

## Job Description

<b>Job Title: Orthopaedic Liaison Support</b>	<b>Grade: Band 2</b>
<b>Accountable to: Theatre Lead</b>	
<b>Reports to: Orthopaedic Liaison</b>	
<b>Key Relationships with:</b> All Theatres staff, Ward Staff, Matrons, HSDU Manager and team, Infection Control Team, Facilities Team, Medical staff, Admissions and Discharge Unit	
<p><b>Summary of Role</b></p> <ul style="list-style-type: none"> <li>Under the guidance &amp; supervision of the Clinical Leads for Orthopaedics, assume daily responsibility for the ordering, receipting and monitoring of stock levels for all consumables, implants &amp; loan equipment required to support the smooth &amp; efficient running of both the Elective &amp; Orthopaedic theatre services.</li> <li>Support monthly auditing of all Orthopaedic consumables &amp; loan kit usage by these specialities.</li> <li>Contribute to updating relevant standard policies and procedures for procurement/requisitions as directed by team leaders.</li> </ul> <p><b>Purpose of Role:</b>            In accordance with the Core Competencies:</p> <ul style="list-style-type: none"> <li>Provide a supportive role to all members of the theatre team in the delivery of patient care</li> <li>Support Orthopaedic liaison to oversee the availability of trust standard Orthopaedic instrumentation and prosthesis for the list; ensure the correct and adequate range is available. Provide feedback to the orthopaedic liaison when potential problems occur.</li> <li>Liaise closely with staff in the Sterile Services Unit as directed by the orthopaedic Liaison regarding instrumentation requiring a speedy 'turn around'. Advise Orthopaedic liaison if conflict is anticipated</li> <li>Support ordering and maintaining agreed stock levels for all owned &amp; consigned Orthopaedic prosthesis.</li> <li>Support audit stock level compliance monthly.</li> <li>Support the department in minimising waste and optimising best use of resources</li> </ul> <p><b>Communication &amp; Working Relationships</b></p> <ul style="list-style-type: none"> <li>Liaise with key personnel: Orthopaedic Liaison Clinical &amp; assistant Clinical Leads, Orthopaedic service manager, Orthopaedic Consultants &amp; Orthopaedic secretaries; feeding back any information which may impede the orthopaedic service</li> </ul> <p><b>Business Planning &amp; Financial Management</b></p> <ul style="list-style-type: none"> <li>Support the monthly stock management audits, alerting the Orthopaedic Liaison of variants</li> <li>Support the Undertaking of monthly loan equipment usage audits</li> <li>Be aware of the cost implications of the materials used within the Orthopaedic Theatre service</li> <li>Support the Orthopaedic service in undertaking clinical trials / audits / product evaluation</li> <li>Ensure effective written &amp; oral communication with all members of the Theatre team</li> <li>Maintain patient confidentiality at all times</li> <li>Keep the nurse/ODP in charge informed of changes in circumstances, which may affect the delivery of patient care.</li> <li>Communicate regularly with the Orthopaedic Theatre Team</li> <li>Contribute to team meetings and participate in communication cascade by providing constructive feedback.</li> <li>Provide support to/for all staff within the working environment during peaks and troughs of activity</li> </ul>	

### **Human Resource Management**

- Work as a cohesive & supportive team member; reporting any staffing concerns or conflicts to the Theatre Manager

### **Education & Training**

- Attend all mandatory training as directed by the Training & Education Lead for Theatres
- Review personal competence and skill levels as part of reflective practice and continuing learning.
- Use the appraisal system to identify future training needs and career development
- Set personal short, medium and long-term objectives

### **Risk Management**

- Ensure adherence to departmental and Trust policies, including universal precautions, procedural guidelines and current legislation.
- Comply fully with all operating theatre standards, policies, procedures and protocols and participate in their dissemination and continuing evaluation
- Support the achievement of Trust, local and equipment competencies for self
- Develop an awareness of risks both actual and potential within the department
- Report identified risks/accidents to appropriate manager and complete relevant paperwork as appropriate
- Assist senior colleagues in the investigation and resolution of untoward incidents/complaints, supporting corrective action where necessary.
- Adhere to the departmental and Trust uniform policy.
- Participate in maintaining security within the department.

### **Equipment**

- Ensure any equipment found to be faulty/unsafe should be removed from use and reported to the appropriate authority
- Communication
- Promote a positive image of the Trust at all times
- Ensure that all documentation related to the patients pathway and prosthesis, consumables and Loan kit.

### **Risk Management**

- Promote the safety and well-being of service.
- Ensure there is compliance with the risk management and health and safety guidance.
- Support the Theatre Lead in the review/ investigation of clinical incident forms relevant to orthopaedic equipment/implants.

### **Personal and professional development**

- Support the Orthopaedic Liaison in service development.

### **Development of a multidisciplinary Team**

- Demonstrate skills in multi-professional team working
- Work as an innovative team member whilst being able to support the Orthopaedic Liaison
- Support the Orthopaedic Liaison in ensuring that all staff have a clear understanding of their role and responsibilities

### **Quality and Practice Development**

- Participate & contribute to focus groups, audit meetings & service improvement initiatives

**General**

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk & North East Essex Foundation Trust Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by the East Suffolk & North East Essex Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date: