

JOB DESCRIPTION

Theatre Practitioner/Operating Department Practitioner

JOB DETAILS	
Job Title	Theatre Practitioner/ODP
Reports to	Clinical Nurse/ODP Manager/Deputy
Band	Band 5
Department/Directorate	Theatres, Critical Care

JOB PURPOSE
<ul style="list-style-type: none"> To plan and manage the implementation of individual care programmes for patients in the perioperative period as part of the theatre team. To guide, instruct and monitor junior staff, students and support staff. Following a period of support and training the practitioner will deputise for the team leader. To practice in accordance with Professional Codes, and statutory requirements The post holder will be expected to meet objectives set out during Personal Development Review in line with the KSF outlines. To work flexibly within any area of the Trust as directed by the Clinical Matron or Clinical nurse/ODP manager /Sister/Team leader to provide support according to service needs

DIMENSIONS
<p>The hospital has several areas where surgery is carried out, these consist of:</p> <ul style="list-style-type: none"> General Theatre Princess Elizabeth Orthopaedic Theatres West of England Eye Unit Heavitree Day Case Unit Centre for Womens Health; Gynaecological / Maternity <p>The General Theatre Department consists of 10 theatres divided into teams under the direction of clinical Nurse/ODP managers. The general theatre suite covers a number of surgical specialities. The department is operational and staffed 24 hours a day 365 days a year.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>Care management</p> <ul style="list-style-type: none"> Is responsible for assessment, planning, implementation and evaluation of peri-operative care of patients (undergoing surgery and anaesthesia in theatre) Identifies individual patient requirements and acts effectively on changing needs liaising with and directing relevant staff. Organises time, equipment and staff to deliver care.

- Gives skilled support to medical staff and other members of the multidisciplinary team.
- Administers drugs and treatments as prescribed in accordance with Trust Policies and Procedures.
- Actively promotes effective communication within Departments and multidisciplinary team.
- Participates in audits of patients care.
- Instructs patients, their careers and other staff about theatre practice
- Advises patients, their careers and other staff on the promotion of health and prevention of illness.
- Recognises situations that may be detrimental to the health and wellbeing of the individual and institutes preventative measures.
- Identifies the priorities of care for patients, liaising with and directing relevant staff.

Quality Management

- To contribute to the implementation of improvements of working methods and practices
- To identify and act on any risk that could affect the safety of patients or staff
- To participate in and contribute to changes and improvements within the Directorate and Trust.
- Recognises situations that may be detrimental to the health and wellbeing of the individual and institutes preventative measures.
- To comply and work in accordance with Trust Policies and Theatre Standards of care.
- Handles complaints by patients, clients, their careers and staff according to Trust policies.

Information Management

- To contribute to the collection, recording and storage of information
- To make use of relevant of information in decision making, problem solving and care management

Staff Management

- To contribute to the supervision, development and coaching of individual staff so that they function effectively within their role and responsibilities
- To provide clear instructions and accurate information to junior staff, students and support workers. Monitoring and evaluating their work, to ensure standards are maintained.
- To assist with the process of allocating workload to junior staff, students and support workers which is within each individual's competence and capability.
- To develop own supervisory skills and competence.
- When required co-ordinates the care given by the Theatre team.

Professional Development

- To practice in accordance of Professional Codes and Standards
- Seeks out new knowledge of perioperative practice and health by reading, enquiring and partaking of continuing education.
- Seeks to develop new skills. Record progress in skills matrix workbooks.
- Applies validated research findings to practice.
- Facilitates the professional development needs of the theatre team and facilitates their development through Professional Development Review (PDR).
- Takes responsibility for personal development and education.
- To take part in regular performance appraisal.
- To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling.
- To contribute to and work within a safe working environment.
- The post holder is 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.

KEY WORKING RELATIONSHIPS

Clinical Area:

Clinical nurse/ODP managers Sister/Team leaders, Senior Theatre Practitioners, Theatres Practitioners, Theatre Assistants, Support Staff, Recovery Staff

All departments when necessary, primarily to include:

Theatres

Recovery

Wards

Multi-disciplinary Team:

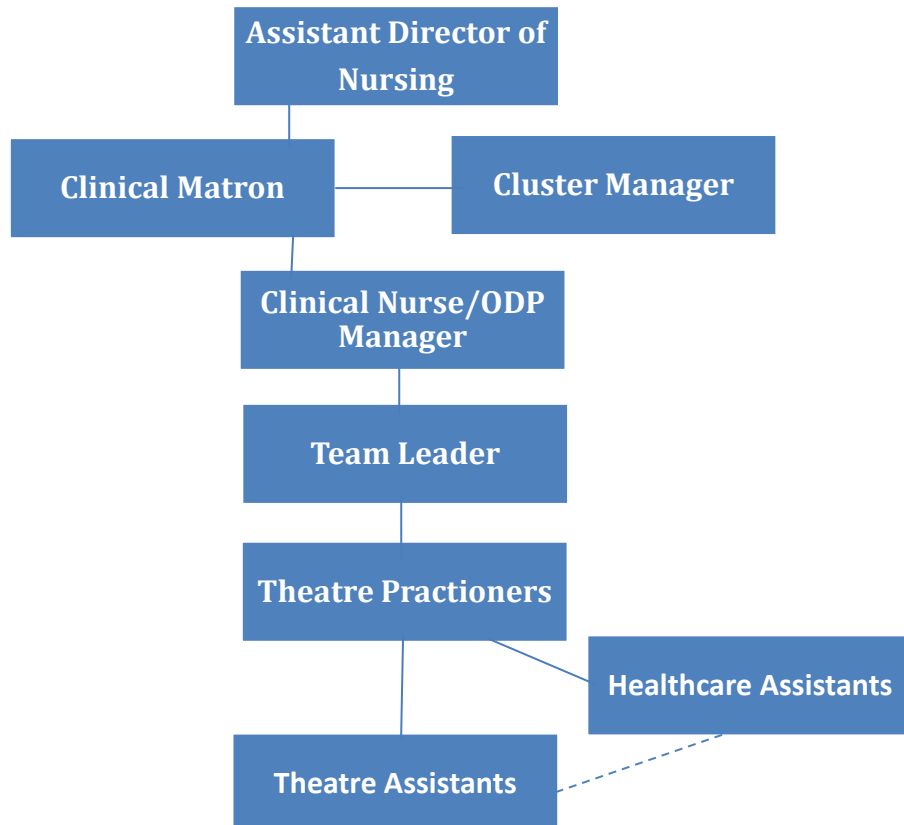
Medical Staff

Allied Health Professional

Clerical Staff

Ward Staff

ORGANISATIONAL CHART



FREEDOM TO ACT

Act within your scope of practice and be accountable for those actions, only delegate tasks that are within that person's scope of competence. Be guided by SOP's and previously defined operational policy's and practice within the trust and local area and follow NatSips and Locsips set out by the trust and wider authorities. Participate in regular performance reviews continually update your CPD to practice effectively.

COMMUNICATIONAL/RELATIONSHIP SKILLS

You will need to be able to use excellent communicate and interpersonal skills. Working alone or as part of a multi-disciplinary team. Build partnerships and therapeutic through safe, effective and non-discriminatory communication, considering individuals differences capabilities and needs.

Use a range of communication skills and technologies to support person-centred care and enhanced quality and safety.

ANALYTICAL/JUDGEMENT SKILLS

You must practice autonomously compassionately, skilfully and safely, maintain dignity and promote health and wellbeing. The must assess and meet the full range of essential physical and mental health needs of people of all ages who come into their care. All practices should be informed by best available evidence and comply with local and national guidelines. Decision -making must be shared with service users, carers, families and informed by critical analysis of a full range of possible interventions, including the use of up-to-date technology.

PLANNING/ORGANISATIONAL SKILLS

You must act as change agents and provide leadership through quality improvement and service development to enhance people's wellbeing and experience of healthcare. Be self-aware and recognise how their own values, principles and assumptions may affect their practice. They must be able to identify priorities and manage time and resources effectively to ensure the quality of care is maintained or enhanced. Evaluate their care to improve clinical decision-making quality and outcomes, using a range of methods, amending the plan of care, where necessary and communicating changes to others.

PATIENT/CLIENT CARE

Demonstrate the knowledge and skills and the ability to act as a role model for others in providing evidenced based person-centred care to meet peoples needs related to mobility hydration, oral care, wound care and skin integrity bladder and bowel health. Act as an advocate for your patient in a perioperative setting carrying out all scrub or anaesthetic needs dependent on scope of practice. Documenting all care provided and communicating this to the wider team when on going care requires.

POLICY/SERVICE DEVELOPMENT

To follow local and national guidelines, keep yourself up to date following with in your code of conduct help identify any service improvements which are in your field of practice. By taking part in audits training and other service improvement tools.

FINANCIAL/PHYSICAL RESOURCES

Financial Management

- To contribute to the monitoring and control of the use of resources within budgetary limits
- To contribute to the analysis of staffing requirements against work load activity
- To assist with developing the financial awareness of the team so that individual staff contribute to the efficient use of resources

HUMAN RESOURCES

Act as a role model of professional behaviour for students and newly qualified nurses, midwives and nursing associates to aspire to. Promote the trust in a positive manner to support recruitment and retention.

INFORMATION RESOURCES

Follow trust guidelines relating to information governance and your own code of conduct.

RESEARCH AND DEVELOPMENT

PHYSICAL SKILLS
The post holder must be physically able to perform the skilled practice involved in perioperative care for example scrub practice and anaesthetic practices within their limits of registration.
PHYSICAL EFFORT
Is expected to use moderate physical effort which entails sitting or standing in a position for long periods of time lifting pushing or pulling objects or helping transfer patients, with a possibility of assisting patients who have potential to harm themselves or others due to mental health issues or the effects of medications or anaesthetics.
MENTAL EFFORT
This position requires the employee to have extended periods of concentration while scrubbed carrying out perioperative care and unpredictable levels of concentration where the postholder may be required to change from one activity to another at a third parties request dealing with frequent interruptions and answering telephones and bleeps when necessary.
WORKING CONDITIONS
You may need to deal with unusual smells noises and fumes, hazardous waste including blood and bodily products. following trust policy. You may come into contact with aggressive behaviour from patients, clients, relatives and carers.
OTHER RESPONSIBILITIES
<p>To take part in regular performance appraisal</p> <p>To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling</p> <p>To contribute to and work within a safe working environment</p> <p>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.</p> <p>The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.</p> <p>THE TRUST – Vision and Values</p> <p>Our mission is to work together to help you to stay healthy and to care for you expertly and compassionately when you are not. And we will deliver this by focusing on our Care objectives:</p> <p>Collaboration and partnerships A great place to work Recovering for the future Excellence and innovation</p> <p>Our values are at the heart of guiding everything we do:</p> <p>Compassion Integrity Inclusion Empowerment</p>

We recruit competent staff that 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.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

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 an Enhanced 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.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	Theatre Practitioner/Operating Department Practitioner (Band 5)
------------------	---

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING C&G 752 ODA or NVQ Level 3 ODP or Registered General Nurse Diploma/Degree Level or Equivalent ENB 182/183 or equivalent C&G 730 A1 award or equivalent	E E	 D D
KNOWLEDGE/SKILLS Able to work within AFPP/NMC Code of conduct Full understanding of the role and its limitations as stated in job description Basic Supervisory Skills Effective written and verbal communication skills Ability to use evidenced based practice Developing leadership skill	E E E E E E	
EXPERIENCE Recent experience in acute hospital setting Evidence of mentoring /facilitating learners Good understanding of theatre procedures Experience in Theatres	E E E	 D
PERSONAL REQUIREMENTS Good team member Ability to prioritise and organise own work load An understanding of Trust and relevant NHS issues Reliable and good attendance record Enthusiastic and motivated Smart Appearance	E E E E E E	
OTHER REQUIREMENTS Flexible approach to work and routine shift patterns Adaptable to changing needs of the service Willingness to undertake skills training related to the speciality Shows evidence of ongoing professional development	E E E E	

*Essential/Desirable

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y/ N			Y	
Contact with patients	Y/ N				Y
Exposure Prone Procedures	Y/ N				Y
Blood/body fluids	Y/ N				Y
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y/ N			Y	
Respiratory sensitisers (e.g. isocyanates)	Y/ N	Y			
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y/ N			Y	
Animals	Y/ N	Y			
Cytotoxic drugs	Y/ N		Y		
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y/ N	Y			
Laser (Class 3R, 3B, 4)	Y/ N		Y		
Dusty environment (>4mg/m3)	Y/ N	Y			
Noise (over 80dBA)	Y/ N	Y			
Hand held vibration tools (=>2.5 m/s2)	Y/ N	Y			
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y/ N				Y
Heavy manual handling (>10kg)	Y/ N			Y	
Driving	Y/ N	Y			
Food handling	Y/ N	Y			
Night working	Y/ N		Y		
Electrical work	Y/ N	Y			
Physical Effort	Y/ N			Y	
Mental Effort	Y/ N			Y	
Emotional Effort	Y/ N				Y
Working in isolation	Y/ N	Y			
Challenging behaviour	Y/ N		Y		