

RECRUITMENT INFORMATION PACK

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Insert Full Job Title here



Job description

Job title:	ORTHOPAEDIC PRACTITIONER /plaster room technician	
Clinical academic group:	SURGICAL and cancer	
Board/corporate function:	SURGICAL AND ORTHOPAEDICS	
Salary band:	BAND 5	
Responsible to:	SENIOR CHARGE NURSE	
Accountable to:	MATRON FOR ORTHOPAEDICS/ HEAD OF NURSING	
Hours per week:	State total hours a week the role requires	37.5 HRS
Location:	Plaster room Gateway surgical centre	
Budgetary responsibility:	no	
Manages:	Direct reports:	
	Indirect reports:	

Aim of the role

Be a part of a team consisting of 2-3 technicians, providing a complete orthopaedic technical service to the Surgical and Anaesthetic Directorate and guidance to any other service group within the Trust.

Key working relationships

Head of Nursing

Matron

Manager/Senior Charge

Sister in Charge

Senior Orthopaedic Practitioner

Ward Staff Nurses

Orthopaedic Practitioner

Health care support workers

Consultants

Registrars

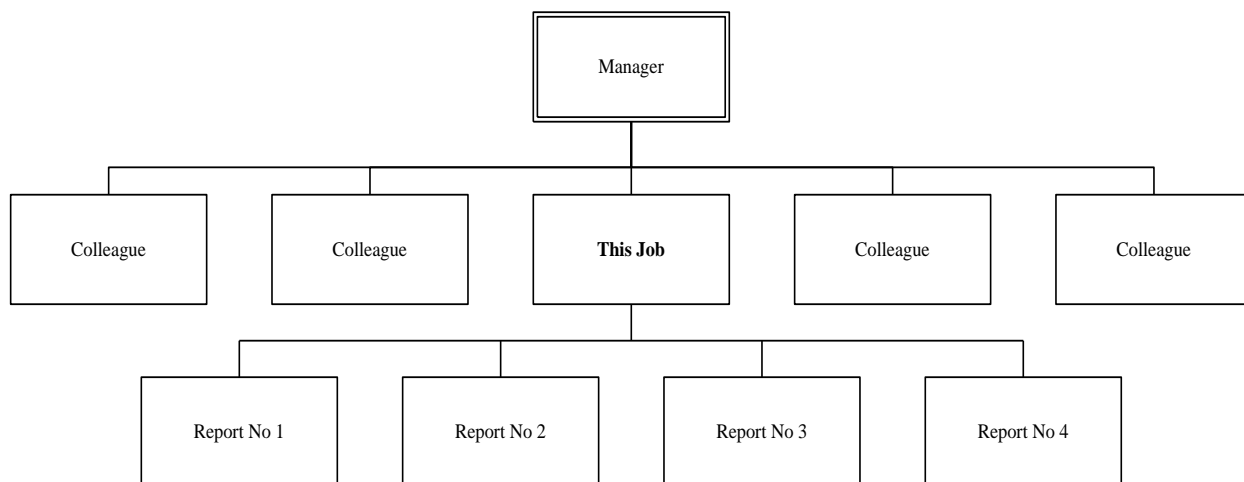
Physiotherapists

Nurse specialist

AHP's



*Medical record staff
Reception staff
Medical Secretary
Patients
Visitors
Carers*



Key result areas

1. Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures
2. In consultation with the treating doctor, select, apply and remove casts, braces, splints, strapping and harnesses and remove K-wires as requested.
3. Train and assess staff in the range of plaster duties appropriate to their learning needs.
4. Remove sutures and clips from wounds, apply appropriate dressings, recognise signs and symptoms of wound infections or inflammation and report to nurse in clinic.

Main duties and responsibilities



- 1.1 Accept responsibility for establishing and maintaining healthy interpersonal relationships with colleagues and the rest of the multi-disciplinary team.
- 1.2 Share ideas, information and feedback in order to empower patients and the healthcare team.
- 1.3 Utilise a variety of strategies to communicate effectively with patients and those involved in their care to optimise the patients journey and ensure an informed decision making process.
- 1.4 From instructions received from the treating doctor, construct and/or order casts, braces, splints, strappings and harnesses as appropriate.
- 1.5 In consultation with medical and ward staff, assist in the selection of traction systems and assemble and adjust traction equipment.
- 1.6 Provide a service to theatres, wards and outpatients departments for casts, braces, splints, strappings and harnesses as requested.
- 1.7 Remove sutures and clips from wounds
 Apply simple wound dressings and documents accordingly
 Recognise symptoms of wound infections or inflammation and report to nurse in clinic.
- 1.8 As required remove:
 - K wires
- 1.9 Train and assess staff in the range of plaster duties appropriate to their learning needs.
- 1.10 Assist in induction and orientation of new staff.
- 1.11 Ensure the plaster room is kept clean and tidy.
- 1.12 To provide an orthotic service to all areas of the Trust.
- 1.13 To write protocols in agreement with clinicians and within the Trust policy.

Personal and professional development

- 3.1 Keep abreast of new developments in orthopaedic technical skills
- 3.2 Training doctors and staff nurses in the technical skills of plastering.

Management

- 4.1 Deputies for Band 6



- 4.2 Be aware of the individual needs of junior team, give support and guidance as necessary.
- 4.3 Participates in IPR appraisal system.
- 4.4 Develops a proactive approach to complaints with the assistance of colleagues.
- 4.5 Participates in orientation/induction of new staff.
- 4.6 Under the direction of the Senior Technician work within budgetary limits and identify methods of reducing departmental costs without lowering standards. Encourage cost awareness amongst staff.
- 4.7 Ensure an efficient system exists for ordering supplies. Record stock levels and keep stock at an economical level.
- 4.8 Negotiate annual leave with other members of the plaster room team.
- 4.9 Working with the plaster room team provide adequate departmental cover at all times within budgetary limits, ensure Trust Sickness Policy is adhered to.

FURTHER INFORMATION

- The post holder is expected to actively promote and implement the Trust's equal opportunities policies and procedures.

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality

The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

- The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.
- The post holder is required to familiarise him/herself with and comply with the Trust's policies and procedures.
- The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment.
- The post holder is expected to develop IT skills.
- The post holder may be required to undertake duties at any location within the Trust, in order to meet service needs.
- This job description is intended as a guide to the main responsibilities of the post and **not** as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to his/her grade, which are not listed above, at



the direction of his/her manager. The job description may be amended from time to time after consultation with the post holder.

- The Trust operates a No Smoking policy.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the postholder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

Effort, skills and working conditions

Physical skills	Computer Literate
Physical effort	Daily, intermittently
Mental effort	Mental agility essential as the unit is fast paced with high patient turnover, outpatient/ inpatient at all times. Shift pattern flexibility essential as work pattern responds to clinic over runs.
Emotional effort	Prepared to deal with patient queries professionally on an intermittent basis.
Working conditions	Intermittently may have to deal with irate patients

Performance management and appraisal

All staff are expected to participate in individual performance management process and reviews.

Personal development and training

Barts Health NHS Trust actively encourage development within the workforce and employees are required to comply with trust mandatory training.



Barts Health's education academy aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

No matter where you start within the NHS, you will have access to extra training and be given every chance to progress within the organisation. You will receive an annual personal review and development plan to support your career progression and you will be encouraged to develop your skills and experience.

Health and safety at work

The postholder has a duty of care and personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in infection prevention and control (IP&C) and be compliant with all measures required by the trust to reduce HCAIs. All post holders must comply with trust infection screening and immunisation policies as well as be familiar with the trust's IP&C policies, including those that apply to their duties, such as hand decontamination, personal protective equipment, aseptic techniques and safe disposal of sharps.

All staff must challenge noncompliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

Confidentiality and data protection

All employees are expected to comply with all trust policies and procedures related to confidentiality and data protection and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary).

Conflict of interest

The trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the trust. Staff are not allowed to further their private interests in the course of their NHS duties.

Equality and diversity

The trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust will aim to ensure that all job



applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

NHS managers' code of conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). www.nmc-uk.org/

Budgetary management

If you have responsibility for a budget you are expected to operate within this and under the trust's standing financial instructions (available in the intranet's policies section) at all times.

Barts Health values based leadership

Our leaders ensure a focus on health where patients are at the centre of all we do. They work to create a culture where innovation is promoted and encouraged. They lead by example and demonstrate value based decision making as being integral to the ways of working within the Trust.

Barts Health leaders are role models who demonstrate those attitudes and behaviours which will make us unique. Our leaders are passionate about delivering high quality patient care, take pride in the work that they do to and are committed to the delivering the Barts Health NHS Trust 10 pledges of:

1. Patients will be at the heart of all we do.
2. We will provide consistently high quality health care.
3. We will continuously improve patient safety standards.
4. We will sustain and develop excellence in research, development and innovation.
5. We will sustain and develop excellence in education and training.
6. We will promote human rights and equalities.
7. We will work with health partners to improve health and reduce health inequalities.
8. We will work with social care partners to provide care for those who are most vulnerable.
9. We will make the best use of public resources.



10. We will provide and support the leadership to achieve these pledges.

Our leaders are visible leaders who believe in spending time listening and talking our staff, patients and partners about the things that are important to them and the changes they would like to make to continuously improve patient care.

Barts Health leaders work with their teams to develop organisational values, embed them in our ways of working and create the cultural changes required to ensure that we consistently provide an excellent patient experience, regardless of the point of delivery, in an environment where people want to work, regardless of where they work or what they do.



Person specification

Post	Orthopaedic Practitioner/ Band 5	Band	5
Dept/ward	Fracture Clinic		

Essential = E		E or D	Application form	Interview
Desirable = D				
Qualifications and knowledge	BOA/RCN (SOTN) AOT	E	✓	
	Mentorship course	D	✓	
	Ponsetti Course	E	✓	
Experience	Experience of working with children 0 – 16	E	✓	
	Ponsetti experience 2 years post qualification in an outpatient orthopaedic setting	E	✓	
Skills	Ability to work with all disciplines	E		✓
	Articulate with good communication skills both written and oral	E	✓	✓
	Precise and methodical in working practice	E		✓
	Work under own initiative	E		✓
	Good organisational skills	E		✓
	Demonstrate understanding of evidence based practice and its implication	E	✓	✓
	Able to accommodate the demands of the post with flexible working as required and good attendance.	E		✓



Essential = E		E or D	Application form	Interview
Desirable = D				
Personal and people development	Ability to demonstrate enthusiasm towards teaching and sharing knowledge	D	✓	
	Understanding of own Knowledge and Skills Framework and ability to identify learning needs and interests	D	✓	
	Ability to self reflect, carry out tasks of own job and identify what s/he needs to learn to able to do current job better	E	✓	
	Ability to take an active role in agreed learning activities and keeps a record of them	E	✓	
Communication	Ability to work as part of a multi disciplinary team	E	✓	
	Ability to communicate effectively at all levels across the Department and Directorate	D	✓	
	The ability to communicate with patients in an empathetic manner regarding their treatment and procedures.	E	✓	
	Can demonstrate an enthusiastic, approachable and friendly manner	E	✓	
	Ability communicate effectively, both written and oral	E	✓	



Essential = E		E or D	Application form	Interview
Desirable = D				
Specific requirements	Ability to work flexible hours to meet service requirements	E	✓	
	Caring manner with an understanding disposition and be interested and committed to caring for people from any type of cultural background	E	✓	
	Diplomacy	E	✓	
	Prepare to adhere to and enforce hospital uniform policy.			
	Sufficient to perform the duties of the post with any aids and adaptations	E	✓	

HST/ 25/03/24

