

## **JOB DESCRIPTION**

**JOB TITLE:** Advanced Theatre Practitioner

**DIRECTORATE:** Critical Care & Surgery

**DEPARTMENT:** Theatres

**BAND:** 6

**REPORTS TO:** Designated Band 7

**MANAGERIALLY ACCOUNTABLE TO:** Theatre Matron/Theatre Manager

**PROFESSIONALLY ACCOUNTABLE TO:** Director of Nursing

**RESPONSIBLE FOR:** Band 5 and Health Care assistants

### **JOB SUMMARY**

The Advanced Theatre Practitioner will have on-going clinical responsibility for the designated area in which they are allocated.

They will be required to provide managerial accountability in the absence of the Team Leader under the supervision of the Theatre Matron / Manager.

In addition to clinical duties, the direct supervision and training of junior staff will be their responsibility in order to ensure the provision of a high quality and cost effective service to patients and users.

They will be responsible for the provision of high quality, individualised care to patients/clients and relatives.

The Advanced Practitioner will be responsible for acting in such a manner as to uphold and enhance the good standard and reputation of the Trust.

### **MAIN DUTIES AND RESPONSIBILITIES**

Focusing, where possible, on outcomes Assess, plan, implement and evaluate programmes of care utilising research findings as appropriate.

Ensure all care is provided in accordance with Croydon University Hospital Trust Policies.

Create and maintain legible and accurate records of care, adhering to the Trust and departmental policy and procedures for documentation.

Supervise junior staff and participate in orientation, supervision and the training of learners and support workers.

Work with other disciplines and professions for the welfare of patients.

Maintain, update and develop personal and professional knowledge and skills, using the Trust's Performance Review System, enabling standards of patients care to be constantly monitored and improved.

Maintain a personal, professional profile, identifying role and skill developments.

Assist in the clinical preparation, intra-operative and peri-operative care of patients within designated area.

Ensure that communications are timely, concise, and unambiguous in a manner and pace appropriate to the understanding of professional colleagues, patients and others.

Verbal and non-verbal communication is maintained with all patients.

Procedures of the team are anticipated and action additional to own role undertaken, where appropriate.

Ensures that self and all registered staff practice in accordance with NMC and HPC Code of Professional Conduct and other appropriate NMC and HPC statutory guidelines

### **Team/Organisational**

- Take charge of a designated clinical area, ensuring patient, visitors and staff safety.
- Following relevant and appropriate experience, the postholder will be expected to act as the session lead of a designated theatre suite.
- Participate fully as a team member, including working in all areas of the theatre suite, sharing knowledge and information and supporting colleagues, to promote a cohesive team and the achievement of team objectives.
- Adhere to the procedures for the use of supplies, ordering of stock and non-stock items.
- Responsible for a specific function or area of knowledge/skills within the team e.g. link person, infection control, health & safety, manual handling or other
- Ensures the accurate collection of data in relation to theatre activity.
- Undertake IPR/appraisal for junior staffs on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of education needs.

### **Education**

- Contribute to the development and maintenance of a positive environment for colleagues, patients/clients and visitors.
- Act as a facilitator/mentor to designated newly qualified practitioners or students within the clinical area.

- Agree learning objectives in consultation with the clinical co-ordinator to meet professional and personal needs.

## **GENERAL**

*The following statements must be included (within the exception of 7 which only applies to clinical staff and 9, which only applies to posts that require professional registration).*

1. To work in accordance with the Trust's Here for You standards to consistently demonstrate the behaviours required to fulfil the promises we have made to the people of Croydon. These promises, developed with our patients, carers and staff help us deliver the pledges in the NHS Constitution and our own corporate objectives.

The post holder is required to carry out his/her role in accordance with the organisation "here for you" promises, standards and behaviours, ensuring that colleagues and the people we serve feel **cared for**, feel **in safe hands**, feel **confident** in their treatment, feel we **value their time**, and feel that our service continues to **improve** all the time

2. To ensure that Croydon Healthcare Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff holds responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.

8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
  - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
  - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
  - Ensure you are familiar and comply with local protocols and systems for information sharing.
  - Know the appropriate contact numbers and required reporting lines.
  - Participate in required training and supervision.
  - Comply with required professional boundaries and codes of conduct
  - To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

**NOTE:**

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staffs are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.

9. To work within the NMC / HCPC Code of Professional Conduct and Scope of Professional Practice.
10. Budget Holders are responsible for adherence to Standing Financial Instructions
11. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
12. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

## **Job Description Agreement**

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Current post holder: .....

Date: .....

Line Manager: .....

Date .....

## PERSON SPECIFICATION

**JOB TITLE:** Advanced Theatre Practitioner  
**DEPARTMENT:** Theatres

**BAND:** 6  
**DATE:** 2014

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Registered nurse or ODP</li> <li>Relevant critical care course – e.g. Anaesthetic, Recovery, Pre assessment, ITU or equivalent</li> <li>Mentorship course or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Recognised teaching qualification</li> <li>Related degree.</li> <li>Leadership or management course.</li> </ul>	Application / CV
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>3 years post-registration experience</li> <li>Teaching/training experience</li> <li>Leadership or management course or experience</li> </ul>	<ul style="list-style-type: none"> <li>Q.A. Audit experience</li> <li>Experience of undertaking appraisals.</li> </ul>	Application / CV
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>IT skills.</li> <li>Able to manage difficult situations.</li> <li>Able to use initiative proven communication skills both oral and written</li> <li>Able to prioritise and meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Basic computer skills</li> <li>Experience in the supervision of junior staff/others</li> <li>Interview skills.</li> </ul>	Application / CV Interview
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Able to work within a team.</li> <li>Punctuality</li> <li>Enthusiastic</li> <li>Motivated</li> <li>Flexible</li> </ul>		Application / CV Interview / References.
<b>OTHER</b>	<ul style="list-style-type: none"> <li>Willing to take responsibility</li> <li>Reliable work record</li> </ul>		CV / References.

**Managers Signature**.....

**Date**.....

**Designation**.....

A= Application    T= Test    I=Interview