

Job Description

Job Title: Trauma & Orthopaedic Scrub Practitioner – ODP/RGN

Grade: Band 6

Reports To: Band 7 Team Leader

Accountable To: Theatre Services Lead Practitioner
Workforce Development Lead

Job Purpose:

The post holder carries responsibility for the management of the Operating Theatres in both Main and Day Surgery Unit Theatres by appropriate deployment, delegation, co-ordination and supervision of all grades of staff in their charge in the absence of the Team Leaders in order to provide a 24-hour service. In conjunction with the Team Leaders is responsible for the operational management of the Department. This responsibility includes ensuring all staff work within the competencies appropriate to their professional qualifications, providing clinical expertise to all staff within the operating theatre team.

The post holder will deputise for the Team Leaders in their absence. The post holder will provide an environment conducive to the needs of all permanent staff and learners, meeting their learning and developmental requirements.

Organisation Chart:

Associate Director of Operations
|
General Manager
|
Theatre Managers
|
Band 7 Team Leaders
|
Band 6 Theatre Practitioners

Key Result Areas:

Clinical/Leadership

- Clinical management of the department in the absence of the Team Leaders.
- Participate in departmental rotation DSU/Main Theatre and on call/standby rotas as required to meet the needs of the 24 hour service.
- Participate in maintaining a clean safe environment.
- Ensure that off duty rotas are completed to provide optimum staff cover for the department. Report the current state of staffing and offer help as required. Report projected anomalies in staffing levels/competency.
- Promote a professional and happy environment conducive to high staff morale achieved by personal example.
- Participate in advertising, selection and recruitment of staff ensuring induction programmes are in place and regularly evaluated.
- Initiate team building and multi-skilled practice in theatre to ensure quality patient care.
- Assist in ensuring departmental budget is maintained. Liaise/negotiate with companies in conjunction with Team Leaders.
- Prepare accurate statements about incidents/accidents following agreed Trust policies/procedures.
- Organise repair/maintenance of equipment; ensure stock levels of consumables are adequate.
- Assist and supervise the work of all the staff in the Department under their control, acknowledging any shortfalls in knowledge or performance and work with the individual to rectify the problem.
- Liaise with support services to ensure satisfactory levels of service and where deficiencies occur, bring them to the attention of the Team Leaders.
- Maintain an effective liaison with wards and other areas to ensure continuity of patient care.
- Ensure that all pharmaceutical supplies (and especially controlled drugs) are ordered, stored, administered and checked in accordance with Departmental and Trust policy.
- To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training.
- To accept responsibility for the provision of effective infection prevention and control within the Trust in liaison with the Trust's Infection Control Team.
- To assess, plan and implement the care of patients.
- To act as a role model in applying good infection control practice and ensures compliance with all Infection Control policies.

Knowledge, Skills and Experience Required:

- An extensive knowledge of perioperative practice and an expertise in Trauma & Orthopaedics being able to demonstrate an ability to use analytical and judgment skills e.g. numerical analysis, critical reasoning, interpretation of information and complexity of decision making
- In the absence of band 7 Team Leaders you may be responsible for planning and managing the theatre lists and workload. This may be elective surgery or out of hours for emergency work. You will be required to liaise with relevant members of the multi-disciplinary team to resolve difficulties.

Measurable Result Areas:

- To participate in the delivery of the clinical governance and risk management agenda of the department and Trust.
- To develop and maintain effective communication systems with all personnel internal and external to the Trust.
- To participate in multi-disciplinary clinical audit to ensure standards are continually reviewed and developed.
- Participate in programmes of clinical trials of new equipment and supplies and in the evaluation and serviceability of existing equipment. Co-operate in research procedures and clinical audit.
- Participate in developing Departmental Policies & Procedures, to ensure evidence based practice.
- Maintaining stock levels and/or ordering.
- Responsibility for ensuring information systems in theatre are completed with the correct data input.
- Responsibility to induct new staff. Ensuring you contribute to an environment conducive to learning, supporting all learners and junior staff in the team. Demonstrating an ability to manage a poor performer by action planning.
- Evaluate current systems supporting induction and learning and development.
- Responsibility for participating in audits within theatre to support service efficiency.

Communications and Working Relationships:

- Demonstrate a positive and enthusiastic approach in order to maintain high morale and motivation within the department.
- Accepts responsibility for developing competence in relation to the medical devices he/she will be expected to use.
- Maintain and develop own professional knowledge, providing feedback to staff from any courses attended.
- Act as a mentor/assessor to students in the perioperative environment.

General Items:

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire University NHS Foundation Trust.

To promote and demonstrate implementation of the Trust's Carbon Management strategy and policy, ensuring team members are fully aware of the policy and are contributing to this.

Every employee has a duty to take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously reviews mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire University NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second hand smoke.

Ensure that the Trust Smoke Free Policy is adhered to and that staff, patients and visitors are signposted to smoking cessation services.

Identify any appropriate support or interventions for staff to support their wellbeing.

To abide by Infection Prevention and Control policies relevant to their area of work and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To accept responsibility for the provision of effective infection prevention and control within the Trust in liaison with the Trust's Infection Control Team.

To act as a role model in applying good infection control practice and ensures compliance with all Infection Control policies.

To promote and demonstrate implementation of the Trust's Carbon Management strategy and policy, ensuring team members are fully aware of the policy and are contributing to this.

This job description is subject to review at any time in consultation with the post holder.