing innovation in clinical practice
- Ensure junior staffs receive an annual appraisal and individual personal development plans to monitor staff performance against objectives set with them or manage poor performance demonstrating compliance with the Trust policy on capability.
- Participate in the preceptorship of newly appointed staff and the education of learners.
- Monitor and regularly review sickness absence levels in the clinical area in accordance with the Trust's sickness and absence policy.
- Participate in the recruitment and selection of staff for the ward/department.
- Contribute to the formal induction of all new staff.
- Provide appropriate education, training and development opportunities to enhance staff performance in line with ward/department training needs analysis.
- Ensure clinical supervision is available.

### **Responsibility for Information Resources**

- Updates patient records/ information where appropriate
- Maintain relevant work-related information and present when requested.
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### **Responsibility for Research and Development**

- Participate as an individual in surveys.
- May participate in clinical research, audit and trials
- Contribute to the principles of clinical governance ensuring that quality standards are set and monitored. Ensure that clinical risk management and clinical audit are an integral part of the ward function.

### **Freedom to Act**

- Accountable for own professional actions: not directly supervised.

### **Physical Effort**

- Frequent prolonged standing at the operating table in a restricted position throughout the working day
- The post requires a combination of physical effort including sitting, standing, walking which equates to moderate physical effort over short periods,
- Frequent requirement to exert moderate physical effort when moving and manoeuvring various pieces of equipment, and when transferring and positioning patients for surgical procedures.



## **Mental Effort**

- The post requires frequent concentration with an often unpredictable work pattern
- To ensure frequent concentration for patient observations, monitoring patient's condition.
- Preparing equipment & instrumentation and when assisting surgical team. The nature of differing cases on operating lists dictates that the nature of the work can be unpredictable.

## **Emotional Effort**

- Deals with distressed relatives, care of the terminally ill and deals with the consequences of terminal illness.

## **Working Conditions**

- The post holder will have exposure to bodily fluids.

## **Personal/Professional Development**

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan

## **Standards of Behaviour**

- Managers who have responsibility for supervising/managing people must comply with the guidelines that can be found in the "Code of Conduct for NHS Managers"
- The principles of "Improving Working Lives" must be upheld at all times

## **Health and Safety**

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

## **Confidentiality**

- To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected#

## **Infection Prevention**

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNS Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop recurrent skin and soft tissue infections and other infections that may be transmittable to patients have a duty to contact Occupational Health.

## **Equality and Diversity**

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

All staff employed by the UHNM Trust have the following responsibilities:

### **Trust Dress Code**

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

### **Hand Hygiene**

- Decontaminate your hands as the per 'The five moments of hand hygiene'

### **Own Practice**

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

### **Decontamination**

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

### **Trust Policies**

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

### **Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

### **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

### **Sustainability**



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

## **Disruptive Incident & Business Continuity**

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_

## Robotic First Assistant

### Person Specification

|   | Specification  | Criteria                   |           | Evidence |
|---|--|----------------------------|-----------|----------|
|   |  | Essential                  | Desirable |          |
| <b>Essential Qualifications</b>                   | <ul style="list-style-type: none"> <li>Degree qualification or evidence of working at degree level</li> <li>Evidence of on-going continued professional development</li> <li>First level registered nurse or registered Operating Department Practitioner</li> <li>Current registration with either NMC or HCPC</li> <li>Completion of a validated, university accredited, Surgical First Assistant programme</li> <li>Evidence of post registration CPD in the role of Surgical First Assistant/Surgical First Assistant with extended scope of practice</li> </ul> | ✓<br><br><br><br><br><br>✓ |           |          |
| <b>Knowledge, Skills, Training and Experience</b> | <ul style="list-style-type: none"> <li>Experience at Senior Theatre Practitioner/ Band 6</li> <li>Substantial experience in the assessment, planning, implementation, and evaluation of perioperative care, using an evidence-based approach</li> <li>Evidence of recent experience as a Surgical</li> </ul>   | ✓<br><br><br>✓             |           |          |



|  |  |   |   |  |
|--|--|---|---|--|
|  | <p>First Assistant / ability to demonstrate specialist knowledge / competence to undertake Surgical First Assistant role</p>   | ✓ |   |  |
|  | <ul style="list-style-type: none"> <li>• Experience with robotic surgical platforms and their setup.</li> </ul>  | ✓ |   |  |
|  | <ul style="list-style-type: none"> <li>• Experience of auditing standards of care and suggesting / developing corrective actions across the perioperative environment</li> </ul> | ✓ |   |  |
|  | <ul style="list-style-type: none"> <li>• Evidence of supporting colleagues / mentoring learners / facilitating learning within the perioperative environment</li> </ul>          | ✓ |   |  |
|  | <ul style="list-style-type: none"> <li>• Evidence of supervising junior staff</li> </ul>   |   | ✓ |  |
|  | <ul style="list-style-type: none"> <li>• Demonstrates effective written and verbal communication skills, particularly where there are barriers to understanding.</li> </ul>      | ✓ |   |  |
|  | <ul style="list-style-type: none"> <li>• Ability to work collaboratively as part of the multidisciplinary team to meet the needs of all service users.</li> </ul>                | ✓ |   |  |
|  | <ul style="list-style-type: none"> <li>• Maintain up to date knowledge of relevant local and national guidance / perioperative standards.</li> </ul>                             | ✓ |   |  |
|  | <ul style="list-style-type: none"> <li>• Ability to develop audit programmes to support improvements in</li> </ul>   | ✓ |   |  |



|  |  |                   |  |  |
|--|--|-------------------|--|--|
|  | <p>facilitating</p> <ul style="list-style-type: none"> <li>• Emotional effort; the post holder will at times be exposed to distressing and emotional circumstances</li> <li>• Ability to travel to and work across multiple sites</li> </ul> | <p>✓</p> <p>✓</p> |  |  |
|--|--|-------------------|--|--|