Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS	
Job Title	Pre-Assessment Practitioner
Reports to	Clinical Nurse Manager Senior Clinical Matron Preparation for Surgery
Band	Band 6
Department/Directorate	Preparation for Surgery / Surgical Services

JOB PURPOSE

To lead and work within the Theatres, and give support for Registered Nurses, Operating Department Practitioners, AHPs, Senior Theatre Healthcare Support Worker, and Theatre Healthcare Support Workers and clinical stores teams in order to maintain a skilled and competent workforce.

To support students and any other learners in this environment.

To actively participate in the teaching, delivery and assessment of skills assessments/in-house competencies/university-accredited modules.

To work clinically within theatres as a pre-assessment practitioner. Liaise with the anaesthetic leads, administration teams, and community teams.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Be a highly competent practitioner within the Theatres and a good role model for all staff.
- To liaise with the practice educators and the Learning and Development Service to support the assessment and education of Registered Nurses, Operating Department Practitioners, Senior Theatre Healthcare Support Workers and Theatre Healthcare Support Workers.
- To devise, plan and deliver training programmes as required, supporting Registered Nurses, Operating Department Practitioners, Senior Theatre Healthcare Support Workers and Theatre Healthcare Support Workers in theatres including preceptorship and on-going development needs.
- Engage in the implementation of the peri-operative Triage and Optimisation process

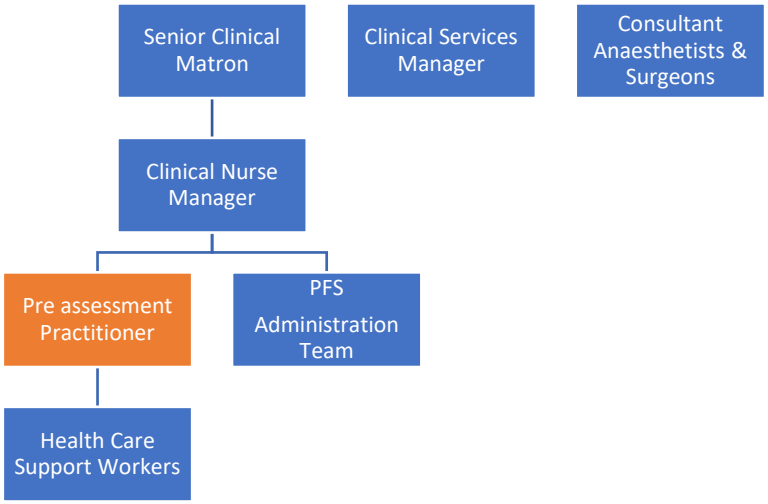
KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media. Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Care Group Associate Director of Patient Care • Outpatient Departments • Clinical Matron • Clinical Nurse/ODP Manager • Education Leads for Theatres • Theatre staff team • AHPs and therapies teams • Admin team	• Pre-assessing nursing teams at other Trusts • Patient and carers • GPs • Allied health professionals • National and local voluntary organisations, charities and volunteers

- Consultants, Fellows, Resident Doctors
- Facilities team
- Community nursing teams

ORGANISATIONAL CHART



FREEDOM TO ACT

- Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.
- Work to broad occupational policies

COMMUNICATION/RELATIONSHIP SKILLS

- The post holder will communicate effectively across a wide range of channels and with a wide range of individuals, patients and health, social and care professionals. They will use both verbal and non-verbal methods of communication, dependent on the needs of the patient adapting their communication style to overcome barriers to understanding.
- They will demonstrate interpersonal skills that show empathy, compassion, courtesy, respect, and trust.
- Have the ability to communicate with the appropriate response and manner to patients, carers/family, and members of staff during emotional times.
- Ensure clear, concise, accurate, and legible records and all communication is maintained in relation to care delivered, adhering to local and national guidance.
- Act as a positive role model and portray a consistent professional image of pre-assessment service.
- Provide advice and support to colleagues, care providers, service users and carers, and other agencies/organisations as required.
- The post holder will be required to deal with complex and sensitive information requiring the need for persuasive, negotiation and motivational skills

ANALYTICAL/JUDGEMENTAL SKILLS

- Review clinical research and link with subject experts in RDUH or other providers to ensure education and training packages reflect current up to date evidence-based practice.
- Work in collaboration with other teams in order to support a consistent and equitable service across the Trust and contribute to the development of integrated locality teams.
- Observe, mentor, and appraise registrants and non-registrants regarding their competence within the role and development of clinical skills
- Monitor and review the effectiveness of patient's perioperative care with colleagues and modify this to meet changing needs and established goals of care.
- Support with the identification of learning needs and overcome limitations that may arise. Review how the training is delivered from identified needs and select learning opportunities that build on strengths within the training session.
- Analysing training competencies and reviewing theatre policies.

- Complex facts or situations that require analysis, interpretation and comparison of a range of options. Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions, this may include non-medical prescribing.

PLANNING/ORGANISATIONAL SKILLS

- To meet professional requirements regarding the safety and management of patients
- The post holder will exercise good personal time management, punctuality, and consistent reliable attendance
- Organise own day to day activity, delegating activities, and providing specialist advice as appropriate.
- Responsible for implementing development programmes and training programmes, this is complex in nature and multi stranded.
- Manage the service in the absence of the Clinical Nurse Manager.

PATIENT/CLIENT CARE

- Support the development and maintenance of high standards of care within pre-assessment team through supervised and observed practice, and specialised training programmes to meet the needs of pre-assessment service.
- Promote the safety of patients, carers, and staff within training sessions and during contact with patients during assessment.
- Escalate any concerns in care delivered by theatre teams if it is below standards expected.
- Take appropriate action when patients are identified as at risk, e.g. safeguarding issues, incident reporting, etc.
- Evaluate progress of improvements in safety culture and modify training and support methods as required.
- Demonstrate own clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio.
- The post holder will be required to provide specialist advice in relation to pre-assessment.
- Evaluate patient's medical complexity and possible unknown health concerns. To facilitate application of decision-making skills regarding patients' fitness for surgery and / or referral for optimisation.
- Perform phlebotomy and interpret blood results, following training.
- Identify potential anaesthetic and/or medical problems and refer using agreed policies.
- Provide patients with written and verbal advice regarding health promotion strategies as identified by Anaesthetic Association recommendations.
- Identify the need for and identify abnormal findings of relevant clinical investigations as per local guidelines.

POLICY/SERVICE DEVELOPMENT

- Coordinate the evaluation of clinical practice in relation to its evidence base and clinical effectiveness and proposes changes to practice accordingly
- Report any incident/untoward incidents/near misses to self, patients or carers to the manager and use the Trust Datix system.
- Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures (DATIX) and report any accidents/ untoward incidents/ near misses to self, patients, or carers to the manager in accordance with Trust policy.
- Work within the Nursing and Midwifery Council (NMC) The Code;
- Engage with any current research, identifying development needs and facilitating change in practice which will improve clinical outcomes and meet the needs of patients and carers.
- Implement policies and propose changes for own work area and escalate to clinical matron to action if required.
- Participate with the implementation of recommended improvements to new practice, evidence-based standards and guidelines. For Example, recommended changes in service to meet National Anaesthetic Guidelines / GIRFT initiatives.

FINANCIAL/PHYSICAL RESOURCES

- Ensure successful financial management of all appropriate areas of responsibility by managing within budgets, contributing to cost improvement programmes, complying with all Trust financial rules, and the appropriate management of charitable funds.
- 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
- The postholder will exercise personal duty of care in the safe use and storage of equipment. Be environmentally aware and prudent in the use of resources and energy.
- Ensure safe keeping of patient property, in line with Trust policy.

HUMAN RESOURCES

- Support staff. This will include those new to the clinical area and more experienced staff.
- Provide effective training for staff, including mandatory training. Have knowledge for matters relating to competence-based programmes.
- Support the provision of structured support programmes for staff with performance management in conjunction with the Clinical Nurse Manager.
- Act as Mentor and Assessor in practice for all staff members undertaking courses and have a positive relationship with students.
- Work with the Clinical Nurse Manager to ensure successful completion of preceptorship, and performance objectives.
- Assist in the development of assessment frameworks and clinical skills matrix, and competencies as required.
- Maintain staff training and assessment records and produce written and oral summaries of their progress as required.
- Support the Clinical Nurse Managers in performance reviews and agreed personal development activities.
- To support the delivery of a range of effective training provision and assessments in response to clinical need.
- Act responsibly in respect of colleague's health, safety, and welfare following safety at work practices, whilst working in compliance with local health and safety policy and guidance.

INFORMATION RESOURCES

- The post holder will be required to use IT Systems to record patient facing activity, develop training packages, maintain training records, interface with digital learning platforms and record and evaluate activity, e.g. Epic, email, Word, Excel, and PowerPoint.
- Contribute to the collection of statistical data, in order to monitor and develop team activity and training needs, using electronic and paper methods. Maintain accurate and complete patient records including being competent on all Trust electronic programs, e.g. EPIC (EPR) and Health Roster

RESEARCH AND DEVELOPMENT

- The post holder will participate in surveys, audits, research/ regularly undertakes research; clinical trials; equipment testing
- Maintain your own competence via awareness of current clinical, education, and research issues.

PHYSICAL SKILLS

- Requirement to undertake phlebotomy tasks as required.

PHYSICAL EFFORT

- Daily work involves, sitting/standing, walking, moving equipment, and manual handling in restricted positions.

MENTAL EFFORT

- A continual level of concentration will be required throughout the day, offering support to clinical staff, communicating with teams, and assisting anaesthetist's peri operatively.
- Work in an unpredictable pattern when required as the surgical procedures of the specialities may change at short notice.

- Manage workload deadlines that can be unpredictable and subject to change and interruption.
- Undertake frequent concentration during a clinical session for the purpose of clinical decision making and associated subsequent discussion with each patient regarding management, with occasional unpredictable interruption.

EMOTIONAL EFFORT

- Occasionally dealing with confused patients, patients who have mental health problems, learning disabilities, or challenging behaviour and work with relatives/carers in a supportive role.
- Discussing emotive issues with team members, managers, patients, and relatives during training sessions.
- Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviours.

WORKING CONDITIONS

- Occasional contact with: Body fluids e.g. faeces, vomit, smells, infections, dust, occasional exposure to unpleasant working environment.
- Visual Display Units (VDU).

OTHER RESPONSIBILITIES

- Take part in regular performance appraisal.
- Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
- Contribute to and work within a safe working environment
- You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection
- As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.
    - You must also take responsibility for your workplace health and wellbeing:
    - When required, gain support from Occupational Health, Human Resources or other sources.
    - Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
    - Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
    - Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach

agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Senior Theatre Practitioner

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
First level registered Nurse	✓	
Recognised qualification, to postgraduate diploma level or equivalent experience in the clinical environment.	✓	
Advanced clinical skills in a theatre setting	✓	
Nurse Practitioner Module(s) or equivalent at Level 3		✓
KNOWLEDGE/SKILLS		
Able to work within NMC Codes of Conduct	✓	
Demonstrates use of effective communication skills to manage differing situations to aid patient care and understanding	✓	
Able to perform a comprehensive patient history		✓
Full understanding of the role as stated in the job description	✓	
Evidence of changing practice in clinical setting		✓
Evidence of involvement in standard setting and clinical audit		✓
Ability to apply research findings and support evidence-based practice	✓	
Evidence of up-to-date teaching and assessing skills		✓
Good communication skills	✓	
EXPERIENCE		
Up-to-date clinical knowledge and experience, underpinned by theory & CPD	✓	
Proven experience in relevant specialty	✓	
Experience in clinical team leadership	✓	
Experience in supporting team members through PDR process		✓
Experience in managing poor performance		✓
PERSONAL ATTRIBUTES		
Good team member	✓	
Able to be assertive when necessary and remain calm in a busy environment	✓	
Ability to co-ordinate own and departmental workload and demonstrate good organisational skills	✓	
Enthusiastic to learning new skills with a positive response to changing practice to enhance service and care provision	✓	
Reliable	✓	
Motivated	✓	
OTHER REQUIREMENTS		
Flexible approach to work	✓	
Ability to work shift patterns includes on call to enable role requirements to be met and staff training and assessments facilitated.	✓	
Adaptable to changing needs of the service	✓	
Willingness to undertake skills training related to the specialty	✓	
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		✓

WORKING CONDITIONS/HAZARDS	Yes/ No	FREQUENCY (Rare/ Occasional/ Moderate/ Frequent) R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		✓		
Contact with patients	Y				✓
Exposure Prone Procedures	Y	✓			
Blood/body fluids	Y		✓		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	Y		✓		
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				✓
Heavy manual handling (>10kg)	Y		✓		
Driving	Y		✓		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				✓
Mental Effort	Y				✓
Emotional Effort	Y				✓
Working in isolation	N				
Challenging behaviour	Y		✓		