

## Job Description

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| <b>Job Title:</b> Senior Theatre Practitioner (Orthopaedics) | <b>Grade:</b> Band 6 |
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| <b>Accountable to:</b> Theatre Matron (ESEOC) |
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| <b>Reports to:</b> Theatre Lead |
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| <b>Key Relationships with:-</b> All Theatre staff, Theatre Leads & Senior Theatre Practitioners, Safety Lead, Clinical Education Facilitator, Managers, Anaesthetic & Technical Services, Clinical Directors, Service Directors, Service Managers, Matron, SSU Manager and team, Clinicians, Finance Department, Human Resources, Infection Control Team, Facilities Team |
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| <p><b>Job Summary</b></p> <p>Senior Theatre Practitioner positions are attached to specific clinical specialities across the In-patient Theatres. This post supports the management of speciality based In-patient operating within orthopaedic theatres. The post holder will support the Theatre Leads by providing expert knowledge &amp; skills pertaining to the orthopaedic theatre specialty. They will, subject to individual competence, support all orthopaedic theatre suites based within Colchester Hospital. Whilst each post holder will have a designated area of focussed responsibility, all post holder will be expected to manage and provide support to daily service delivery within each Theatre suite, supported by and reporting to the Theatre Leads</p> <p>The quality of patient care and the efficient use of all operating theatres are wholly dependent on the effective utilisation of clinical resources. The primary purpose of these posts are to support clinically the management of the Elective and Trauma services, maintaining service continuity during periods of absence of Theatre Leads, for example, annual leave.</p> <p>Each post holder will support the Theatre Leads optimising the operational management of theatres including the management of junior staff. They will also work with the Theatre Matron and Theatre Leads to ensure that the function of theatres is in line with current best practice guidance.</p> <p>The post holders will assist to co-ordinate the provision of a timely, high standard, cost effective &amp; safe Elective/Trauma theatre service, developing collaborative relationships between the multi-professional team and geographical areas, which supports the patient's journey.</p> <p>The post holders will work alongside the Theatre Leads under the direction of the Theatre Matron to ensure that through continuous quality assurance, services are modernised to provide a positive patient experience and improved staff satisfaction.</p> <p>The Senior Theatre Practitioner will, under the guidance of the Theatre Lead, work alongside the Theatres Matron, Practice Educator, and nominated clinicians to facilitate achievement of the Division's Clinical Governance Strategy.</p> <p>The Senior Theatre Practitioner will develop collaborative relationships with the Trust's specialist support teams to ensure quality and performance standards are consistently met by ensuring that all staff properly applies policies &amp; procedures. They will, under the supervision of the Theatre Leads and Theatre Matron support modernisation strategies to meet the national and local healthcare agenda.</p> |
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### Key Responsibilities:

The Senior Theatre Practitioner will:

- Ensure that a consistently high standard of patient focussed care is delivered in a professional, safe, timely & effective manner, underpinned at all times by best practice & in accordance with Trust policies & procedures
- Monitor the quality and timeliness of service provided by the Elective/Emergency Orthopaedic Theatre Service; participating in audits (Local, Trust & National), service improvement initiatives, focus groups & forums aimed at optimising service delivery & or the patient experience.
- Work to support the Theatre Leads in ensuring that the clinical & operational needs of the Elective/Emergency services are met, optimising patient throughput & productivity, thereby supporting the Trust in sustaining national targets.
- Take charge of the daily coordination of a theatre suite in the absence of the Theatre Lead and at the request of the Theatre Matron.
- Under the guidance & supervision of the Theatre Lead, participate in first line managerial responsibility for their speciality junior team members, setting objectives and measuring performance against the appropriate knowledge and skills framework outline incorporating an annual appraisal.
- Under the direction, guidance & supervision of the Theatre Lead, monitor the performance of non-pay elements within their theatre speciality and suggest corrective action if and when required.
- To support the Theatre Lead in ensuring that all new & existing theatre staff receives appropriate training prior to the introduction of new products/procedures/equipment.
- To participate in out of hour's service delivery as deemed necessary to support the needs of the service.

Staff who act in the Surgical First Assistant Role will also be expected to work to the following guidelines

- Practitioner must have undertaken and successfully completed the SFA and documented evidence to be held by the Practice Educator
- The practitioner should undertake this role governed by the Trust's SFA policy.
- The minimal requirement of relevant clinical practice, as stated in the SFA policy should be recorded in a personal clinical log as evidence of continuous practice within this advanced role

### Management

The Senior Theatre Practitioner will:

- Apply their specialised expert knowledge to support the clinical needs of their speciality; maintaining the provision of a high quality, patient focussed service, planned in accordance with best practice, optimising productivity, safety & throughput, reporting to the Theatre Lead .
- Support the Theatre Matron and Theatre Leads in the effective utilisation of all theatre staff. As required, ensuring that the daily skills mix, clinical competence, specialist demand and departmental day-by-day staffing requirements are met.
- Work with the Theatre Leads to develop & maintain a system for the effective annual appraisal of all junior staff within their speciality supporting the development needs of the service and staff.
- Support the Theatre Matron and Theatre Leads in maintaining effective recruitment and retention strategies suggesting, as appropriate, initiatives to improve the quality of staff's working lives.
- Ensure all junior staff understand and work within the boundaries of their roles, responsibilities & accountability. Monitor performance within their sub speciality teams to ensure that their team provides a safe, professional, competent, cost effective quality driven delivery of service. Report any deviation/ inconsistencies to the Theatre Leads.
- Support the Practice Educator in their role of ensuring all staff receive & have recorded equipment competency training. Assist them in organising / facilitating training when required. Report any deviation/ inconsistencies to their Theatre Lead.

- Collate and analyse information within their specialist field as requested by their Theatre Lead and Theatre Matron if required, present these findings at appropriate Trust forums.
- Deputise for the departmental Theatre Lead in their absence as requested by the Theatre Matron and Anaesthetics and Technical Services Manager.
- Advise the Theatre Lead where changes in practice adversely affect safety, service delivery or fail to optimise the best use of resources.
- Support their Theatre Lead ensuring that all theatre staff are given the opportunity to be involved with the decision making process by actively participating in regular staff meetings / briefings and other means of two way communication.
- At the request of the Theatre Lead attend meetings relevant to their speciality ensuring the Theatre Lead receives feedback from these forums.
- Assist the Theatre Leads in the co-ordination and on going development of new techniques and equipment.
- Ensure optimum use of theatre time, identifying any constraints and taking action where appropriate in agreement with the Theatre Lead
- Under the direction of their Theatre Lead and the Theatres Matron identify and implement innovative strategies for delivering effective care within a changing environment that improves the quality of the patients' experience and health outcomes.
- Review instrumentation & equipment requirements for the speciality whilst being mindful of financial implications and resource allocations. Under the guidance & support of the Theatre Lead, formulate equipment purchase business cases.
- Work collaboratively with the Theatres Matron and Theatre Lead to promote & support effective risk management systems to ensure that the theatres service meets (and as applicable exceeds) Clinical Governance requirements. Keep their Theatre Lead and or the Theatre Matron involved & regularly appraised of speciality developments, deviation & inconsistencies.
- Support the Trust & the MSK/SS Division by optimising the In-patient Theatre services' ability to meet short , medium & long term operational / strategic goals
- Display effective clinical leadership throughout all aspects of the role, actively supporting the principles of Shared Governance and promote the concept of facilitating staff empowerment.
- Provide a visible and accessible role model for all junior staff and service users

### **Clinical Responsibilities**

The Senior Theatre Practitioner will:

- Maintain 'live' professional registration with either the NMC or the HCPC & be able to demonstrate advanced specialist skills / knowledge and expertise in clinical practice.
- The post holders will be required to perform extended skills supported by additional competency based training & evidence based best practice
- Provide expert clinical advice, guidance and support to all staff and provide specialist clinical knowledge and advice where appropriate to their Theatre Lead and or the Theatre Matron
- Ensure that all junior staff are aware of clinical protocols and procedures relating to their duties and ensure that the appropriate Theatre Lead and or Theatre Matron is regularly appraised of developments, deviation & inconsistencies
- Support the Theatre Lead in ensuring that the asset register & maintenance of all equipment is monitored to ensure it is in safe working order and take action when faulty equipment is reported. Report any risks to safety and or service delivery in a timely manner to the Theatre Lead and or Theatre Matron
- At the request of the Theatres Matron and Theatre Lead work with colleagues internal & external to the In-patient orthopaedic Theatre Service to develop and review documentation, policy, procedures & practices.
- With the support of the Theatre Lead, ensure that all staff are empowered to keep up to date with all aspects of theatres practice by implementing and working with care / operational protocols developed from evidence based best practice.

- Develop collaborative working relationships with the Theatre Lead and other speciality Senior Theatre Practitioners aimed at supporting initiatives & projects from all Theatre staff disciplines demonstrating a commitment to staff & service development.
- Act as a patient / staff advocate through the application of ethical, legal and professional knowledge and skills
- In conjunction with the other speciality Senior Theatre Practitioners, harmonise practitioners' practice to promote service efficacy & efficiency. Promote a quality driven patient centred approach to managing individual patient care taking remedial action locally & keeping the Theatre Lead, Theatres Matron and regularly appraised of developments, deviation & inconsistencies
- In conjunction with the Theatre Leads, ensure patients and carers views are sought and taken into account in the decision making process and that due regard is given to their customs, values and spiritual beliefs. Keep the Theatre Lead and or the Theatres Matron appraised of deviation & inconsistencies.
- Support the Theatre Lead in defining, assessing, planning, implementing and evaluating care standards within the speciality, actively seeking best practice which improves the quality of and meets the needs of the patient
- With the support of their Theatre Lead and Theatres Matron develop guidelines, operational policies, care profiles and patient information leaflets as required, ensuring annual updates. Keeping the Theatre Matron fully appraised regarding potential changes to policies & practice
- At the request of the Theatre Lead and or Theatre Matron participate in the development and review of all applicable Trust policies

### **Communication**

The Senior Theatre Practitioner will:

- Promote a positive image of the Trust at all times
- Under the supervision of the Theatre Lead, share ideas and information; develop collaborative relationships within the MSK/SSDivision & if applicable, across the Trust in order to empower all members of the Multi-disciplinary theatre team.
- In conjunction with the Theatre Lead and other speciality Senior Theatre Practitioners ensure that opinions and information are sought from colleagues of all levels to facilitate a consultative, informed decision making process to improve the provision of services.
- As appropriate, ensure where possible patients receive information that is appropriate to their language and cultural or special needs requirements
- Ensure that all documentation related to the patients pathway and or experience is completed accurately and processed accordingly including full utilisation of the Medway Portal system. Report any deviation to the Theatre Lead and or Theatre Matron.
- Ensure that all junior staff actively supports the audit process; oversee that documentation is completed accurately, in a timely manner & is processed accordingly. Report any deviation to the Theatre Lead and or the Theatres Matron.

### **Risk Management**

The Senior Theatre Practitioners will:

- Promote the safety and well being of service users through supporting the development and implementation of policies and protocols generic to the department or applicable to their speciality
- Ensure there is compliance with the risk management strategy in liaison with the Theatre Lead
- Under the direction of the Theatre Lead review clinical incident forms relevant to the speciality and action accordingly

### **Personnel & Professional Development**

The Senior Theatre Practitioners will:

- Be an experienced and expert Theatre Practitioner in both the surgical and anaesthetic roles, with developed leadership qualities. They will act as an effective role model.

- Maintain an up to date knowledge of the theatre specialty, staffing & professional requirements & developments as well as an awareness of future strategic development implications for the service e.g. NHS Service Improvement Initiatives, professional regulatory guidance, clinical practice developments.
- Take an active part in professional networks to exchange knowledge and ideas locally as requested by the Theatre lead.
- Support the Theatre Lead and Theatres Matron in the management of service development. Under their direction & guidance support the modernisation of services and positively advocate through leadership the benefits for staff to do likewise.
- In liaison with the Theatre Leads and the Education Lead, ensure that the developmental needs of the service and staff are being met. Keep their Theatre Lead involved & regularly appraised of developments, deviation & inconsistencies
- Ensure all junior staff within the speciality team have appropriate & documented orientation, learning objectives, records of competency and mentors
- Obtain and maintain Assessor Status in line with new NMC & Trust Student guidelines.
- Provide and evidence the supervision and assessment of students and new staff
- Participate in the interview selection process at the request of the Theatre lead and Theatre Matron.

#### **Development of a Multidisciplinary Team**

The Senior Theatre Practitioners will:

- Demonstrate as an expert and experienced Theatre Practitioner, skills in multi-professional team working in which the leadership role responds to changing client and service needs. Utilising leadership and team building skills to organise the delivery of care. Promote positive inter- professional working relationships within the clinical environment. Report any deviation or obstructions to achieving this to the Theatre Matron and the Theatre Lead.
- Demonstrate effective daily delegation as applicable, ensuring that it is accompanied by empowerment.
- Work as an innovative team member whilst being able to support the Theatre Lead in maintaining a cohesive and motivated team
- Support the Theatre Lead and the Theatre Matron in ensuring that all staff have a clear understanding of their role and responsibilities in relation to the Trust, clinical specialty and theatre unit / team
- At the request of the Theatre Lead and the Education Lead arrange and or carry out training/updating where such needs are identified both informally and formally via the appraisal system.
- Support the implementation of a structured rotational competency based learning programme which facilitates staff development across theatre services.

#### **Quality and Practice Development**

The Senior Theatre Practitioners will:

- Participate & contribute to focus groups, audit meetings & service improvement initiatives
- Develop an understanding of the Trust's safety, quality & governance strategies. Support their Theatre Lead and the Theatres Matron by ensuring that the theatre teams meet audit requirements and ensure that action plans are implemented accordingly to address shortfalls in a timely manner. The Senior Theatre Practitioner will work to ensure that the results of audit, surveys etc are used to sustain or improve quality of care programmes

#### **Code of Conduct**

All staff is required to work in accordance with the code of conduct for their professional group (e.g. Nursing & Midwifery Council, Health Care Professionals Council, General Medical Council, NHS Code of Conduct for Senior Managers)

## General

- As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).
- If you have responsibility for a budget, you are expected to operate within this and under the Trust's standing financial instructions (available on the Intranet site) at all times.
- To be responsible and accountable for ensuring that all staff under your direction comply with Trust Infection Control policies and clinical guidelines
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To conduct annual Performance Development Reviews, incorporating talent management reviews (if applicable) and progress reviews for staff in your charge and, through this process, identify and facilitate development opportunities to improve the performance of the individual and the Trust.
- Ensure training and development needs identified in the individual's personal development plan are followed up and assist staff to identify their development needs and to promote a learning culture.
- Ensure that Departmental Induction training and all necessary training to meet health and safety and statutory requirements is in place and is appropriately reviewed.
- 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 and North Essex NHS Foundation Trust's 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 East Suffolk and North Essex NHS 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 proactively 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: Kay Hamilton

Date: October 2023

## Person Specification

**Job Title: Senior Theatre Practitioner**

**Band: 6**

| Criteria              | Essential  | Desirable   |
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| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• Proven post registration performing as a Theatre Practitioner with scrub</li> <li>• Evidence of attending and applying into practice training related to a theatre speciality</li> <li>• Acquired level of knowledge and skills sufficient to provide 24 hour service provision</li> </ul>  | <ul style="list-style-type: none"> <li>• Evidence of service development or improvement project</li> <li>• Advanced Life Support</li> </ul>   |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• RGN/Dip. HE, /BSc<br/>NVQ III in Operating Department Practice/C&amp;G 752 or Dip.<br/>HE Operating Department Practice/BSc Operating department Practice<br/>Current registration of professional body</li> <li>• Mentorship Qualification /Trust Student Assessment Course</li> <li>• Trained appraiser or willingness to obtain</li> <li>• Advanced scrub competencies or/and<br/>Qualified Surgical First Assistant<br/>And/or Cell Salvage operator<br/>And/or Specialist knowledge in an additional / equivalent specialty field or working towards</li> </ul>  |   |
| <b>Knowledge</b>      | <p>Evidence of ongoing performance as a senior Theatre Practitioner role demonstrating:</p> <ul style="list-style-type: none"> <li>• departmental organisation</li> <li>• an acceptance of responsibility &amp; accountability at a senior level</li> <li>• Evidence of advanced clinical knowledge &amp; ability underpinned by continual professional development</li> <li>• Ability to provide highly specialist clinical &amp; technical services transferable to external locations</li> <li>• Understand the principles of Agenda for Change and to undertake junior staff's development via the appraisal process and deliver appropriate advice to qualified staff on a range of peri-operative specialist subjects</li> </ul> | <ul style="list-style-type: none"> <li>• Formal Leadership and Management course undertaken or working towards</li> <li>• Good understanding of competency based learning</li> <li>• Appraisal Course completed or working towards</li> </ul> |

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| <p><b>Skills</b></p>              | <ul style="list-style-type: none"> <li>• Excellent communication skills underpinned by leadership and inter - transferable across disciplines</li> <li>• The ability to prioritise with multifaceted complex situations and use developed physical skills to work at speed and with precision in emergency situations e.g. Cardiac Arrest, Code Blue / Red</li> <li>• Excellent organisational skills which demonstrate that the patient is central to the service</li> <li>• Responsible for the safe use of expensive / highly complex equipment e.g. Cell salvage, ventilators, endoscopes</li> <li>• Application of skills to ensure sterility, asepsis, infection control and prevention of 'Never Events' such as patient retained instruments</li> <li>• Willing and able to allocate &amp; supervise staff including qualified staff and all other visiting professionals</li> <li>• If applicable to preferred area of practice, form an integral part of the inter-hospital transfer team, supporting the transfer of Critically ill patients either by road or air</li> <li>• Able to use computers to record a patient's journey and enter data into systems. Record information manually to support efficiency programmes e.g. and audits e.g. Saving Lives</li> <li>• Able to co-ordinate or at least regularly and reliably participate in audits and trials of clinical equipment</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in these situations across both surgical and Anaesthetics</li> <li>• Sound knowledge and application of national &amp; local theatre policies and procedures</li> <li>• Contribute to the formation of new policies &amp; procedures</li> </ul> |
| <p><b>Personal attributes</b></p> | <ul style="list-style-type: none"> <li>• Professional and innovative role model with a proven ability to inspire and motivate others</li> <li>• Able to meet the demands of the role, sufficient to safely position patients correctly for surgery, moving heavy equipment, standing for long periods</li> <li>• Able to exert on going light physical effort requiring concentration for long period's throughout the shift. Occasional requirement to exert intense physical effort for short periods of time e.g. supporting sedated patients, holding surgical retractors, attending cardiac arrests in non-clinical locations</li> <li>• Able to work effectively in an unpredictable and demanding environment including dealing with frequent interruptions</li> <li>• Personal ability to work with the hazards in Operating Theatres which can be considerable and include bodily fluids, radiation, anaesthetic gas, bone cement, sharps and ensure the safety of those around you.</li> </ul>   |   |

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|  | <ul style="list-style-type: none"><li>• Personally able to cope occasionally with traumatic or some highly emotional circumstances encountered in or out of the theatre suite</li><li>• Polite manner with mature and professional attitude, ensuring approachability and demonstrating sensitivity to the needs of others</li><li>• Readiness &amp; willingness to accept responsibility</li></ul> |  |
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