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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Surgical First Assistant** |
| **Band** | B **6**  |
| **Responsible To:** | **Operating Department Manager** |
| **Accountable To:** | **Senior Nurse/Head of Service** |
| **Section/Department/Directorate:** | **Theatres/Planned Care and Surgery** |

**Job Purpose:**

The Surgical First Assistant role is undertaken by a registered practitioner who provides continuous, competent and dedicated surgical assistance to the operating surgeon throughout the surgery.

Surgical First Assistance, practice as part of the surgical team, under the direct supervision of the operating surgeon.

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| To take delegated responsibility in a given shift for provision of care/service. The post holder will be expected to take charge or deputise regularly in the absence of their Line Manager. To provide on-going professional and clinical leadership to the care team and deliver evidence based care as part of the wider multidisciplinary team. The post holder is expected to carry out all relevant forms of care and procedures, for which they are competent to practice.The post holder will demonstrate continuing professional development that reflects individual needs, the needs of the team and the needs of the organisation. |
| **Context:** |
| Provide services within the boundaries of own clinical competence.Under the direction of their Line Manager they are responsible for assisting in the management of the Service / Ward /Unit / Department budgetResponsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs)

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| **Key Working Relationships:**The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. |

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| **Organisational Chart:** |
| **Registered Nurses/Operating Department Practitioners****Surgical First Assistant****Senior Nurse/Head of Service****Operating Department Manager** |
| **Key Result Areas/Principal Duties and Responsibilities**Monitor, maintain and regularly review acceptable standards of care in conjunction with other members of the multidisciplinary teamResponsible for carrying out all forms of care, for which they are competent to practice, without direct supervision, in accordance with local and Trust polices and procedures Assist with the patient’s positioning, including tissue viability assessment.Assist with skin preparation prior to surgery.Drape the patient.Assist with skin and tissue retraction.Handling of tissue and manipulation of organs for exposure of access.Undertake male/female catheterisation.Cut sutures and ties.Assisting with haemostasis in order to secure and maintain a clear operating field.Indirect use of electrocautery under supervision.Use of suction.Camera holding for minimally invasive access surgery.Use and maintenance of specialized surgical equipment relevant to area of working.Assistance with wound closure.Application of dressing.Administer medications as prescribed and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust's Policy on Administration of MedicinesEnsure controls assurance is in place regarding ordering and stocks of drugs, dressings and supplies Ensure the maintainance of accurate clinical observations of patient conditionFormally review and evaluate the significance of data relating to patient’s condition and change is interpreted and acted on in a timely wayEvaluate the effectiveness of interventions and updates care plans to take account of any changing needs of the patientEnsure leadership in planning discharge of patients from admission, ensuring appropriate involvement of multi professionals and other agencies in the processReview and evaluate safe practice of self and team in minimising the risk of infection to patients and staff in accordance with national and Trust PolicyContribute to Health Promotion and raising health awareness with patients and relativesAssess the learning needs of individual patients and/ or relativesEnsure an understanding of caring for and the protection of vulnerable people Responsible for involving patients and their families / carers as appropriate during the planning and delivery of care to ensure that they understand and agree with the program of careInstruct and demonstrate procedures to patients and/or relatives/carers / staff as appropriateTo support and promote positive work life balance, whilst taking into consideration service requirements.To comply with all North Devon Healthcare Trust’s Policies e.g. Health & Safety, Manual Handling, Resuscitation and Fire Instruction and COSHH.Ensure safe practice to minimize the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of their responsibilities as listed in the Infection Control Operational Policy.To maintain absolute patient confidentiality.Undertake such training/instruction as may be relevant to the work area as identified in the Development & Review process.Assist with the training of junior staff.**Communication and Relationship Skills**Cooperate and communicate clearly and professionally with all members of the multidisciplinary team and other agencies to facilitate effective provision of care and treatment.Responsible for communicating and involving patients and their families / carers as appropriate during the planning and delivery of this care to ensure that they understand and agree with the program of care.Ensure and demonstrate written communication through up-to-date, succinct, clear, legible, accurate and comprehensive paper and electronic documentation. Ensure and demonstrate effective communication takes place between patients, relatives/carers and staff.Support bereaved and distressed patients, relatives and carers. Listen effectively and modify communication to individual needs.**Analytical and Judgement Skills.** |
| Ensure that all clinical procedures are carried out in accordance with the Trust’s policies, acting as a role model for good practice within the professional team.Contribute to the effective and efficient use of Trust resources.Supervise the delivery of care to maintain agreed standards.Lead, promote and contribute to the philosophy of Essence of Care.Formally monitor quality of care for area of responsibility and identify how current practice can be improved.Formally review and evaluate the effectiveness of clinical care for areas of responsibility for the shift and deliver clear, concise records and handovers.In conjunction with the Line Manager develop and implement an appropriate service area / unit / departmental strategy and philosophy which is reviewed on a regular basis.Lead new approaches to nursing/clinical care within the service / unit / ward /department, including changes in advanced practice.Participate in nursing / clinical, audit and directorate meetings as appropriate.Participate in setting standards, monitoring the quality of the service and identifying how current practice can be improved.Be fully conversant with all policies and prodedures, including Major Accident/Incident, Resuscitation, Fire and Health and Safety and act within them.As part of the multidisciplinary team be responsible for actively identifying areas of risk, reporting incidents and taking action utilising the relevant Trust procedures.Work collaboratively in relation to patient flow issues.Manage own and the teams time effectively and respond to unexpected demands in a professional manner.Ensure all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust policies.Contributes to the safe use, checking, maintainance and storage of equipment.Continuallyevaluate effectiveness of patient teaching as appropriate and take necessary action to achieve objectives and the changing needs of the patient**Planning and Organisational Skills**Identifies and takes action when own or others behaviours undermines equality and diversity.Patients interests and rights are respected and acts as an advocate on behalf of patients at all times.The privacy and dignity of the patient is respected. High standards are achieved and maintained.Through working in partnership with patients ensure they are the focus of effective care.The role of other persons delivering health care is recognised and respected.Public trust and confidence is not jeopardised. Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service.Maintain an up-to-date Personal Development Plan.Promote and support innovative and evidence based practice and shares knowledge and expertise with colleagues.Demonstrate critical reflection skills and the learning gained from experience.Participate in, and promote clinical supervision.Contribute to service and practice development initiatives within the clinical setting. Be aware of, promote and work within **all** policies and procedures adopted by Northern Devon Healthcare Trust.Carry out other duties as may be required and which are consistent with the responsibilities of the post.As part of the multidisciplinary team initiate and co ordinate discharge planning in a timely manner to ensure continuity of care for patients and that all necessary follow-up arrangements have been madeParticipate in rota planning, review shift systems and ensure that the appropriate skill mix is maintained to meet the needs of the service.**Physical Skills** Assist with all manual handling activity, using the appropriate mechanical aids and engage in other physical activity related to patient care.The postholder will participate as SFA ensuring accurate hand-eye co-ordination and frequently sustaining long periods of concentration. Clinical skills and tasks as listed under ‘ Key Result Areas/Principal Duties and Responsibilities’.The post holder may be required to assist in transferring conscious patients and unconscious patients from one area to another (e.g. to Intensive Care Unit from Accident and Emergency Resuscitation area to and from X-ray). Can work within confined spaces as other medical equipment is required for monitoring and supporting the patient’s surgery/diagnostic intervention.The postholder will be able to adapt to the shift pattern required by the service and may be required to work a variety of shift patterns.Contribute maintenance of work area e.g. disposal of linen, cleaning and tidying of equipment, effective use of resources.The postholder may have to deal with adverse patient outcomes.The postholder will be required to be able to initiate appropriate emergency care.**Responsibility for Patient/Client Care**Communicates effectively with patients and careers, ensuring their involvement in decision  making regarding their care, where possible.Document all aspects of nursing care in patient’s records both written and electronic and ensure these records are kept up to date. Ensure nursing practice complies with local and national standards.Actively assess, plan, implement and evaluate patient care in the perioperative areas.Ensure the safety and dignity of the patient at all times through communication and documentation according to professional policies and procedures.Under supervision initiate, manage and evaluate the care of the patient provided by non-medical assistants within the perioperative environment.Develop and maintain a high standard of patient care within the perioperative environment.Practice and promote confidentiality at all times.Work within the multi-disciplinary theatre team, and participate with medical staff and other disciplines in the total care of the perioperative patient.Responsible for the assessment and planning of care needs and development of programmes of care, including implementation and evaluation, to ensure that high quality evidence-based care is delivered**Responsibility for Policy and Service Development**Actively contribute to departmental developments, contributing to policy where relevant.Demonstrates adherence to Trust, local, national, COSHH and Health and Safety  policies and procedures.Critically examine the issues of accountability, responsibility and role limitations within the SFA role across professional boundaries.Develop leadership skills whilst also acting as a resource providing advice, support and clinical expertise.Demonstrate an awareness of available resources and how they should be most effectively  used.Contribute to policy or service changes to working practices or procedures, which  impact on the wider department.**Responsibility for Financial and Physical resources.**To ensure the efficient and effective use of all resources used within the course of one’s own duties, maintaining an awareness of the financial impact of inappropriate use.Responsible for the safe handling of patient property/valuables in line with Trust procedures and Trust SFIs**Responsibility Human Resources.**Day to day supervision of junior staffMaintain and update own training relevant to post.Take an active part in the development review of own work, suggesting areas for learning and development in the coming year.Assist with the orientation of newly appointed staff.Act as a mentor where appropriate and ensure all staff have mentor support.Act as a positive role model for all disciplines of staff.Provide support to others within the team.**Responsibility for Information Resources.**Daily use of IT programmes relevant to the department and Trust.**Responsibility for Research and Development.**Initiate and participate in the audit process and professional and managerial projects as / when requiredPromote and support innovative and research based practice ensuring the development of accountability in all areas of practiceHelp maintain a register of recent literature searches undertaken in the discipline / directorateIdentify and participate in research work applicable to the service / ward / unit as required**Decision Making**The post holder will be required to use their own initiative and be able to make sound decisions, however they must recognise their own limitations and actively seek out guidance and supervision when required. The post holder will be required to use their own initiative and be able to make sound and rational decisions and remain focused and directed throughout the process. The post holder will be required to use own judgment whilst observing patient’s condition and should report any change in prescriptive care to relevant disciplinesThe post holder will be required to use rapid judgment in the assessment and treatment of patients efficiently and appropriately in all clinical situations.The post holder requires the ability to remain objective and supportive of others at all times.The post holder will be able to assess the skill mix and ensure appropriate resources are available. Under the Freedom to Act the post holder is responsible for exercising professional accountability and ensuring that their own and others practice is in line with the NMC / HCPC Code of Professional Practice and abide by the legal and statutory rules relating to practice.**Physical Effort** The post holder will participate as SFA frequently sustaining long periods of retracting, holding instrumentsts including laparoscopic cameras and Standing. This could be over several hours in duration.The post holder may be required to exert light physical effort (loads of not more than 5kg.) on an occasionalal basis for several short periods during the shift.Constant standing / walkingAssists patients with walking/sitting and other activities of daily livingAbility to undertake manual handling and Movement tasksPrepared to work variable shift patternsManual dexterity e.g. Venepuncture and cannulation skills, Handling of instrumentation and use of equipment**Mental Effort**The work pattern will be predictable and there will be prolonged periods that require concentration.Concentration undertaking complex proceduresAbility to accurately monitor and record the patients clinical status, recognising changes in condition and report those changes to the appropriate personRegular interruptions to daily tasksRegularly multi-tasks in a constantly changing environment to maintain required standards of care through the effective supervision of junior staff**Emotional Effort**There will be occasional exposure to distressing or emotional circumstances, in the rare event of patientnt deterioration leading to death.Ability to think clearly under pressureProvide appropriate emotional support to colleagues, patients and carers.Provide leadership and support to junior members of the teamAbility to deal with the emotional aspects of the post e.g. Terminal illness, Trauma and chronic diseaseAbility to explain condition and related interventions to patients / carersAbility to deal with patients, carers, families or staff who may be distressed, upset or angry**Working Conditions**Exposure to bodily fluids, noise and smells.Ability to adapt in an ever changing work environment. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Surgical First Assistant**

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| REQUIREMENTS | E/D\* | HOW TESTED?Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE(1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING : **Qualifications & Training** NMC Registered Nurse at Level 1/2/Registered Operating Department PractitionerEvidence of Continuous Professional Development (CPD) at degree level Surgical First Assistant University Module (Level 6)Willingness to undertake Managerial qualificationMentorship qualification or willingness to work towards within 18 months of commencement of post. | EEEDE |  |  |  |
| EXPERIENCE:Experience in working as a Band 5 practitioner within the Theatre Department.Can demonstrate team leadership experienceCan demonstrate a specific interest in area of work | EEE |  |  |  |
| PERSONAL REQUIREMENTS:Good Leadership SkillsGood organisational / time management skillsAbility to record and deal with accurate facts, figures and information Ability to interpret and adhere to Trust and departmental policies protocols, procedures and guidelines and ensure other team members complyClear written and verbal communication at all levelsAbility to problem solveAbility to support unregistered staff / studentsAbility to identify and manage riskAbility to prioritise work and delegateFlexible to change in demands of the serviceWillingness to acquire new skillsWillingness to maintain skills via the skills passport and to ensure other team members maintain their skillsWillingness to lead and assist with change projectsComputer literate – to a minimum of Core B standardBudget management and reporting as delegatedUnderstanding of individual and corporate responsibilities towards Health & SafetyAn understanding of health policy, national priority and the relevant professional bodies agendaThe application of clinical governance in practiceWell developed interpersonal skills | EEEE EEEEEEEE DE EEEEE |  |  |  |
| REQUIREMENTS DUE TO WORKING ENVIRONMENT Ability to adapt in an ever changing work environmentOTHER REQUIREMENTS:The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.Ability to travel to other locations as required | E E E | Interviewinterview |  |  |

\*Essential/Desirable

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| **HAZARDS :** |
| Laboratory SpecimensProteinacious Dusts | x | Clinical contact with patients | x | Performing ExposureProne Invasive Procedures | x |
| Blood/Body Fluids | x | Dusty Environment | x | VDU Use | x |
| Radiation | x | Challenging Behaviour | x | Manual Handling | x |
| Solvents | x | Driving |  | Noise | x |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | x |
| Cytotoxic drugs |  | Night working | x |  |  |