

JOB DESCRIPTION

POST: Senior Nursing Assistant - Theatres

DEPARTMENT: xxxx Theatres

GRADE: Band 3 following successful completion of Level 3 Perioperative Apprenticeship or alternative competency programme

HOURS: 37.5 / week

TYPE OF POST: Nursing

RESPONSIBLE TO: Theatre Matron/Lead Nurse

LIAISES WITH: Registered Staff within Theatres
Team Leaders within Theatres

WORKBASE: xxxxx Theatres

JOB PURPOSE

Contribute to the efficient running of theatres; assist registered practitioners and the multidisciplinary team ensuring that a high-quality service is delivered to patients and families.

This new and developing role is part of the Perioperative team working with Surgeons, Anaesthetists and Theatre Practitioners. The job holder will be actively involved in providing direct and indirect care for patients under the overall guidance/supervision of the registered Practitioner.

It is expected that some of the activity undertaken by the postholder will be complex and non-routine, which will require them to gain corresponding levels of responsibility and/or autonomy as competence is achieved.

SCOPE

The postholder will observe practices and work fully supervised until assessed as competent within the agreed protocols and guidelines set out within their competency packages.

The postholder will work under the supervision and delegation of a Registered Theatre Practitioner

MAIN DUTIES & RESPONSIBILITIES

During the Pre-operative phase:

- Ensure patients are fully prepared for transfer to theatre, including phoning the wards if required to check patients are fully prepared or inform the ward of any list changes.
- Admit patients into the Pre-operative environment as required, confirming their identity and completing the necessary documentation.
- Provide the safe escort of patients between the wards and theatre and accompany patients into the anaesthetic room whilst undergoing anaesthesia and act as a chaperone
- Knowledge of Intraoperative practice including an understanding of surgical procedures and basic anatomy.
- The post holder will perform circulating duties and assist in the preparation of sterile trolleys.
- Prepare, supply and maintain all necessary instrumentation and equipment for the specific operative procedure/theatre list.
- Position and connect equipment as required by the scrub team; disconnect and safely remove equipment as required.
- Complete the theatre daily checks ensure the theatre is clean and tidy at the start of each day and all surfaces have been damp dusted; repeat this at the end of the theatre session and dispose of any clinical waste ensuring the correct clinical disposal bag is used.
- Participate, communicate and document effectively as a member of the perioperative team during the Team Brief, Sign In, Time Out and Sign Out for each surgical procedure.

During the Intra-operative Phase:

- Undertake surgical scrubbing, gowning and gloving aseptically in accordance with Trust and national guidelines.
- Scrub for minor procedures identified within competency profile
- Under the direct supervision of a Registered Theatre Practitioner, the Senior Nursing Assistant will provide skilled assistance to the surgeon in the operating theatre scrub role for procedures in which they have been assessed as competent (from an agreed list of elective procedures).
 - Working alongside the surgeon, safely passing the correct surgical instruments and materials within the sterile field in order to ensure safe and efficient completion of surgical procedures.
 - Anticipating the needs of the surgical team and responding effectively.
 - Safely handling, recording and dispatching specimens and used instruments in line with Trust Policy.
 - Disposing of clinical waste safely and appropriately in line with Trust Policy.
- Complete all safety checks of swabs, instruments, and needles with a Registered Theatre Practitioner in accordance with national guidance & Trust policy.
- Undertaking the circulating role when not 'scrubbed', preparing the environment and equipment and acting as a link between the surgical team and other parts of the theatre and hospital.
- Ensure proficiency with all medical equipment before use in accordance with the trust medical device policy.
- Prepare and maintain all equipment needed for specified operative lists, including complex machinery such as Microscopes and Endoscopes.
- Report and remove faulty equipment, sterility issues and breakages to appropriate theatre staff.
- Demonstrate an understanding of the different requirements of individual patients and the procedures being performed.
- Prepare sterile trolleys identified within competency profile, ensure all instrumentation and supplies are correct and accounted for as per trust policy.
- To assist Registered Practitioners/Surgeon with patient positioning ensuring knowledge of positioning equipment and associated risks to patients and record and document actions

- Access patient information using appropriate IT systems, such as ORMIS.
- Handover of the patient to recovery staff (within competency profile), providing appropriate information and documentation.

Professional responsibilities

- The Individual will be expected to uphold the Trust Values and Behaviours, Theatre Philosophy of care, policies and procedures of the Trust and department.
- Recognise the level of competence required to ensure safe practice.
- Deliver clinical care, within the clinical setting within set protocols.
- The individual must provide a patient centred approach and will be expected to maintain high standards of care to ensure an efficient service

Management

The post holder will:

- Proactively help patients and carers to take an active role in their care.
- Be familiar and comply with all Trust Policies and Procedures.
- Adhere to Trust Uniform Policy.
- Adhere to Trust Social Media Policy.
- Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality.
- Exhibit professional behaviour and attitude at all times, and demonstrate excellent customer care skills.
- Contribute to effective team working, by being fully involved, committed and participating, to achieving full potential.
- Attend ward /departmental meetings as required.
- Use IT systems for e.g. patient records and data collection.
- Contribute in the supply and maintenance of materials and equipment to ensure the efficient running of the clinical environment.

Education and Development

The post holder will:

- Be appointed at band 2 and progress to band 3 once they have completed level 3 Peri-operative Apprenticeship and specific scrub units or agreed in house competency programme.
- Recognises and consistently works within boundaries of the role and acquire skills and knowledge to develop competencies in service area.
- Maintain responsibility for the identification of own continuing educational needs and development and take part in annual appraisal.
- To maintain a personal development plan using personal portfolio to ensure competency in clinical practice and maintain own clinical competencies.
- To provide an efficient and effective support to the registered practitioners and multidisciplinary team within the operating theatres.
- Maintain competence through annual mandatory training to include;- Basic Life Support Resuscitation, Moving and Handling and Fire training in adherence to Trust Policy.
- Support a rich learning environment for Trainee Nursing Assistants and Nursing Assistants.
- Attend appropriate training courses and keep up to date with developments within the service area.
- Participate in the training programmes of others, supporting band 2 Nursing Assistants
- Assist in the induction and orientation of new staff and advise/demonstrate own activities to less experienced staff.

- Participate in audits and improving quality programmes to support the department manager and team.

Key Processes

The post holder will:

- Independently plan tasks and workload activities whilst ensuring that their practice is guided by standard operating procedures and established protocols.
- Demonstrate self-directed development to ensure they practise in accordance with established protocols and standard operating procedures under close, but not continuous, supervision.
- Within the scope of their role, recognise their limitations and present them in a credible and competent manner.
- Prioritise own workload and be responsible for planned care and tasks delegated from a registered practitioner.
- On a day-by-day basis, be responsible for the delivery of clinical care under the indirect /direct supervision of the registered practitioner (indirect - where trained to do so).
- Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality.
- Have a responsibility to ensure all information processed for patients and staff is kept confidential, accurate and in line with the data protection act 1998 and Caldecott principles.

INFECTION PREVENTION AND CONTROL

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control policies. The post Holder is also responsible for ensuring that they and all their staff attend mandatory training, including infection prevention and control.

HEALTH AND SAFETY

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

RISK MANAGEMENT

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/division or area of responsibility.

CONFIDENTIALITY AND SECURITY

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

VALUES AND BEHAVIOURS

The post holder will adhere to the values and behaviours framework, encompassing; care and compassion, treating everyone with dignity and respect. The post holder must extend these values and adhere to the social media policy.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Signed (Employee):

Date:

Signed (Manager):

Date:

Review Date:

Person Specification

Job Title: Senior Nursing Assistant - Theatres (Band 3)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Completed the National Care Certificate</p> <p>Holds a level 3 Vocational Qualification (e.g. NVQ or Apprenticeship) in Peri-operative care or able to demonstrate equivalent knowledge and/or experience</p> <p>Or completed the Trust CSW Development Programme and perioperative competency programme</p> <p>Worked at a band 2 Nursing Assistant level or equivalent</p>	<p>Functional skills minimum Level 1 Maths and English or GCSE equivalent.</p> <p>Speciality specific training and evidence of competencies being achieved and continued development</p>	Certificates
KNOWLEDGE AND EXPERIENCE	<p>Experience of working in a theatre environment undertaking a wide range of clinical commitments.</p> <p>Knowledge of Infection Control & Safeguarding processes</p> <p>Experience of working with the multidisciplinary team.</p> <p>Experience of caring for a group of patients.</p> <p>Experience of dealing with patient/relative complaints as appropriate.</p>	<p>Experience in supporting Quality Improvement audits and research and development activities.</p> <p>Experience of working in more than one speciality within a health care environment.</p>	Application form and Interview
SKILLS AND ABILITIES	<p>Good communication skills (written and verbal).</p> <p>Taking and recording vital signs and other clinical skill following appropriate training and assessment and within scope of job role</p> <p>Able to work as a team.</p> <p>Able to carry out routine and non-routine tasks.</p> <p>Able to work on own initiative in delivery patient care, following direction by a Registered Healthcare Practitioner.</p>	<p>Experience of inducting, coaching and supervising junior staff</p>	Application form and Interview

	<p>Able to relate well with patients/relatives/visitors/ Colleagues/the multi-disciplinary team and wider Trust staff.</p> <p>Computer skills.</p>		
ATTRIBUTES	<p>Committed to delivering high standards of patient care.</p> <p>Friendly, open, empathetic and compassionate.</p> <p>Professional outlook and positive attitude.</p> <p>Able to meet the flexible needs of the role and duty roster.</p> <p>Honest and trustworthy.</p>		Interview, EHWB apt and references