

## JOB DESCRIPTION

<b>JOB DETAILS</b>	
<b>Job Title</b>	Bone Bank Practitioner
<b>Reports to</b>	Clinical Nurse/ODP Manager – Bone Bank Coordinator
<b>Band</b>	Band 5
<b>Department/Directorate</b>	PEOC Theatres, Surgical Services Division

<b>JOB PURPOSE</b>
<p>The Bone Bank Practitioner is involved in the procurement, storage, tests and distribution of human tissue for RDUH and South West Ambulatory Orthopaedic Centre. These activities are governed by UK law and are licensed and regulated by the Human Tissue Authority. Femoral heads are collected from consented patients undergoing hip replacement at RDUH and SWAOC the bone is tested to ensure it is safe for transplant, stored in Princess Elizabeth Orthopaedic Centre (PEOC) and South West Ambulatory Orthopaedic Centre (SWAOC) Theatres until it is released for transplant and used for hip revision surgery, trauma surgery and complex spinal surgery at RDUH Eastern.</p> <p>The post holder is expected to carry out all relevant forms of care and procedures for which they are competent to practice with direct supervision.</p> <p>The post holder will provide a clear focus on service quality from the patient's point of view and develop changes and improvements as appropriate under the supervision of the Bone Bank Coordinator.</p> <p>The post holder will assist specialist education and training to other staff that will include PEOC, SWAOC and Main theatre staff.</p> <p>The post holder will be expected to have knowledge and experience of managing the provision of Health Service relating to bone donation.</p> <p>The post holder will be responsible for ensuring safe deployment of resources to meet and comply with professional nursing NMC/HPC standards, governance, quality and patient safety within the budget set. They will also have a responsibility towards rationalisation of procurement and tendering process for the Bone Bank service.</p>

<b>KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES</b>
<p><b>Leadership and Professional Standards</b></p> <ul style="list-style-type: none"> <li>• To be visible and accessible in the clinical area to the clinical team, patients and service users.</li> <li>• Gives skilled support to medical staff and other members of the multidisciplinary team.</li> <li>• To ensure the environment and ward processes are responsive to the needs of patients and their Carers ensuring compassionate care which recognises privacy, dignity and diversity.</li> <li>• Consents patients for bone tissue harvesting which can require a degree of sensitivity when discussing personal details and behaviours with patients.</li> <li>• Escalate non-conformances and serious adverse events /reactions and subsequent corrective actions to the Bone Bank Coordinator</li> </ul>

- As part of their development, assist on specified and agreed directorate and Trust wide Development Projects involving the bone bank service.

**Quality and Safety**

- Monitoring Bone Bank equipment at each site through the use of a cloud based wireless temperature monitoring system.
- Logging all aspects of freezer data to ensure calibrations and maintenance are carried out accordingly (maintenance of freezers could include, defrosting/battery changing/ cleaning etc).
- Carrying out audits at SWAOC and PEOC in line with the Bone Bank audit schedule.
- In the absence of the Bone Bank Coordinator, ensuring that all donated human tissue donated at the satellite sites is returned to the hub and either processed as fit for transplant or disposed of as clinical waste whilst maintaining a full audit trail for all tissue.
- Monitoring and maintaining all quality systems and processes within own work area ensuring all Divisional and Trust reporting requirements are met including interdepartmental audits.
- Ensuring that Bone Bank donor blood samples are tested according to regulatory requirements.
- Ensuring that all Bone Bank microbiology samples are processed according to microbiology protocols.
- Being able to adapt and respond to evolving service changes both within the NHS and independent sectors.
- Encourage a culture of openness ensuring staff report incidents and concerns and these are investigated and learning is shared and implemented.
- Escalate to the Bone Bank Coordinator any concerns and complaints from patients and others openly and honestly ensuring the Trust’s Complaints Policy is followed.
- Complete audits of internal trust Human Tissue Authority (HTA) licence holders to ensure compliance of HTA standards as required.

**Professional Development**

- Identifies gaps in own professional development and takes steps to address these.
- Takes responsibility for personal development and education.

**KEY WORKING RELATIONSHIPS**

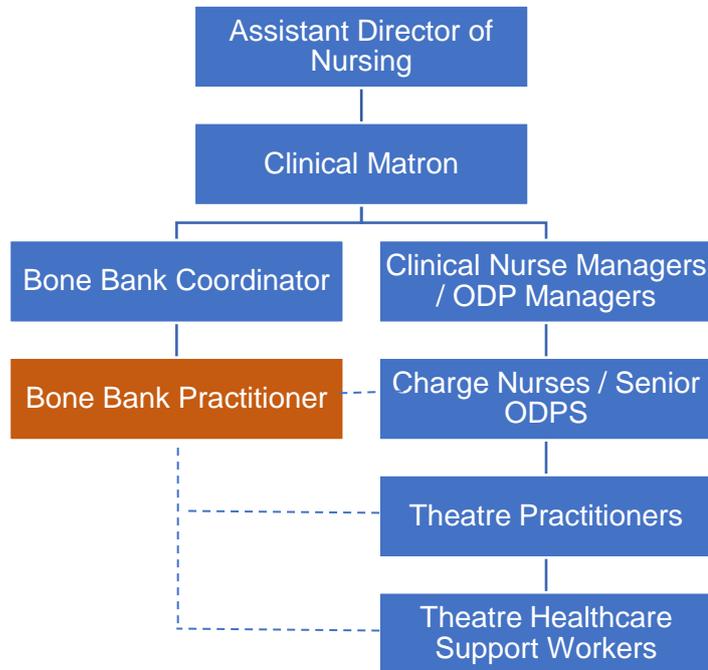
The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day-to-day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic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

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Consultants</li> <li>• Cluster Manager</li> <li>• Clinical Matron</li> <li>• Clinical Nurse/ODP Manager</li> <li>• Medical Staff</li> <li>• Governance</li> <li>• Other specialist services (WEEU)</li> <li>• Sisters/Senior ODPs</li> <li>• Theatre Practitioners</li> <li>• Theatre Assistants</li> <li>• Pre-assessment team</li> <li>• Orthopaedic OPD</li> <li>• Support Staff - Procurement team/Estates etc.</li> <li>• Recovery Staff</li> </ul>	<ul style="list-style-type: none"> <li>• National health service blood and tissue services (NHSBT)</li> <li>• Commercial tissue banks</li> <li>• Other NHS tissue banks</li> <li>• Human Tissue Authority</li> </ul>

- Clerical staff
- Ward staff
- Allied Health Professionals

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- The post holder will be expected to work autonomously within their code of conduct NMC/HCPC and be fully aware of their accountability and limitations and able to work unsupervised.
- The post holder is a decision maker as to whether a patient is appropriate for the bone bank service and interprets test results to ensure suitability of donors.
- The practitioner will follow trust policies and ensure all practice is within Trust guidelines.
- The post holder is required to act as a change agent when there is a need to change practice in order to improve safety or quality has been identified with specific focus on the Bone Bank service.
- It is expected that the post holder would have a considerable degree of autonomy and will be able to work unsupervised for significant periods.
- Escalate to the Bone Bank Coordinator any formal complaints pertaining to the Bone Bank service.

## COMMUNICATION/RELATIONSHIP SKILLS

- The post holder is required to communicate complex medical terminology to patients, the rationale behind donor selection and criteria and sensitive information related to bone donation which includes a full discussion about the patient's medical history including challenging conversations regarding a patient's sexual history.
- Communicate with a range of other staff from all disciplines across the Trauma & Orthopaedic (T&O) service acting as a highly specialised resource regarding bone donation and distribution of human tissue.
- The post holder will support patients to understand the importance of bone donation providing reassurance and advice on donation and the positive outcome for our patient cohort.
- The post holder requires excellent communication skills as negotiation and diplomacy is often required to gain informed consent or cooperation for bone bank donation.

- To communicate effectively between dept to ensure the patient's journey is seamless.
- In the absence of the Bone Bank Coordinator, liaise with commercial tissue banks, other NHS tissue banks for the procurement of specialty tissues.
- Communicate with GP practices as required.
- Attend management meetings with Bone Bank Coordinator, Cluster Manager and Clinical Matron to identify areas of concern or good management as required.
- Maintains effective communications systems and constantly seeks to improve such systems where appropriate.

### **ANALYTICAL/JUDGEMENTAL SKILLS**

- Uses sound clinical judgement when presented with complex facts requiring interpretation with a number of options available
- Uses sound clinical judgement to ensure that patients have the capacity for informed consent and takes steps to rectify if required.
- The post holder will apply specialist knowledge to analyse patient data and results to triage suitability for bone donation.
- Read and interpret serological and microbiology results.
- To be aware of and escalate to the Bone Bank Coordinator in the event of any serious adverse events and serious adverse reactions (SAEARs).

### **PLANNING/ORGANISATIONAL SKILLS**

- Manage and review own workload and clinically supervise the multidisciplinary theatre team as required to ensure provision of the service.
- Responsible for ensuring systems are in place to ensure appointments and any follow up required is managed appropriately.
- Assist with the arrangement of delivery of time sensitive tissues for surgical procedures.
- To assist with the data collection of complex information about tissue donation and transplantation to all levels of staff at new or current satellite sites.

### **PATIENT/CLIENT CARE**

- Regular contact with patients is a requirement of the role.
- Consent patients for bone donation. This includes taking a detailed medical history and lifestyle assessment either in person or by telephone and ensuring that the requirements of the Data Protection Act and patient confidentiality are maintained.
- Have a good working knowledge of the medical conditions and behaviours which exclude patients from bone donation.
- Ensure that care is delivered in style appropriate to the patients' needs.
- To recognise ethical dilemmas relating to care abs act as the patient/relative's advocate as required.
- Acts as a role model in terms of health promotion and health education for both staff and patients.
- Takes immediate remedial action where care falls below the required standard and escalates any concerns that cannot be addressed within the Department immediately.
- Act as an expert resource to others in developing and improving specialist knowledge and skills in clinical practice, through acting as an assessor, teacher and facilitator.
- In the absence of the Bone Bank Coordinator, be the designated point of contact for all issues involving Bone bank tissue monitoring systems.

### **POLICY/SERVICE DEVELOPMENT**

- Work with colleagues in the team on the development of current and new services and other initiatives.
- The post holder will assist with the maintenance of associated records, the management and ongoing maintenance of the quality systems and review and update departmental procedures to

comply with the standards governed by the regulator (Human Tissue Authority) and continue to comply with licencing requirements.

- Be fully involved with Human Tissue Authority regulatory inspections and subsequent follow-up. This will include audit of policies & procedures and control of changes where necessary.
- Assist with the maintenance of risk assessments relevant to the clinical area working to control risks with the senior team.
- Identify potential areas for service improvement and make proposals of change, and participate in clinical audits.
- Hold and maintain a quality assurance manual ensuring compliance with governing bodies standards.
- Support the service leads to implement systems and processes to be able to comply with the standards governed by the HTA and continue to comply with licencing requirements.

### **FINANCIAL/PHYSICAL RESOURCES**

- To work with the PRM system to establish and maintain stock levels.
- Involved with the effective use of trust resources and be responsible for running the bone bank service in a cost-effective manner.

### **HUMAN RESOURCES**

- Ensure Trust Policy is followed with the Recruitment process, participating in interview panels
- Monitor staff competence and take steps to remedy any identified deficits.
- To contribute to the supervision, development and coaching of individual staff so that they function effectively within their role and responsibilities in relation to bone collection and donation.
- To escalate disciplinary situations and maintain confidentiality at all times relating to disputes or disagreements.
- Assist with the training and supervision of the Persons Designate at all satellite sites to HTA standards
- Ensure staff are competent and safe in aspect of bone retrieval, soft tissue implantation, bone implantation and maintain training records and competencies.

### **INFORMATION RESOURCES**

- Keep clear, concise records in terms of patient documentation, staff records and own portfolio.
- Maintain and store securely donor/recipient records of human tissue implants for 30 years.
- Assist with the preparation and completion of database/spreadsheet and other information required for the annual Human Tissue Authority inspection which ensures the organisation keeps its Human Tissue Authority Regulatory licence.

### **RESEARCH AND DEVELOPMENT**

- Participates in any research and development and support the Bone Bank service as required.
- To maintain own and others' awareness of relevant research evidence related to the speciality and work with others in applying this to practice.
- To contribute to local and national research and audit projects and service evaluations as requested in order to improve standards of patient care.
- Work with research teams as appropriate.
- To be involved with maintaining required information for annual HTA external audit to ensure compliance with HTA regulations spanning our service including SWAOC and the pathology service.
- Collect and analyse data when required i.e. with research and clinical trials and positive microbiology results
- Participate in nursing audit and divisional meetings as required.

## PHYSICAL SKILLS

- High degree of competency and dexterity required for the safe handling of specimens, whilst using aseptic technique and maintain sterility.
- To support junior colleagues with bone harvesting.

## PHYSICAL EFFORT

- Frequent light physical effort required throughout a shift lifting samples and transferring for storage.
- Participating in clinical practice in the operating theatre relating to bone donation for short periods throughout the shift.
- Required to drive to satellite units on regular basis.

## MENTAL EFFORT

- Frequent and sustained concentration is required for unpredictable tasks such as urgent bone donations, patient interactions, documentation for regulatory compliance with Human Tissue Authority, and reviewing lab results to assess donation suitability.

## EMOTIONAL EFFORT

- The post holder is frequently required to deal with emotional circumstances for example having sensitive conversation with patients (and or relatives) around suitability for bone donation.
- Required to have challenging conversations re the availability of donor bone with consultant surgeons when ordering process has not been followed correctly.

## WORKING CONDITIONS

- The post holder will occasionally be required to transport bone specimens harvested in the operating theatre to the bone bank theatres.
- The post holder will occasionally be required to wear a high level of PPE at times.
- The post holder will occasionally be exposed to blood and other body fluids.
- The post holder facilitates the transport of specimens from SWAOC to PEOC as required.
- Handle tissues packed in dry ice.
- Transferring and move of tissues within ultra- low freezer temperature (-80°).

## 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.

#### **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

<b>Job Title</b>	Bone Bank Practitioner
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<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
NMC Registered Nurse or HCPC Registered Operating Department Practitioner	E	
Broad clinical experience relevant to the post and experience in the designated areas	E	
HEAA 369/370 or equivalent Mentorship award		D
Evidence of post registration study		D
<b>KNOWLEDGE/SKILLS</b>		
Specialist knowledge of Orthopaedic Specialities		D
Ability to apply research findings and support evidence-based practice		D
Ability to manage a budget		D
A fundamental understanding of Human Resource systems and processes		D
Specialist training in electronic audit systems (Q pulse)		D
Understanding of the HTA standards, polices and guidelines		D
<b>EXPERIENCE</b>		
Experience of leadership and management of a clinical team		D
Evidence of leading change in clinical practice		D
Experience of standard setting and audit		D
<b>PERSONAL ATTRIBUTES</b>		
A commitment to patient centred compassionate care	E	
Excellent interpersonal skills	E	
Flexible and adaptable to change	E	
Commitment to openness, honesty and integrity	E	
Supportive of employee health and well-being	E	
<b>OTHER REQUIREMENTS</b>		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust	E	
Required to have a full UK driving license, access to a vehicle and business insurance	E	

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