

JOB DESCRIPTION

Job Title:	Theatre Nurse / Recovery Nurse/Operating Department Practitioner
Department:	Main Theatres and Day Surgery
Reports to:	Main Theatres Team Managers, and Senior Nurses
Liaises with:	Senior Nurse Manager, Senior Sisters and ODP Team Leader, Scrub, Anaesthetic ODP & Recovery staff, Healthcare Assistants Patients, and other colleagues in the Trust
Band:	Band 5

Job Summary

Provides a high standard of professional practice and clinical care under direct supervision, works within the theatre team to promote a good working environment. Acts in accordance with the HCPC/NMC code of Professional Conduct and with local hospital and statutory guidelines and policies.

Trust Culture and Values

The Trust has defined its culture as one that is patient centred which puts safety first and where all staff take responsibility, are valued and value each other. To support this our four values are that we are all:-

Caring – we design and deliver care around each individual patient's needs and wants

Safe – we make the safety of patients and staff our prime concern (safety comes first)

Responsible – all staff take responsibility for the hospital, its services and reputation

Value each other – we all value each other's contribution

Inspiring – we always strive to empower each other to develop and deliver improvements to benefit our patients

Our training, policies, procedures, and practices are all intended to support behaviours in line with our values and all staff are expected to uphold these by 'Living Our Values Everyday'

Department Philosophy

All staff in the Main Theatres and DSU work as a cohesive team to respect the privacy and dignity of all patients and ensure a high quality of holistic care. All aspects of personal belief and preference will be respected and patient confidentiality will be maintained at all times.

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Date: March 2021



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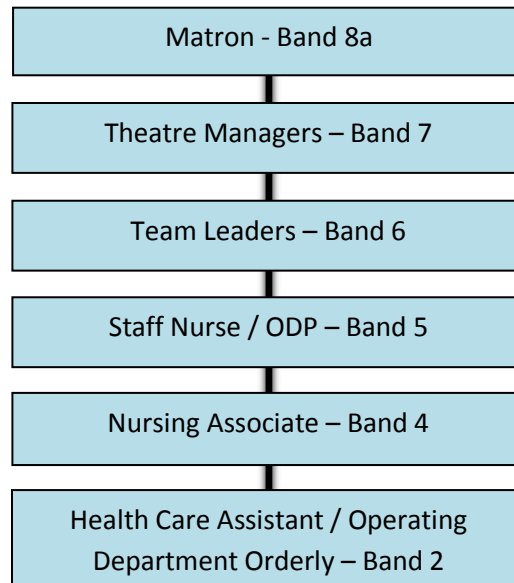
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Department Structure Chart



Key Responsibilities

CLINICAL

1. To be able to implement basic healthcare independently.
2. To implement new/complex care with supervision.
3. To practise in own clinical area of practice to agreed competency level.
4. To ensure the use of safe techniques when moving and handling patients and equipment.
5. To implement research based practice, as required.
6. To participate with the multi-disciplinary team in decision making regarding patient care.
7. To accurately documents care and evaluate.
8. To recognise potential clinical challenges and ways of dealing with them.
9. Able to work long days, late shift, nights, weekend and on-call shifts as the service requires.

COMMUNICATION AND TEAMWORK

1. To report to Team Leader or Theatre Manager accidents, incidents and complaints.
2. To be able to communicates effectively with patients and colleagues and facilitate a question and answer dialogue with patients and relatives.

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3. To be able to communicate nursing interventions to relatives and carers with rationale and be able to demonstrate listening skills and the use of non-verbal cues.
4. To be able to evaluate written information and documentation.
5. To actively contribute to team discussions.
6. To participate in the multi-disciplinary decision making process regarding changes in patient care and order of operating lists.
7. To be able to communicate work priorities for a given period to junior colleagues.
8. To demonstrate awareness of others' emotional, physical and psychological situation and respond sensitively.

MANAGEMENT

1. To utilise resources appropriately to ensure agreed standard of patient care
2. To be able to delegate suitable clinical care to junior staff
3. To develop preceptorship skills and actively support peers.
4. To develop supervisory skills
5. To participate in the development of local nursing / theatre policies and procedures
6. To participate in nursing / departmental audit and quality initiatives.
7. To have a basic understanding of theatre budget / resource matters.
8. To be able to identify learning opportunities to achieve safe effective nursing practice.
9. To contribute to the education and training of others, gaining an understanding of clinical supervision.

10. To actively promote evidence-based practice within the clinical area and contribute to audit initiatives.
11. To have the ability to support self through reflective practice and clinical supervision.

GOVERNANCE

1. To ensure a high standard of clinical care to patients.
2. To keep patients involved in their treatment by providing information to patients.
3. To identify any risks elements involved in the provision of health care.
4. To update clinical skills so as to maintain professional development.

EDUCATION AND TRAINING/SELF-DEVELOPMENT

1. To identify own training and development needs and undertake appropriate training/education as required.
2. To participate in an annual individual performance review process where objectives will be agreed, performance monitored and personal development needs discussed.
3. To attend all statutory and mandatory training as and when required to do so.
4. To act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.
5. To adhere to all Trust Policies as applicable.

This job description is not intended to limit the scope and extent of the job to be undertaken and will be subject to review and alteration as necessary, following discussion with the post holder.

Health Clearance

Health clearance is required for this appointment. Applicants must complete a medical questionnaire, return it to the Occupational Health and Wellbeing Service and, if required, undergo a medical examination before appointment.

Criminal Records Bureau Disclosure

A Criminal Records Bureau check and disclosure will be required before appointment for all posts with access to children or vulnerable adults.

Confidentiality and Disclosure of Information

In the course of your normal work with the Trust you will come into possession of confidential information concerning patients, the Trust and its staff. This information should always be treated according to the Trust's rules on confidentiality. Any inappropriate disclosure may be subject to the Trust's disciplinary procedures.

Raising concerns

Staff may on occasion have genuine concerns about healthcare matters and consequently the Trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the Trust's 'Raising Concerns (Whistleblowing)' policy.

Data Quality/Security

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

Acceptance of Gifts and Hospitality

The conduct of staff in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

Codes of conduct and professional standards

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. Managers should observe the Code of Conduct for NHS Managers.

Risk (managerial and supervisory staff only)

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in the Trust's Risk Management Policy.

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Health and Safety

All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with the Trust and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

Infection Control

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

Personal Property

The Trust is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

Equal Opportunities

Equality of opportunity is an integral part of the Trust's recruitment and selection process and recruiting managers must ensure that they comply fully with the Trust's Equality & Diversity Policy. The Trust aims to ensure equality of opportunity for all irrespective of their age, colour, creed, ethnic or national origin, marital status, nationality, physical or mental disability, race, religious belief, sex or sexual orientation.

No Smoking

Smoking by staff, patients and visitors, will not be permitted anywhere on Trust premises.

Security

Staff must wear their identity badge at all times to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the Security Officer, manager, or security team.

Safeguarding children and vulnerable adults

All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

PERSON SPECIFICATION

POST: Theatre Nurse / Recovery Nurse/Operating Department Practitioner Band 5

REQUIREMENTS		Please tick as appropriate		How Tested
		Essential	Desirable	
Education/Qualifications				
1.	First Level Registration / Registered Nurse (NMC) or an Operating Department Practitioner on the Health and Care Professions Council (HCPC), For ODPs, Diploma of Higher Education in Operating Department Practice or equivalent	✓		A
2.	Mentorship Training Qualification/Practice Assessors Training		✓	A/I
3.	Theatre/Recovery Course.		✓	A/I
Experience				
1.	Significant post registration theatre/anaesthetic/recovery experience.		✓	A/I
2.	Up to date clinical knowledge Experience in an acute setting	✓		A/I
3.	Reflective practice	✓		A/I
4.	Possession of a current Professional Portfolio	✓		A/I
5.	Evidence based practice and/or research skills		✓	A/I
6.	Theatre / Anaesthetic / Recovery Experience		✓	A/I
Skills /Abilities				
1.	Excellent and Effective written and verbal communication	✓		A/I/T
2.	Good IT skills	✓		A/I
3.	Good interpersonal skills	✓		A/I
4.	Participates in research and Audit		✓	A/I
5.	CRS experience		✓	A/I
Knowledge				

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1.	Current programmes of care	✓		I
2.	Clinical governance frameworks	✓		I
3.	Understanding of the NHS Plan and other national initiatives		✓	I
Others				
1.	Adaptable	✓		I
2.	Able to work as part of a Team	✓		I
3.	Able to work on own initiative and be self motivated	✓		I
4.	Able to work under pressure	✓		I
5.	Willingness to undertake further education	✓		I
6.	Able to work long days, late shift, nights, weekend and on-call shifts as the service requires.	✓		I
7.	Awareness of current nursing developments appropriate to area	✓		I
8.	Awareness of customer care	✓		I
9.	Awareness of current nursing developments appropriate to area	✓		I
10.	Ability to supervise and motivate others		✓	

A = Application Form / I = Interview / T = Test

Approved by: _____ Manager _____ date

Agreed with: _____ Employee _____ date

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