

“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision, we expect all our staff to uphold our Trust Values”

SOUTH WEST AMBULATORY ORTHOPAEDIC CENTRE

JOB DETAILS

Job Title:	Senior Theatre Practitioner
Band:	Band 6
Reports to:	Clinical Nurse Manager
Department/Directorate:	Orthopaedic Theatres, South West Ambulatory Orthopaedic Centre

JOB PURPOSE

The overall job purpose of the Senior Theatre Practitioner is to provide clinical and managerial leadership to the nursing and multi-professional team. This includes acting as a clinical leader and an expert practitioner liaising, guiding and advising the multidisciplinary team and external agencies in the provision of optimum patient care.

Responsible for assessment, planning, implementation and evaluation of peri-operative care of patients undergoing surgery, including organising equipment.

This will require the Senior Theatre Practitioner to regularly review the clinical records of patients under their sphere of responsibility, to evaluate the effectiveness of the standard of care planning and delivery, and to use the results to work with the team to improve patient outcomes. Within their leadership role they will be responsible for providing feedback on the evaluation of good and poor practice to team members ensuring effective role modelling and mentorship to the team.

The post-holder will also be expected to play a proactive role in quality and service improvement and working closely with the multi-disciplinary team, assist in the auditing of clinical standards of care within their clinical area. This includes ensuring a good working environment in which all patients receive a high standard of clinical care.

DIMENSIONS/ KEY WORKING RELATIONS

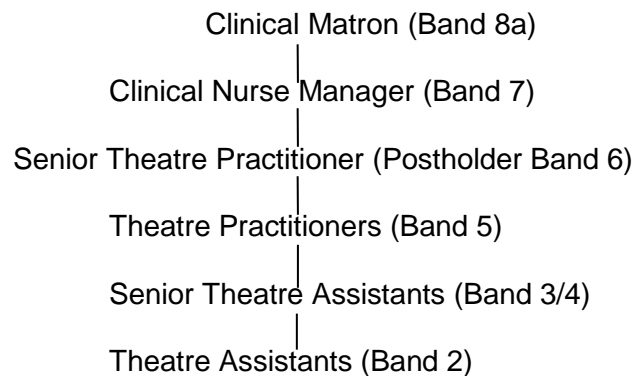
Be responsible for monitoring expenditure against agreed budgets to support effective financial management. This includes identifying any actual or potential deviation from budgets reporting to the Clinical Nurse Manager within their sphere of responsibility as well as identifying any potential cost saving initiatives.

Participate in the recruitment and retention of nursing staff at Band 2-5 in conjunction with the



Clinical Nurse Manager.

ORGANISATIONAL CHART



—— Denotes line management accountability

KEY RESULTS AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Leadership:

As clinical team leader and expert practitioner, liase guide and advise the multi-disciplinary team in the provision of optimum patient care.

Under the direction of the Clinical Nurse Manager ensure that environment and theatre processes are responsive to the changing needs of patients and their carers recognising the importance of privacy, dignity and diversity.

On a daily basis lead the team by role modelling in practice, working alongside and supervising the theatre team in a clinical capacity. This includes facilitating a culture of continuing professional development and practice development.

Support team members effectively during the Personal Development Review process and be responsible for ensuring the team is able to meet their development objectives.

As part of your development, assist on specified and agreed directorate and Trust wide Nurse/Midwife Development Projects. In addition, deputise for the Clinical Nurse Manager in his/her absence on a delegated basis.

Clinical & Professional standards:

As clinical leader of the team be responsible for completion and/or maintenance of:

- Hand hygiene compliance
- Standards of documentation
- Clinical observations / interventions which are recorded accurately and responded to effectively
- Standards for drug administration
- For monitoring effective patient assessment and evaluation processes within their sphere of responsibility
- Other quality indicators within their sphere of responsibility



Undertake care in a manner that is consistent with:

- Evidence based practice and / or clinical guidelines
- Multi-disciplinary team working
- Legislation, policies, procedures
- Patient centred care
- Compliance with the local delivery of infection control practice as defined by National recommendations and local policies including the implementation of the Saving Lives Initiatives
- An environment that is fit for purpose in delivering safe and effective patient care and is responsive to the needs of patients and their carers recognising the importance of individual privacy and dignity.

Contribute to quality improvement, and take appropriate action, informing the Clinical Nurse Manager when there are concerns in the areas of:

- Conduct of Care
- Scope of Professional Practice
- Multidisciplinary Team Working
- Data & Information Gaps
- Ineffective Systems
- Poor communication
- Workload issues
- Poor individual or team practice
- Complaints
- Financial and resource implications
- Health and safety deficits
- Patient Flow
- Infection Control rates

Departmental & Staff Organisation:

Maintain effective communication channels between the team, Clinical Nurse Manager, the wider Multi-Disciplinary Team and external agencies within your sphere of responsibility.

Ensure processes are in place to facilitate effective communication and that these are established with all disciplines, patients and relatives, that meets individual needs

Actively seek patient / carer feedback and ensure this is forwarded to the Clinical Nurse Manager and team members.

In conjunction with the Clinical Nurse Manager deal with complaints in a calm and courteous manner, ensuring that wherever possible complaints are dealt with efficiently and satisfactorily and resolved in the local clinical area

With the Clinical Nurse Manager lead team meetings and actively involve members of the team to contribute with innovative ideas on how the planning and organisation of work can improve the patient's journey.

Participate in Trust rostering systems e.g. Health Roster for effective use of staff, identifying staff shortages and excesses and liaising with colleagues and Clinical Nurse Manager for the effective use of staff.

Be responsible on a daily basis for making optimum use of the theatre and/or departmental skill mix.

Contribute to the recruitment selection of the team in line with Trust policies as part of the retention strategy ensuring that the workforce is fit for purpose.

Be responsible for the delegated line management of junior nursing staff promoting a culture of positive discipline. This includes supporting individual staff members personal and professional development needs within the formal appraisal / PDR process, agreeing and setting appropriate time bound action points to encourage development.

Be responsible for adhering to relevant HR policies

In liaison with the Clinical Nurse Manager, monitor sickness and absence of team members within their work area and reporting trends as appropriate.



Where appropriate consider the adoption of flexible working patterns in the workplace recognising individual team member's needs and the potential impact on service provision.

Support and keep the team involved and motivated in service improvement initiatives utilising suggestions from the team.

Work in collaboration with facilities staff to ensure high standards of environmental cleanliness – this includes the maintenance of effective cleaning of ward equipment. Report any problems /issues to the Clinical Nurse Manager

Delivery Plan:

In collaboration with the Clinical Nurse Manager, ensure Theatre Team contribute to the delivery of the Directorate's strategic and operational plan focusing on the following specific areas:

Staff competencies and Skills Matrix

Directorate objectives and targets

Service development initiatives relevant to his/her area

Resources:

Work with Clinical Nurse Manager to maintain and review as appropriate the pay and non-pay budget. This responsibility involves:

Continually reviewing with teams the resource allocation and spend in relation to their sphere of responsibility.

In collaboration with the Clinical Nurse Manager, identifying appropriate action plans to resolve any resource problems

Identifying to the Clinical Nurse Manager any areas of potential cost improvement or service efficiency.

Demonstrating an awareness of local and Trust wide financial and budgetary guidelines.

Authorising nurse bank expenditure within financial framework.

Risk & Governance:

As Senior Theatre Practitioner promote, monitor and maintain best practice for health, safety and security. This responsibility includes:

Being aware of and promoting adherence to agreed policies to maximise safety within the work environment.

Identifying within his/her work area, any risk that could affect the safety of patients, the public and staff members.

Offering team members appropriate channels to feedback any concerns they may have over health, safety and security.

Facilitating attendance at essential training ensuring 100% compliance.

Ensuring all staff are aware and comply with timely incident reporting in line with the Trust policy.

As part of his/her daily leadership role, identifying persistent risk issues, and addressing these with team members to reduce / remove the risk, ensuring that any concerns are passed on to the Clinical Nurse Manager within an appropriate time span.

In conjunction with the Clinical Nurse Manager review quarterly ward incident figures and key quality indicators and contribute to the formulation of remedial plans.

Patient & staff involvement:

When appropriate seek feedback from patients and their families during their peri-operative stay on the standard of care that they have received.

Attempt to resolve concerns and complaints at department level in partnership with patients, carers and their family and other healthcare professionals.

Be aware of potential areas for discrimination in the workplace and take positive action.

With Clinical Nurse Manager, use PALS and Complaints feedback to review practice within own area

Support the team in understanding principles of equality and diversity and ensure team employ a culture of fairness.

Assist the Clinical Nurse Manager in developing systems that focus on equality and diversity within their theatre area, and continually strive to provide best practice in partnership working, user involvement, sharing best practice, significant event audits and open reflective feedback.

Service Improvement:

Assist the Clinical Nurse Manager with service improvement initiatives by applying change management strategies, and ensuring staff involvement.

Encourage the team to develop constructive suggestions for service improvement ensuring that the Clinical Nurse Manager is aware of any impact that such initiatives may have on patient care provision.

Involve the team in benchmarking exercises and encourage feedback from patients

R&D, Education and Training:

Has prime responsibility for developing clinical skills of their team. This includes:

Taking part in regular performance review.

Providing day-to-day support to enhance role of link nurses identified to support mandatory training e.g. manual handling, infection control etc.

Acting as role model / resource to team members within their remit.

Taking responsibility for developing on-job learning opportunities. These include:

- Reflective practice.
- Shadowing.
- Professional supervision.
- Coaching/mentoring others.

Seeking development opportunities for their team outside their workplace. These include:

- Networking.
- Private study.
- Distance learning.
- Formal courses.
- Action learning sets.

Being aware of, support and develop team members with regard to legislation, policies and procedures.

Assisting the Clinical Nurse Manager in producing the annual training needs analysis for all staff members under their remit

Encouraging staff to participate in, and help facilitate Clinical Supervision sessions for team members.

Being aware of the correct process for study leave as per Trust Policy.

Identifying issues that are restricting the staff's opportunities to develop effectively, and communicate these to the Clinical Nurse Manager.

Being proactive in seeking alternative ways of development when resource issues restrict learning.

Strategy:

- In support of the Business Manager, Deputy Business Manager, Cluster Managers, Assistant Director of Nursing, Clinical Matrons and Clinical Nurse Managers, contribute at a local level to the review of the Directorate's service and business strategy, including the equality & diversity strategy.

Other Responsibilities:

To take part in regular performance appraisal

To undertake any training required in order to maintain competency including mandatory training, e.g. 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

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.

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.

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

THE TRUST - VISION AND VALUES

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity
Fairness,
Inclusion & Collaboration
Respect & Dignity

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.

As users of the disability confident scheme, we operate a Guaranteed Interview Scheme for job applicants with disabilities. If you let us know, when you apply, that you would like to use this scheme, we will guarantee you an interview, if you meet the essential criteria listed in the person specification section of the job description.

We will also make any reasonable adjustments you require to our selection process. Please let us know what you need.

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.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks.

For help to quit, please contact our Specialist Stop Smoking Advisor on 01392 406133

PERSON SPECIFICATION

POST: Senior Theatre Practitioner

BAND:6

REQUIREMENTS	At Recruitment	At PDR
<p><u>QUALIFICATIONS / TRAINING</u> Diploma/degree level RGN OR C&G 752 ODA or NVQ Level 3 ODP /DIP HE Operating Department Practice. Anaesthetic module HEAD 312 ENB 182/183 or MENT605 or equivalent Mentorship qualification C&G 730 A1 award or equivalent Current Registration NMC/HCPC</p>	<p>E E D D D E</p>	<p>E E D D D E</p>
<p><u>KNOWLEDGE / SKILLS</u> Able to work within NMC/HCPC Code of conduct Full understanding of the role and its limitations as stated in job description Effective written and verbal communication skills Supervisory/Leadership skills Managerial experience Evidence of involvement in standard setting and clinical audit Ability to use evidence-based practice Knowledge of budgetary control issues A commitment to improving patient services</p>	<p>E E E E D D E D E</p>	<p>E E E E E E E E E</p>
<p><u>EXPERIENCE</u> 2 years' recent scrub experience in Orthopaedic Theatres Evidence of mentoring /facilitating learners Good understanding of theatre procedure Experience of clinical team leadership</p>	<p>D E E E</p>	<p>E E E E</p>
<p><u>DELIVERING THE SERVICE</u> Co-ordination on a daily basis of the clinical and educational requirements as defined by the Clinical Nurse Manager within area of responsibility. Assess, plan, implement and evaluate clinical care of patients. Implement policies and propose changes to practice arising from e.g. audits, complaints. In conjunction with the Clinical Nurse Manager, deliver an efficient effective service within budgetary constraints.</p>	<p>E E E E</p>	<p>E E E E</p>

<p>PERSONAL ATTRIBUTES Excellent interpersonal skills Motivated and enthusiastic attitude Reliable & good attendance record Good team member Ability to prioritise and organise own work load An understanding of Trust and relevant NHS issues</p>	<p>E E E E E E</p>	<p>E E E E E E</p>
<p>OTHER REQUIREMENTS: 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 on-going professional development Anaesthetic nurses & ODPs able to participate in an on call rota</p>	<p>E E E E E</p>	<p>E E E E E</p>

* Essential/Desirable

HAZARDS:- Updated 24 May 2019					
Laboratory Specimens	✓	Clinical contact with Patients	✓	Dealing with violence & aggression of patients/relatives	✓
Blood / Body Fluids	✓	Dusty Environment		VDU Use (occasional)	✓
Radiation / Lasers	✓	Challenging Behaviour	✓	Manual Handling	✓
Solvents		Exposure prone procedures	✓	Noise / Vibration	✓
Respiratory Sensitisers	✓	Food Handling		Working in isolation	
Cytotoxic Drugs		Electrical work		Night Working	