

**Happy,
Healthy
& Heard**



Candidate Information Pack

**Anaesthetic / Scrub / Recovery
Practitioner**

DG026



“ Thank you for your
interest in this role with us ”

Dear Colleague,

Thank you for your interest in joining our Trust.

Dartford and Gravesham NHS Trust (DGT) is a dynamic and transforming Trust, committed to delivering the highest quality service to the communities it serves. DGT is an organisation that is genuinely committed to making you feel valued and important by supporting your physical and mental wellbeing, your career development and your general enjoyment of work.



We provide services across Darent Valley Hospital in Dartford, Queen Mary's Hospital, Sidcup, Erith and District Hospital, Bexley and Gravesham Community Hospital in Gravesend as well as a number of community locations across our population.

At DGT, we put quality at the heart of everything we do and whether directly or indirectly, everyone in this organisation contributes to providing safe, effective and compassionate care.

We are delighted that you are considering to come here and I very much look forward to meeting you personally.

Warm wishes.

Jonathan Wade, Chief Executive



Job Description

Anaesthetic / Scrub / Recovery Practitioner

Job Details

Grade/Band:	Band 5
Location:	Darent Valley Hospital
Speciality/Department	Theatres
Reports to:	Theatre Clinical Coordinator
Managerially Accountable to:	Theatre Matron
Professionally Accountable to:	NMC or HCPC
Accountable for:	Junior staff and quality of Patient care delivery within the scope of the role and presenting behaviours

The post holder must be an RN (1) and is therefore bound by the NMC Code: Standards, performance and ethics OR a registered ODP & therefore bound by the Health and Care Professions Council [HCPC] Standards of conduct performance and ethics

Job Summary

The post-holder will work in Darent Valley Hospital, Day Care Theatres, Main Theatres and Obstetric Theatres as needed and has responsibility to provide expert, holistic care of a high standard to both perioperative patients and their relatives whilst they are under the care of Dartford and Gravesham NHS Trust.

They will act as a clinical resource within the Unit and across the Division as necessary and assist in the development of an identified groups of staff and students within the Unit complement.

Values and Behaviours

- The Trust is committed to providing high quality services and in 2014 we engaged over 300 staff to help us develop values that underpin how we approach our responsibilities.
- Our Values are critical to our success and we expect all staff to adhere to them:
 - Delivery high quality **CARE WITH COMPASSION** to every patient.
 - Demonstrating **RESPECT AND DIGNITY** for patients, their carers' and our colleagues.
 - **STRIVING TO EXCEL** in everything we do.
 - **WORKING TOGETHER** to achieve the best outcomes for our patients.
 - Sustaining the highest **PROFESSIONAL STANDARDS**, showing honesty, openness and integrity in all our actions.

Our Values are supported by Our Behaviours which we expect every member of staff to exhibit.

Relationships

To communicate effectively with:

All grades of Theatre staff
Practice Development Nurses
Anaesthetists
Clinicians
Students (Nursing & Operating Department Practitioners)
Ancillary Staff

Particular emphasis is put on the need to ensure that all staff recognise their responsibility to deliver services in a high quality, courteous, patient focused manner maintaining patient confidentiality at all times

Specific Responsibilities

Clinical Responsibilities

- 1.1 Ensure that the agreed standards of care are maintained at optimum level, informing the unit manager of any concerns.
- 1.2 Assist with the organisation of the reception and discharge of patients, ensuring that they receive safe and competent care during the immediate and post-operative period.
- 1.3 Act as a resource/advisor to junior healthcare / support workers and students in the delivery of research based programmes of care, ensuring the appropriate teaching , assessment, planning and evaluation is undertaken.
- 1.4 Ensure that all patient documentation is completed and kept up-to-date, and that care plans provide an accurate progress record and response to treatment.
- 1.5 Assist with accidents and incidents involving patients, staff relatives and visitors. Complete statements and incident forms and reports such incidents and accidents appropriately and in a timely manner.
- 1.6 Participate in the Quality Assurance tool within the Critical Care Directorate.
- 1.7 Provide skilled high quality Peri-operative care to all patient groups.
- 1.8 Assist in ensuring that all patients are safe to be transferred back to ward areas, in accordance with the recovery area protocol.
- 1.9 Provide skilled high quality assistance to the anaesthetist.
- 1.10 Adhere to the NMC / HCPC Code of Professional Conduct at all times
- 1.11 Demonstrate clinical expertise in the care of any patients receiving treatment in the department.
- 1.12 Participate in the planning, assessment, implement and evaluated care /needs of patients on an ongoing basis, assisting as required in the care given by all members of the clinical team.
- 1.13 Accurately interpret clinical information about the patients' condition, instigate appropriate remedial action and promptly report changes
- 1.14 Act as a resource person to others, providing accurate information, advice and support to the multidisciplinary team, patients and their relatives.
- 1.15 Ensure that accurate records are maintained reflecting both changes in the patient's condition and the treatment delivered.
- 1.16 Ensure that patients and their relatives are updated regularly with accurate information, and ensure that this is presented in a sensitive way and one that they understand
- 1.17 Ensure that practice is evidence based and assist in the development of policies and protocols within the clinical area.
- 1.18 Uphold high standards of perioperative care, according to existing policies and standards.
- 1.19 Support the process of continuous quality improvement, assisting in audits etc to formally evaluate standards of care and assist in the implementation of changes in the light of such findings.
- 1.20 Assist in the organisation of patient transfers both within and outside the department.
- 1.21 Contribute to the health education of patients and their families, ensuring that all patients receive appropriate advice and support to maintain a healthy lifestyle.
- 1.22 Actively support the Perioperative strategy and uphold the ethos of the local philosophy.

2. Managerial responsibilities:

- 2.1 Identify and escalate to senior staff if staffing levels or skills within a clinical area cannot maintain safe patient care.
- 2.2 Act as a role model at all times
- 2.3 Review of junior staff within the multidisciplinary team.
- 2.4 Assist the senior staff in managing the clinical workload effectively, ensuring care is prioritised appropriately.
- 2.5 Contribute positively towards the delivery of a cost effective service.
- 2.6 Assist with the ongoing organisation of the unit, to ensure optimal theatre utilisation at all times, facilitating timely admission and discharge of patients.
- 2.7 Actively support the process of risk management.
- 2.8 Actively promote customer care, assisting in resolving local (informal) complaints and supporting the clinical co-ordinators to investigate formal problems.
- 2.9 Assist with the monitoring of stock levels of clinical stores and technical equipment, resolving any shortfall as appropriate.
- 2.10 Attend and contribute to departmental meetings as required.
- 2.11 Assist / participate in any research projects conducted in the Clinical area as appropriate.
- 2.12 Assist in maintaining custody of controlled drugs by ordering, checking and administering as stated in the Trust's Drug Policy.

3. Education and development responsibilities:

- 3.1 Attend relevant Courses/Study Days as advised by the Critical Care General Manager, or the Theatre Manager.
- 3.2 Assist in ensuring the maintenance of the correct learning experiences for all
- 3.3 Assist in the supervision for untrained staff and junior staff within the clinical area.
- 3.4 Assist / participate in the orientation/induction of all new staff.
- 3.5 Assist in an active role in the teaching programme for all students and Theatre support working staff. Where required to act as an associate mentor to junior staff members development and student learners,
- 3.6 Undertake all mandatory and statutory training.
- 3.7 Develop competency based learning programme in liaising with senior staff.
- 3.8 Assist practice supervisor / assessors, in completing competency documents for junior staff within agreed timeframes.
- 3.9 Promote and encourage the application of research and of evidence based practices.
- 3.10 Participate in own Individual Performance Review and after suitable training, to be responsible for undertaking timely reviews for own team of junior staff.
- 3.11 Ensure that personal professionally registration revalidation is undertaken in accordance to the NMC/HCPC National requirements
- 3.12 Support team leaders in monitoring and documenting the development of junior staff their clinical skills / competencies.

General responsibilities:

Patient Experience

- Staff should ensure that they always put the patient at the heart of everything they do. All staff will strive to create a positive patient experience at each stage of the patient's/service users care journey

Trust Policies and Procedures

- To adhere to the Trusts agreed policies and procedures.

Equal Opportunities

- To promote and develop the equality of opportunity in accordance with the Trust's Equal Opportunities Policy

Confidentiality

- To protect the confidentiality of information relating to the Trust, Patient and Staff or other agencies

Quality

- To provide a quality service to internal and external agencies and participate/ develop clinical governance within sphere of responsibility.

Infection Control

- All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections.
- For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of personal protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

Health and Safety

- To share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy.

Sustainability

- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Our Behaviours

- All staff are expected to behave in accordance with 'Our Behaviours'. The six areas of focus are the responsibility of each individual and should be the basis for all work undertaken within the Trust.

Safeguarding

- The Trust expects all employees to adhere to the principle that safeguarding children and adults is everybody's responsibility, including the escalation of any concerns.

Person Specification

POST:- Anaesthetic / Scrub / Recovery Practitioner

Criteria Group	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • 1st level Registered General Nurse or Registered Operating Department Practitioner • Evidence of CPD 	<ul style="list-style-type: none"> • Further relevant professional studies or working towards a course • (e.g Recovery, Pain, HDU ALS) • Post-reg Educational Qualification (i.e. Mentorship) • Relevant degree level studies
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to plan / organise day to day clinical activities. • Excellent communication skills both written and verbal. • Team building and working skills • Understanding of the issues pertaining to change management • Understanding of the issues pertaining to clinical risk • Problem solving skills – able to respond to unexpected issues and provide first line response and to identify appropriate sources of secondary support • Able to prioritise own workload and that of others • Customer service skilled 	<ul style="list-style-type: none"> • Demonstrable clinical expertise, relevant to the area / sphere of responsibilities • An understanding of HR processes and issues pertaining to staff management • An understanding of issues in relation to finance management • Awareness and understanding of current health issues and in particular to demonstrate a good understanding of the NHS Plan and recent initiatives • Computer literacy
Experience	<ul style="list-style-type: none"> • Previous clinical experience of a theatre service specialty area 	<ul style="list-style-type: none"> • Previous experience of assisting in change processes within a clinical environment
Personal Attributes	<ul style="list-style-type: none"> • Flexible – Able to adapt to ensure achievement of objectives within constantly changing situations and environments • Diplomatic manner • Adaptable • Approachable attitude • Helpful and resourceful 	

Terms and Conditions of Service

Band	Band 5
Salary Scale	As per Agenda for Change.
Hours of work	Full Time / Part Time (Participating in “on-call” rotas or cross site working) where necessary.
Annual Leave Entitlement	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable): On Appointment = 27 days After five years = 29 days After ten years = 33 days
Contractual Notice	3 Months, As per Agenda for Change.
Registration	NMC or HCPC
Medical	Occupational health clearance required prior to appointment
DBS Check	Enhanced Required

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.