

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Operating Department Practitioner/Registered Nurse |
| **Reports to** | Operating Department Manager |
| **Band** | Band 5 |
| **Department/Directorate** | Theatres, Surgical Care Group |

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| **JOB PURPOSE** |
| * To work within the Theatre department, providing high quality care for the patients and acting as a resource for all specialities * To plan and manage the implementation of individual care programmes for patients in the perioperative and post op period as part of the theatre team. * To guide, instruct and mentor junior staff, students and support staff. * To practice in accordance with Professional Codes and statutory requirements * The post holder will be expected to meet objectives set out during Personal Development Reviews. * To work as part of a 24hr unit, participating in on calls, weekend working and night duty * To work flexibly within any area of the Trust as directed by the Operating Department Manager / Deputy or Team leader to provide support according to service needs |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| • Is responsible for assessment, planning, implementation and evaluation of peri-operative and post-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 the multidisciplinary team.  • Participates in audits of patients care.  .  • To contribute to the monitoring and control of the use of resources within budgetary limits  • To contribute to the collection, recording and storage of information using the Trusts electronic patient record (Epic).  • To make use of relevant information in decision making, problem solving and care 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. |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility: (type of work undertaken)    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. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Theatre Staff | * Medical Representative | | * Consultants | * Contractors | | * Radiographers * ICU/HDU Staff * Emergency Department * Ward Staff * Administrative Staff * Student Nurses/ODPs * Medical Students * Senior Manager * Junior Doctors | * Manufacture’s Engineers | |  |  | |

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| **ORGANISATIONAL CHART** |
| Operating Department Manager  Deputy Theatre Manager  Anaesthetic Support Services Manager  Recovery Manager  Team Leader  Registered Nurse/Operating Department Practitioner  Theatre Support Worker |
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| **FREEDOM TO ACT** |
| Ability to make autonomous decisions on a daily basis. Escalation will be made to the Theatre Manager when out of scope.  To work within the nursing, AHP and medical teams and contribute to decisions about patient care.  Be professionally accountable for all aspects of own work, including prioritisation and management of patients in your care.  To work with your team to be able to provide care to patients in relation to theatre procedures and treatments and services in line with all occupational policies. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Ensure and demonstrate effective communication takes place between patients, relatives/carers and staff, using persuasive, empathetic and reassurance skills.  Communicates sensitive information concerning adult and child patient’s medical condition/patient history/clinical procedures, requires empathy, persuasive, reassurance skills; some patients have special needs/learning disabilities.  Participate and communicate effectively with the multi-disciplinary team and other agencies as necessary  Ensure and demonstrate written and electronic communication through up-to-date, succinct, clear, legible, accurate and comprehensive paper and electronic documentation  Support bereaved and distressed patients, relatives and carers as appropriate.  Assist in the teaching of junior staff and learners in clinical practice, acting as link nurse, facilitator or mentor after receipt of appropriate qualifications.  Participate in the development and delivery of the induction programme for junior members of staff  Assist in the supervision, support, training and assessment of non-registered and registered workers, appropriate to the post holders’ own qualifications e.g. those completing Care Certificate and ODP apprenticeship.  Demonstrate verbal communication through the ability to give basic information and support to individuals  Listen effectively and modify communication to individual needs  Take responsibility for teaching and assessing learners in practice and encourage critical reflection as in clinical supervision |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post holder must practice autonomously compassionately, skilfully and safely, maintain dignity and promote health and wellbeing.  The post holder must assess patients conditions, monitors patients for adverse reactions, suitability for transfer.  The post holder must assess and meet the full range of essential physical and mental health needs of people of all ages who come into our 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** |
| The post holder must act as change agents and provide leadership through quality improvement and service development to enhance people’s wellbeing and experience of healthcare.  The post holder must 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.  The post holder must amend the plan of care, where necessary and communicate changes to others.  Implementing methods of practice using change theory and leadership skills. |
| **PATIENT/CLIENT CARE** |
| Responsible for carrying out all forms of patient care, for which they are competent to practice, without direct supervision, in accordance with local and Trust policies and procedures and within professional guidelines  Carry out the assessment of patients identifying care issues and needs in partnership with the patient and with appropriate members of the multi professional team  Assess risks to patients which need to be managed in relation to their health and wellbeing and within scope of professional practice  To plan, implement and evaluate individual programs of care for patients using evidence-based practice and a holistic approach  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 Medicines.  In conjunction with senior staff assist in ordering and controlling stocks of drugs, dressings and supplies used by the Service / Ward / Unit / Department  Ensure the maintenance of accurate clinical observations of a patient’s condition  Ensure the significance of data relating to patient’s condition and any change is interpreted and acted on in a timely way  Evaluate the effectiveness of interventions and updates care plans to take account of the changing needs of the patient  Where appropriate plan the discharge needs of patients from admission, ensuring appropriate involvement of multi professionals and other agencies in the process  Ensure safe practice to minimise the risk of infection to patients and staff in accordance with national and Trust policy.  Participates in audits of patients care and Safe Site Surgery.  Contribute to Health Promotion and raising health awareness with patients and relatives as appropriate.  Promote and contribute to the principles of Essence of Care  Assess the relevant learning needs of individual patients and/ or carers  Ensure an understanding of caring for and the protection of vulnerable people  Where appropriate be responsible for involving patients and their families / carers during the planning and delivery of care to ensure that they understand and agree with the program of care  Instruct and demonstrate procedures to patients and/or relatives/carers as appropriate  Evaluate effectiveness of patient teaching and takes necessary action to achieve objectives |
| **POLICY/SERVICE DEVELOPMENT** |
| To follow local and national guidelines, keeping 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.  Be a leader in innovation and a role model for excellent practice. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| To contribute to the monitoring and control of the use of resources within budgetary limits.  To assist with developing the financial awareness of the team so that individual staff contribute to the efficient use of resources |
| **HUMAN RESOURCES** |
| To work as a role model in the clinical environment  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.  Taking an active role in ensuring compliance of designated staff with the principals of the unit’s skills matrix and competency programme  To assist with the process of allocating workload to junior staff, students and support workers that is within each individual’s competence and capability.  To continue to develop own supervisory skills and competence.  To co-ordinate the Theatre Department out of hours and when required by the Senior Nurse.  To manage disciplinary situations and maintain confidentiality at all times relating to disputes or disagreements |
| **INFORMATION RESOURCES** |
| To document all patient contacts in patient record, Epic, as per Trust Documentation Policy.  To be involved in the Audit Programme relevant to the service. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder when required will participate in quality improvement and service development through audit. |
| **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** |
| Frequent sitting or standing in a restricted position; occasional/frequent moderate weights for several short periods.  Standing at an operating table; manoeuvring equipment, patients for procedures/pushes and pulls theatre trolleys and equipment several times a day.  Manual handling/lateral transfer of patients from trolleys to beds and positioning of patients. |
| **MENTAL EFFORT** |
| Frequent requirement for prolonged concentration with an unpredictable work pattern e.g. daily concentration on patient/staff related activities and demands.  Ability to cope with constant interruptions and demands, and unpredictable workloads.  Concentration required for checking documents, patient monitoring ,setting up surgical instruments, calculating drug doses, |
| **EMOTIONAL EFFORT** |
| Occasional/frequent highly distressing or emotional circumstances.  Dealing with distressed patients, relatives/deaths in theatre, major trauma cases. |
| **WORKING CONDITIONS** |
| Commitment to actively contributing to the overnight on-call service as required and to assisting in the development of the services within the post-operative environment.  Frequent exposure to smell, noise, dust/body fluids, faeces, vomit etc on a daily basis. |
| **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 (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
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| **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.  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.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Registered Nurse/Registered Operating Department Practitioner |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  NMC Registered Nurse / HCPC Registered Practitioner  Diploma/Degree Level or Equivalent  ENB 182/183 or equivalent  Evidence of Continuous Professional Development (CPD)  \*Mentorship qualification or willingness to work towards within 18 months of commencement of post | E  E | D  D |
| **KNOWLEDGE/SKILLS**  Able to work within NMC/HCPC 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 | D  D  D |
| **PERSONAL ATTRIBUTES**  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 | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Commitment to actively contributing to the overnight on-call service as required and to assisting in the development of the services within the peri-operative environment.  Ability to travel to other locations as required.  Clean and tidy appearance.  Team work/leader and able to work autonomously.  Commitment.  Flexible approach to work and 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  E  E  E  E  E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  | x |  |
| Contact with patients | Y |  |  |  | x |
| Exposure Prone Procedures | Y |  |  |  | x |
| Blood/body fluids | Y |  |  |  | x |
| Laboratory specimens | Y |  |  |  | x |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| 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 | Y |  |  | X |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y |  |  | x |  |
| Laser (Class 3R, 3B, 4) | Y |  |  | x |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  | x |  |
| Heavy manual handling (>10kg) | Y |  |  | x |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | Y |  |  | x |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | x |  |
| Mental Effort | Y |  |  | x |  |
| Emotional Effort | Y |  | x |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y | x |  |  |  |