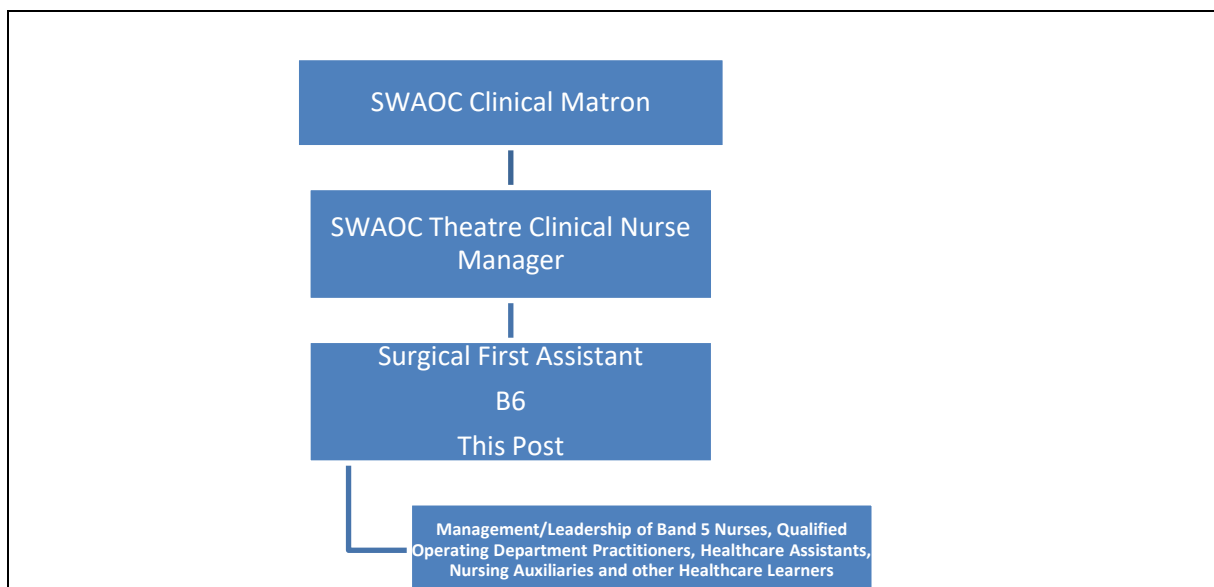


***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

JOB DETAILS	
Job Title	Surgical First Assistant
Reports to	Clinical Nurse Manager
Band	Band 6
National Job Profile used	So that a job application is matched efficiently please use a relevant national job profile that is found on the NHS employer website, under job evaluation, in conjunction with the contents of the sections below. Please do not copy the wording from the national job profile as the job application will not be accepted.
Department/Directorate	SWAOC Theatres/Planned Care and Surgery

JOB PURPOSE	
<p>The overriding purpose is to support the provision of the highest quality patient care through personal actions and continuous improvement.</p> <p>The post holder will competently and safely carry out skilled procedures within the role of Surgical First Assistant (SFA) when assisting the surgeon in the operating department. To take delegated responsibility in a given shift for provision of care/service. The post holder will be expected to take charge or deputise regularly in the absence of their Line Manager.</p> <p>To provide on-going professional and clinical leadership to the care team and deliver evidence-based care as part of the wider multidisciplinary team.</p> <p>The post holder is expected to carry out all relevant forms of care and procedures, for which they are competent to practice.</p> <p>The post holder will demonstrate continuing professional development that reflects individual needs, the needs of the team and the needs of the organisation.</p> <p>Provide services within the boundaries of own clinical competence.</p> <p>Under the direction of their Line Manager they are responsible for assisting in the management of the Service / Ward /Unit / Department budget</p> <p>Responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs)</p> <p>Responsible for the safe handling of patient property/valuables in line with Trust procedures and Trust SFIs</p>	
KEY WORKING RELATIONSHIPS	
The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.	
ORGANISATIONAL CHART	



## KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

### COMMUNICATION/RELATIONSHIP SKILLS

Ensure staff receive up-to-date information via Trust Bulletins, team briefings and meetings

Cooperate and communicate clearly and professionally with all members of the multidisciplinary team and other agencies to facilitate effective provision of care and treatment

Responsible for communicating and involving patients and their families / carers as appropriate during the planning and delivery of this care to ensure that they understand and agree with the program of care

Ensure and demonstrate written communication through up-to-date, succinct, clear, legible, accurate and comprehensive paper and electronic documentation

Ensure and demonstrate effective communication takes place between patients, relatives/carers and staff

Support bereaved and distressed patients, relatives and carers

Listen effectively and modify communication to individual needs

### ANALYTICAL/JUDGEMENTAL SKILLS

Ensure that all clinical procedures are carried out in accordance with the Trust's policies, acting as a role model for good practice within the professional team

Contribute to the effective and efficient use of Trust resources

Organise and deploy staff according to workload, ensuring appropriate staff cover and reporting deficiencies to Line / Senior Nurse or Practitioner Manager

May deputise for the Line Manager in his / her absence and hold the unit bleep, as required

May act as deputy for the Operating Department Manager/Senior ODP, as necessary

Supervise the delivery of care to maintain agreed standards

Lead, promote and contribute to the philosophy of Essence of Care

Formally monitor quality of care for area of responsibility and identify how current practice can be improved

Formally review and evaluate the effectiveness of clinical care for areas of responsibility for the shift and deliver clear, concise records and handovers.

In conjunction with the Line Manager develop and implement an appropriate service area / unit / departmental strategy and philosophy which is reviewed on a regular basis

Lead new approaches to nursing/clinical care within the service / unit / ward /department, including changes in advanced practice

Participate in nursing / clinical, audit and directorate meetings as appropriate

Participate in rota planning, review shift systems and ensure that the appropriate skill mix is maintained to meet the needs of the service

Participate in setting standards, monitoring the quality of the service and identifying how current practice can be improved

Be fully conversant with all policies and procedures, including Major Accident/Incident, Resuscitation, Fire and Health and Safety and act within them

As part of the multidisciplinary team be responsible for actively identifying areas of risk, reporting incidents and taking action utilising the relevant Trust procedures

Work collaboratively in relation to patient flow issues

Manage own and the teams time effectively and respond to unexpected demands in a professional manner

Ensure all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust policies

Contributes to the safe use, checking, maintenance and storage of equipment

#### **PLANNING/ORGANISATIONAL SKILLS**

Be organised, calm and able to work under pressure

Be a good decision maker and work closely within an MDT

Support the team in rota organisation, staff annual leave and development and appraisal.

To be involved with forward planning of services and support the unit manager in undertaking change

Support the

#### **PHYSICAL SKILLS**

Constant standing / walking

Assists patients with walking/sitting and other activities of daily living

Ability to undertake manual handling and Movement tasks

Prepared to work variable shift patterns

Manual dexterity e.g. Venepuncture and cannulation skills, handling of instrumentation and use of equipment

#### **PATIENT/CLIENT CARE**

Continually evaluate effectiveness of patient teaching as appropriate and take necessary action to achieve objectives and the changing needs of the patient

Responsible for the assessment and planning of care needs and development of programmes of care, including implementation and evaluation, to ensure that high quality evidence-based care is delivered

Monitor, maintain and regularly review acceptable standards of care in conjunction with other members of the multidisciplinary team

Responsible for carrying out all forms of care, for which they are competent to practice, without direct supervision, in accordance with local and Trust policies and procedures

Assist with the patient's positioning, including tissue viability assessment.

Assist with skin preparation prior to surgery.

Drape the patient.

Assist with skin and tissue retraction.

Handling of tissue and manipulation of organs for exposure of access.

Undertake male/female catheterisation.

Cut sutures and ties.

Assisting with haemostasis in order to secure and maintain a clear operating field.

Indirect use of electrocautery under supervision.

Use of suction.

Camera holding for minimally invasive access surgery.

Use and maintenance of specialized surgical equipment relevant to area of working.

Assistance with wound closure.

Application of dressing.

As part of the multidisciplinary team initiate and co ordinate discharge planning in a timely manner to ensure continuity of care for patients and that all necessary follow-up arrangements have been made

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

Ensure controls assurance is in place regarding ordering and stocks of drugs, dressings and supplies

Ensure the maintenance of accurate clinical observations of patient condition

Formally review and evaluate the significance of data relating to patient's condition and change is interpreted and acted on in a timely way

Evaluate the effectiveness of interventions and updates care plans to take account of any changing needs of the patient

Ensure leadership in planning discharge of patients from admission, ensuring appropriate involvement of multi professionals and other agencies in the process

Review and evaluate safe practice of self and team in minimising the risk of infection to patients and staff in accordance with national and Trust Policy

Contribute to Health Promotion and raising health awareness with patients and relatives

Assess the learning needs of individual patients and/ or relatives

Ensure an understanding of caring for and the protection of vulnerable people

Responsible for involving patients and their families / carers as appropriate 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 / staff as appropriate

## **POLICY/SERVICE DEVELOPMENT**

To support the unit manager in the development of any required standard operating procedure/Policy

Support the unit manager in any service change and improvement projects

To support the wider team in adoption of new policy and procedures

### **FINANCIAL/PHYSICAL RESOURCES**

To support the unit manager in departmental budgetary management.

### **HUMAN RESOURCES**

Participate in the recruitment, induction and development and review of junior members of staff

Encourage rotation of trained and untrained staff within the service / ward / unit / department

In conjunction with their Line Manager assist in the review of manpower resources within the practice area, helping to assess workload and identify changing skill mix as required

To create challenge and motivate the team

Be familiar with the Trust Discipline (Performance / Inefficiency) Procedure and follow this procedure as required with support from their Line Manager and HR Department

Identify staff who do not perform well and develop an action plan, with the appropriate training support, within a set time scale for review of progress

Ensure the development and delivery of the induction program for junior members of staff

Assist in the supervision, support, training and assessment of non-registered workers completing NVQ's and other forms of appropriate qualification.

Take the lead responsibility for teaching and assessing learners in practice and encourage critical reflection as in clinical supervision

Undertake preceptorship, mentorship and supervise junior qualified staff

Assist in the teaching of junior staff and learners in clinical practice, acting as a link/mentor for named learners as required

Utilise educational opportunities to facilitate learning in the clinical situation

Act formally as a mentor and ensure that other trained staff maintain their competency in the provision of this role for others

Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service

Maintain Service / Ward / Unit / Department training matrix and encourage staff to actively engage in identifying personal training needs which are in line with the needs of the service. Assist staff to identify how these needs may be addressed

Learn and develop new skills associated with the role

Attend mandatory training relevant to post as specified by the Trust

### **INFORMATION RESOURCES**

handling of statistical information, recording own information, entering data, using computer software, inputting, storing and providing information, modifying, maintaining, analysing information.

### **RESEARCH AND DEVELOPMENT**

Initiate and participate in the audit process and professional and managerial projects as / when required

Promote and support innovative and research based practice ensuring the development of accountability in all areas of practice

Help maintain a register of recent literature searches undertaken in the discipline / directorate

Identify and participate in research work applicable to the service / ward / unit as required

### **FREEDOM TO ACT**

Under the Freedom to Act is responsible for exercising professional accountability and ensuring that:-

At all times ensures own and others practice in line with the NMC / HPC Code of Professional Practice and abide by the legal and statutory rules relating to practice

Patients interests and rights are respected and acts as an advocate on behalf of patients at all times

The privacy and dignity of the patient is respected

High standards are achieved and maintained

Through working in partnership with patients ensure they are the focus of effective care

The role of other persons delivering health care is recognised and respected

Public trust and confidence is not jeopardised

Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service

Maintain an up-to-date Personal Development Plan

Promote and support innovative and evidence based practice and shares knowledge and expertise with colleagues

Demonstrate critical reflection skills and the learning gained from experience

Participate in, and promote clinical supervision

Contribute to service and practice development initiatives within the clinical setting

Be aware of, promote and work within **all** policies and procedures adopted by Northern Devon Healthcare Trust

Carry out other duties as may be required and which are consistent with the responsibilities of the post

### **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.



### APPLICABLE TO MANAGERS ONLY

Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.

All managers hold the responsibility of the health and safety and wellbeing of their staff.

Included if appropriate - 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.

### 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 call: 01392 207462.

<b>POST</b>	Surgical First Assistant
<b>BAND</b>	6

# PERSON SPECIFICATION

[illegible]



<b>PERSONAL ATTRIBUTES</b>  Excellent team working. good interpersonal skills. good communication skills. Ability to be empathetic, handle difficult or emotional situations. good organisational skills	E E E E E	
<b>OTHER REQUIRMENTS</b> Potential exposure to bodily fluids, noise and smells Ability to adapt in an ever-changing work environment 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.	E E E E	

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

## COMPETENCY REQUIREMENTS

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(NB those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

Safeguarding Children	Group 1	<input type="checkbox"/>	Blood Transfusion	BDS18 collection	<input type="checkbox"/>	Consent Training	<input type="checkbox"/>
	Group 2	<input type="checkbox"/>		BDS 19 & 20 Preparing & Administering	<input type="checkbox"/>	VTE Training	<input type="checkbox"/>
	Group 3	<input type="checkbox"/>		BDS 17 Receipting	<input type="checkbox"/>	Record management and the nhs code of practice	<input type="checkbox"/>
	Group 4	<input type="checkbox"/>		Obtaining a blood sample for transfusion	<input type="checkbox"/>	The importance of good clinical record keeping	<input type="checkbox"/>
	Group 5	<input type="checkbox"/>		Annual Update	<input type="checkbox"/>	Antimicrobial Prudent Prescribing	<input type="checkbox"/>
	Group 6	<input type="checkbox"/>				Control & Restraint Annual	<input type="checkbox"/>
Not mapped this one		<input type="checkbox"/>	Safeguarding Adults Awareness	Clinical Staff	<input type="checkbox"/>	Mental Capacity/DOL's	<input type="checkbox"/>
	Group 8	<input type="checkbox"/>		Non Clinical Staff	<input type="checkbox"/>		
Manual Handling – Two Year		<input checked="" type="checkbox"/>	Falls, slips, trips & falls	Patients	<input type="checkbox"/>		
Equality & Diversity – One-Off requirement		<input checked="" type="checkbox"/>		Staff/Others	<input type="checkbox"/>		
Fire	Annual	<input type="checkbox"/>	Investigations of incidents, complaints and claims		<input type="checkbox"/>		
	Two Yearly	<input type="checkbox"/>	Conflict Resolution – 3 yearly		<input type="checkbox"/>		
Infection Control/Hand Hygiene	Annual requirement	<input type="checkbox"/>	Waterlow		<input type="checkbox"/>		
	One-Off requirement	<input type="checkbox"/>	PUCLAS		<input type="checkbox"/>		
Information Governance		<input checked="" type="checkbox"/>	Clinical Waste Management	Application principles for clinical staff	<input type="checkbox"/>		
Harassment & Bullying (Self Declaration – One off requirement)		<input checked="" type="checkbox"/>		Application principles for housekeeping	<input type="checkbox"/>		
				Application principles for portering and waste	<input type="checkbox"/>		



## APPENDIX 22

### **STRUCTURE CHANGE JUSTIFICATION FORM FOR NEW JOBS**

Division/Directorate & Specialty:	
Line Manager's Name:	
Approved structure:	
Revision to structure being proposed:	

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

How does this revised structure compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes:		
Explain why this structure change is required, and how this has come about:		
Have any other options been considered? If so what?		
Describe impact if this decision is not supported:		
Any other information to support this application:		
Manager's Signature:	Print Name:	Date:
Divisional Director Signature:	Print Name:	Date:
Chief Operating Officer Signature:	Print Name:	Date:

## APPENDIX 22

### **STRUCTURE CHANGE JUSTIFICATION FORM FOR RE-BANDING**

Division/Directorate & Specialty:	
Line Manager's Name:	
Approved structure:	
Revision to structure being proposed:	

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

How does this re-banding compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes:
Explain the service needs for the re-banding
Explain why this re-banding is required
Explain how this re-banding will improve the structure and add value:
Have any other options been considered? If so what?
Describe impact if this job is not re-banded:
Any other information to support this application:

Employee's Signature	Print Name:	Date:
Manager's Signature	Print Name:	Date:
Divisional Director Signature	Print Name:	Date:
Chief Operating Officer Signature	Print Name:	Date:



