

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Theatre Associate Practitioner |
| **Reports to** | CNM / Sister or Clinical Nurse/ODP Manger |
| **Band** | 4 |
| **Department/Directorate** | CEE. Surgical services. Nightingale |

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| **JOB PURPOSE** |
| To participate as part of the Centre of Excellence for Eyes Day Case team in the delivery of the patient’s perioperative care needs under the direction and supervision of a Registered Practitioner. To assist and support all members of the day case staff and multi-disciplinary team, in providing safe, effective and efficient care to all patients during their time in CEE Day Case unit.  The employee will also work as part of the theatre scrub team, to assist in the implementation of individual care programmes for patients in the perioperative period. They will work autonomously within the clear boundaries of their scrub healthcare assistant/AP role and carry out specific clinical tasks and responsibilities that may cross the professional demarcations of care. Working across both the ward and theatre environment in the Day Case Unit.  Undertaking movement of patients, cleaning and general circulating duties in accordance with the department’s requirements.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Provide a high standard of patient care as directed by a Registered Practitioner and in accordance with the peri-operative patients’ requirements whilst acting in either the scrub or circulatory role. * Work within clearly defined accountability frameworks, recognising at all times the boundaries and sphere of competence to the remit of Scrub Health Care Assistant /Assistant Theatre Practitioner role. * To provide patient care as directed by a Registered Practitioner and in accordance with the specifications of each patient’s peri-operative care needs. * To escort and support patients through their peri-operative journey, including preparing patients for cataract surgery under local anaesthetic. * To participate in the transfer, movement and positioning of patients and equipment in the peri-operative period for which training and competency assessment has been undertaken. * To assist other theatre practitioners in the delivery of basic nursing care, where required. * Set out instruments and equipment ready for surgery * Perform circulating duties to ensure the theatre team is supported throughout surgical procedures and are provided with appropriate/correct equipment, supplies and implants. * To participate in the patient monitoring and use of specific safety checks and protocols. * To contribute to the collection, recording and storage of information in relation to the patient’s peri-operative journey. * Assist in the cleaning of clinical areas and equipment, ensuring that the area is clear of potential hazards i.e. blood products, clinical waste and contaminated items to relevant collection areas. * Support the clinical team to turn around between patients/cases so ensuring patient flow is maintained and efficiency increased. * To contribute to the supervision, development and coaching of other support workers, new starters and students so that they function effectively within the roles and responsibilities. * To participate in the implementation of improvements to working methods and practices. * To work flexibly as part of a team and to practice in accordance with the Trusts standards and statutory requirements. * To work as part of a 24hr unit, including weekend working and night duty as required. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility:     * Patient care * Working under supervision    Of particular importance are working relationships with:  Internal   * Clinical Nurse Manager and Line Manager * Ward sister / charge nurses CEE day case & Diagnostics * Own and other services/units External and internal * Multidisciplinary Teams (MDT), including Surgeons and Anaesthetists * Non-clinical / admin staff |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Guided by Standard Operating Procedures, supervision close by. Operates with a degree of initiative, refers non-routine matters to supervisor.  Work to theatre specific operating procedures and protocols, occupational policies and code of conduct. This includes being responsible for swab and instrument counts in line with theatre SOPs.  Complete patient care plans inputting surgical interventions and handing over relevant information to recovery/ward staff.  Develop and maintain individual knowledge base and act as a resource of information for a specific speciality.  Responsible for raising concerns around safety to senior clinicians.  Ensuring safety checks have be performed correctly prior to patients transfer to anaesthetic room/theatres, facilitating and giving guidance where required.  Must be able to raise concerns if established safety checks are not performed as per policy throughout the peri-operative journey, which often include highly pressured situations, such as ‘stop before you block’ and safe site surgery checks.  To be responsible for the application of patient monitoring within the anaesthetic room, be aware of normal parameters and escalate concerns to a registered practitioner.  Work autonomously to prepare theatre before surgery, incorporating equipment safety checks and rectifying issues ensuring theatre is safe to start.  Unsupervised when confirming patient safety checks have been completed prior to transferring to theatre.  Prior to surgery ensuring specific surgical instruments are available for use, set out and checked following established protocols.  Cleaning theatre suite following specific protocols for each piece of equipment ensuring the correct method and instructions are followed. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Provides and receives routine information where there are barriers to understanding  Communicate with patients and family members using appropriate verbal and non-verbal methods, using persuasion, reassurance, tact and empathy in a variety of situations. To include all adult age groups.  Communicate routine information regarding theatre procedures to adult patients; some patients may have special/learning disabilities  Participate in theatre briefings to discuss routine or complex issues in relation to individual patient care.  Communicate effectively with the surgical and theatre team during specific and occasionally complex surgical procedures.  Lead/participate in WHO checklists and effectively communicate all relevant care related information to the multi-disciplinary team. And freedom to speak out following any safety concerns.  Communicate effectively any situations or potential situations affecting the health and safety of staff, patients and visitors to the designated person in charge.  Deal with telephone enquiries sensitively and initiate appropriate action.  Ensure and demonstrate written and electronic communication are up-to-date and that they are succinct, clear, legible, accurate and comprehensive.  Co-operate and communicate clearly and professionally with the designated nurse in charge any changes that may affect patient care.  To protect and maintain confidentiality of information concerning patients, visitors and staff at all times.  Act in a professional manner at all times when interacting with patients, relatives, colleagues, other service users and visitors.  Report any untoward incidents or events either verbally or in writing, using the Trust electronic incident reporting system.  Support and develop new starters providing advice, instruction or training appropriate to their role. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Judgements involving facts or situations some requiring analysis  Monitor and observe patient condition.  Be able to recognise if and when additional assistance is required due to an escalating situation during a surgical procedure. i.e. more complex intervention is required, unforeseen complications or additional scrub skills/knowledge required.  Fault finding when theatre equipment malfunction, and rectifying non-complex faults.  Recognise and escalate a deteriorating patient during local anaesthetic procedures.  Recognise when to seek further advice, guidance and support as appropriate. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plans own time and organises equipment for theatre procedures, ensuring all relevant equipment is available and in good working order.  Organise some own day to day activities such as preparing and scrubbing for specific procedures, considering preparation time required and priority of equipment needed.  Maintain their own compliance within their specific speciality, including mandatory training, e-learning modules and equipment training.  Personal time management, punctuality and consistent reliable attendance.  Be fully conversant with all Policies and Procedures, including safe site surgery policy (WHO check list), major accident/incident, resuscitation, fire, Health and Safety and act accordingly. |
| **PATIENT/CLIENT CARE** |
| Provide pre and peri operative care, and some post op care as determined by others.  Scrubbing and circulating for surgical procedures.  Direct patient care for which training has been received and competencies completed.  Ensuring WHO safety checks have been completed throughout all five steps of safe surgery.  Escorting patients from ward areas to theatre department, handover relevant patient information to anaesthetic or theatre teams, support patient and or family members in the anaesthetic room.  Applying patient monitoring equipment as trained, recognising normal parameters.  Support patients undergoing local anaesthetic procedures.  Assist in the transfer, manual handling and positioning of patients in the anaesthetic room and operating theatre, ensuring pressure area care is maintained and nerve damage is avoided.  Assist with all aspects of patient care when required.  To assist in the maintenance of the sterile field during operative procedures.  To perform the swab and instrument count and needle check with the scrub practitioner.  Assist in the collection and appropriate management of specimens. |
| **POLICY/SERVICE DEVELOPMENT** |
| Assist in ensuring Safe Site Surgery Policy is followed at all times.  Under the Freedom to Act Policy is responsible for exercising accountability and ensuring that: -   * The privacy and dignity of the patient is respected at all times * High standards are achieved and maintained * The role of other persons delivering health care is recognised and respected. * Public trust and confidence are not jeopardized. * Attend and maintain an up to date Personal Development Plan. * Attend mandatory training relevant to the post as specified by the Trust. * Support with the implementation of service development changes. * Carry out other duties as may be required and which are consistent with the responsibilities of the post. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Assembles/dismantles surgical equipment  Assist in ensuring the effective use of resources, by having an up to date knowledge of appropriate supplies required and their handling/management to avoid waste.  Be responsible for the stocking up of specialty specific consumable items, considering stock rotation and stock levels. Escalating any issues with supply.  Participate in quarterly stock takes.  Participate in developing the financial awareness of the team so that individual staff contribute to the efficient use of resources.  Responsible for the safe use of theatre specific equipment for operating procedures, to avoid damage or inappropriate use. |
| **HUMAN RESOURCES** |
| Demonstrates own activities to new/less experienced employees  Contribute to the supervision, development and coaching of students, new staff and support workers so that they function effectively within the roles and responsibilities.  Support and assess theatre support workers completing Care certificate and specific theatre competencies. |
| **INFORMATION RESOURCES** |
| Use and input data into My Care patient records and other theatre systems for patient administration.  Maintain patient records and Trust documentation.  Ensure procedures details, times and all other data collection requirements are recorded effectively for audit purposes and stock management.  Maintain confidentiality as outlined with Data Protection Policies |
| **RESEARCH AND DEVELOPMENT** |
| Occasionally assist with in house Audits of safe site surgery policy  Encouraged to maintain a personal CPD portfolio to ensure knowledge and skills are kept up to date. |
| **PHYSICAL SKILLS** |
| Developed physical skills, manipulation of objects, people, narrow margins for error, accuracy is important.  Assembles surgical instruments/equipment  Assist surgical team/surgeon during specific procedures with an expert knowledge of equipment required, and be able to anticipate requirements throughout procedure.  Assist with all manual handling activities, using the appropriate mechanical aids and engage in other physical activity related to patient care, to ensure pressure area care and minimize potential nerve damage.  Provide direct technical assistance to registered staff when required, safely utilising electronic and mechanical/manual equipment.  Use skills of manual dexterity and manipulation of clinical instruments and equipment, which includes a knowledge of set up and troubleshooting of specific items.  Use electronic resources to input, save and retrieve information. |
| **PHYSICAL EFFORT** |
| Frequent sitting or standing in a restricted position/frequent moderate effort for several short periods  Standing at operating table/Moving patients, beds, trolleys, equipment several times a day.  Frequent moderate effort is required when undertaking the moving and handling of individuals and objects in line with organisational policy.  A combination of standing for long periods, walking long distances, bending, and stretching is required throughout the shift.  Frequent pushing beds, trolleys and heavy electrical equipment such as stack systems and microscopes, lifting and maneuvering of heavy equipment sets on a regular basis.  Contribute to the maintenance of work area e.g. disposal of linen, cleaning and tidying of equipment regularly throughout the day. |
| **MENTAL EFFORT** |
| Frequent requirement for concentration/Occasional requirement for prolonged concentration, predictable work pattern  Concentration required for carrying out theatre procedures.  Often required to work in a fast paced environment, able to respond appropriately in an emergency situation requiring all team members to be focused and ready to deal with changing situations. |
| **EMOTIONAL EFFORT** |
| * Frequent support of patients and relatives. |
| **WORKING CONDITIONS** |
| Frequent contact with blood/body fluids possible, as well as smells/fumes associated with the theatre environment. Frequent handling of tissue/specimens.  Frequent handling of chemicals related to the transport of specimens.  Manual Handling.  Noise.  Care for the distressed patient.  Use of computers and intermittent use of Visual Display Units.  Working in various light/ temperature/ humidity situations.  Working in positive air pressure environments. |
| **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.  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. |
| **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** | Associate Theatre Practitioner |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Level 5 qualification to include additional scrub units/elements and speciality, specific in-house training. Or equivalent level of qualification, knowledge or experience.  Good level of spoken and written English  To have a minimum requirement of Functional Skills Level 2 at Maths and English. | E  E  E |  |
| **KNOWLEDGE/SKILLS**  Prepared to participate in further training necessary for the post/service.  To demonstrate competent clinical skills  To have a basic knowledge of working with computers and IT systems.  To demonstrate compassionate interpersonal skills.  To be able to work under direction and to use their own initiative.  Understanding of patient confidentiality  Must be willing to gain knowledge and understanding of specific theatre instruments and equipment | E  E  E  E  E  E  E |  |
| **EXPERIENCE**  Experience of working with the theatre team | E |  |
| **PERSONAL ATTRIBUTES**  Ability to work as part of a team.  Communicates well and is able to respond to people with respect and empathy  Demonstrate care, compassion and professionalism  Ability to work in a busy, sometimes stressful environment  Ability to organise own work with direction from team leader as necessary    Good attendance record / time keeping  Ability to stand/walk for long periods of time.  Ability to undertake manual handling and movement of patients and equipment, including pushing beds, trolleys and theatre equipment.  Ability to work variable shift patterns  To have manual dexterity and be able to use specific equipment.  To be self-motivated, positive, resilient and professional. | E  E  E  E  E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Willingness to undertake training as identified  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | 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 |
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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) | Y |  | X |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y |  |  |  | X |
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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 | Y |  |  | X |  |
| Physical Effort | Y |  |  |  | X |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  |  |  | X |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y | X |  |  |  |