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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Apprentice Operating Department Practitioner (37.5 hrs per week)** |
| **Pay** | **BAnnex 21 of a band 5 starting at £21,407 per annum pro rata** |
| **Responsible To:** | **Theatre clinical educator(s)** |
| **Accountable To:** | **Theatre Manager** |
| **Section/Department/Directorate:** | **Surgery** |

**Job Purpose:**

Operating Department Practitioners (ODPs) are registered healthcare professionals specialising in caring for people of all ages before, during & after surgery. ODPs therefore mainly work in operating departments. They work alongside other professionals and take a lead role in ensuring a patient is safe during each stage of a patient’s journey through the operating theatre.

The Apprentice Operating Department Practitioner (ODP) will work towards becoming a Registered Operating Department Practitioner (ODP) by gaining a BSc (Hons) in Operating Department Practice. The Apprentice ODP will undertake an apprenticeship programme incorporating the Integrated Degree Apprenticeship Standards for Operating Department Practice. The apprenticeship programme combines academic and work-based learning; the Apprentice ODP will be fully supported to develop the skills required over the duration of the apprenticeship.

The Apprentice ODP will be based, as a paid employee, within Theatres at Royal Devon University Healthcare NHS Foundation Trust (Northern). They will also gain a wider perspective of healthcare delivery by undertaking additional clinical placements within other departments within the Trust and externally.

They will work collaboratively to maintain patient safety and provide high standards of skilled care and support during each stage of the patient’s journey through the operating theatre, including three distinct phases of Perioperative Care (anaesthesia, surgery and post anaesthetic care).

The Apprentice ODP will ensure their activities are in accordance with the Association for Perioperative Practice (2022) Standards and Recommendations for Safe Perioperative Practice.

On completion of the apprenticeship programme the Apprentice ODP will demonstrate that they meet the Health & Care Professions Council (2014) Standards of Proficiency for Operating Department Practitioners and are therefore eligible to apply for HCPC registration.

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| **Context:**  ODPs must continually make professional decisions to ensure the patient receives the best care before, during and after their surgery. ODPs also ensure that the operating theatre environment is safe and effective and therefore have expertise in the management of specialist equipment & materials in a highly technical environment, for example handling surgical instruments, checking anaesthetic equipment, moving patients and giving medication. ODPs must demonstrate confidence, compassion, competence & effective judgement; being responsible for their decisions  To act as a role model for other staff members  Contributes to the management of a safe working environment  Records patient information accurately using Trust software systems |
| |  | | --- | | **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:** |
| **Registered Nurses/Operating Department Practitioners**  **Theatre Clinical Educator**  **Senior Nurse/Head of Service**  **Operating Department Manager**  **Apprentice Operating Department Practitioners** |
| **Key Result Areas/Principal Duties and Responsibilities**  **Clinical**  Practice (under supervision), assessing patients in theatres & associated areas, exercising professional judgement to establish patient centred goals & to accept, plan, initiate, modify, refer or cease treatment within prescribed limits  Recognise disease & trauma processes relevant to perioperative care  Change practice to account for new developments or changing contexts in what constitutes best practice in perioperative care, through effective change management  Respond appropriately to emergency situations  Conduct appropriate diagnostic, monitoring, treatment & therapy procedures safely & effectively  Undertake anaesthetic, surgical & post-anaesthesia care interventions.  Select appropriate techniques & equipment; undertake & record thorough assessments & investigations.  Maintain Basic, Intermediate or Advanced Life Support qualifications where appropriate  Provide individualized care for patients prior to and throughout surgery or other procedures, including providing reassurance and support.  Use a wide range of clinical skills to provide a safe environment during the administration and maintenance of anaesthesia.  Assist anaesthesia with the use of medical devices & pharmacological (drugs) means.  Preparation of a wide range of specialist equipment and devices.  Position the patient to optimize surgical access, maintaining patient safety and dignity.  Maintain a sterile working area & safely & effectively perform aseptic technique (including scrubbing, gloving & gowning)  Perform scrub skills in accordance with Perioperative Care Collaborative statement  Selection, preparation and provision of the correct sterile surgical equipment to the surgeon and be accountable for all surgical instruments, equipment and swabs throughout the procedure.  Anticipate the requirements of the surgical team, responding appropriately and effectively.  Ensure the correct management of clinical specimens.  Observe and monitor the patient’s vital signs. Monitor airway, breathing & circulation.  Maintain the patient’s airway, identifying and responding to changes in the patient’s condition.  Monitor & record fluids balance & administer prescribed fluids appropriately  Monitor the effects of drugs & take appropriate action is response to significant changes  Accurately calculate & record prescribed drug dose  Assess & monitor individuals pain status & administer prescribed pain relief appropriately  Communicate effectively the handover the care of the patient.  **Communication and Relationship Skills**  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 and Judgement Skills.** |
| Exercise personal responsibility and work under the supervision of a Registered Operating Department Practitioner or Registered Nurse and within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of an Apprentice Operating Department Practitioner.  Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors  **Planning and Organisational Skills**  Plan and manage competing demands of job role, study and placement activities  Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals  Deliver effective care in accordance with the perioperative care pathway overseen by a Registered Operating Department Practitioner or Registered Nurse.  **Physical Skills**  Assist with all manual handling activity, using the appropriate mechanical aids and engage in other physical activity related to patient care.  The post holder may be required to assist in transferring conscious and unconscious patients from one area to another (e.g. to Intensive Care Unit from Accident and Emergency Resuscitation area to and from X-ray). Can work within confined spaces as other medical equipment is required for monitoring and supporting the patient’s surgery/diagnostic intervention.  The postholder will be able to adapt to the shift pattern required by the service and may be required to work a variety of shift patterns.  Contribute maintenance of work area e.g. disposal of linen, cleaning and tidying of equipment, effective use of resources.  The postholder may have to deal with adverse patient outcomes.  The postholder will be required to be able to initiate appropriate emergency care.  **Responsibility for Patient/Client Care**  Communicates effectively with patients and careers, ensuring their involvement in decision making  regarding their care, where possible.  Document all aspects of care in patient’s records both written and electronic and ensure  these records are kept up to date.  Ensure practice complies with local and national standards.  Actively assess, plan, implement and evaluate patient care in the perioperative areas.  Ensure the safety and dignity of the patient at all times through communication and  documentation according to professional policies and procedures.  Under supervision initiate, manage and evaluate the care of the patient provided by non-medical assistants within the perioperative environment.  Develop and maintain a high standard of patient care within the perioperative environment.  Practice and promote confidentiality at all times.  Work within the multi-disciplinary theatre team, and participate with medical staff and other disciplines in the total care of the perioperative patient.  Responsible under supervision 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  **Responsibility for Policy and Service Development**  To work to Trust Policies, Procedures and Standard Operating Procedures (SOP).  To maintain Trust Standards of Clinical Governance.  To support Professional Standards of Practice  The post holder will work in accordance with departmental policies, protocols and procedures.  **Responsibility for Financial and Physical resources.**  The post holder has no budgetary responsibilities but is responsible for the safe and correct use of expensive image acquisition equipment.  Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment & resources as agreed or directed.  Ensure safe and efficient use of stock and equipment including; ensuring equipment is checked appropriately and any defects reported  Demonstrate and instruct the use of equipment to ensure safety.  **Responsibility Human Resources.**  Maintain and update own training relevant to post.  Take an active part in the development review of own work, suggesting areas for learning and development in the coming year.  Act as a positive role model for all disciplines of staff.  Provide support to others within the team.  **Responsibility for Information Resources.**  Daily use of IT programmes relevant to the department and Trust.  **Responsibility for Research and Development.**  The post holder will be required to contribute to developing his / her own team’s evidenced based practice including research.  To engage in active participation in data collection for audit and quality assurance purposes.  **Decision Making**  Adhere to professional and organisational standards of practice, policies and procedures and work within guidelines under the supervision of a qualified (HCPC Registered) theatre practitioner.  Work in a variety of settings under the direction of the registered practitioner with access to support and supervision.  **Physical Effort**  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  **Mental Effort**  The work pattern will be predictable and there will be prolonged periods that require concentration.  Concentration undertaking complex procedures  Ability to accurately monitor and record the patients clinical status, recognising changes in condition and report those changes to the appropriate person  Regular interruptions to daily tasks  Regularly multi-tasks in a constantly changing environment to maintain required standards of care through the effective supervision of junior staff  **Emotional Effort**  There will be occasional exposure to distressing or emotional circumstances, in the rare event of patientnt deterioration leading to death.  Ability to think clearly under pressure  Provide appropriate emotional support to colleagues, patients and carers.  Provide leadership and support to junior members of the team  Ability to deal with the emotional aspects of the post e.g. Terminal illness, Trauma and chronic disease  Ability to explain condition and related interventions to patients / carers  Ability to deal with patients, carers, families or staff who may be distressed, upset or angry  **Working Conditions**  Exposure to bodily fluids, noise and smells.  Ability to adapt in an ever changing work environment. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations'

aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom 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.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Surgical First Assistant**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  **Qualifications & Training**  Care certificate  GCSE-Three subjects at grade C/4 or above  Must include Mathematics, English language and one other subject  Level 3 A level-  BBC / 112 UCAS points  Including Health and Social Care, Psychology, Social Science or Science subject  A maximum of 3 subjects are considered. These can be other A-levels or Level 3 equivalents | D  E  E  E  E  E |  |  |  |
| EXPERIENCE:  Health & social experience | D |  |  |  |
| PERSONAL REQUIREMENTS:  Good organisational / time management skills  Ability to record and deal with accurate facts, figures and information  Ability to interpret and adhere to Trust and departmental policies protocols, procedures and guidelines and ensure other team members comply  Clear written and verbal communication at all levels  Ability to problem solve  Ability to identify and manage risk  Ability to prioritise work and delegate  Flexible to change in demands of the service  Willingness to acquire new skills  Computer literate  An understanding of health policy, national priority and the relevant professional bodies agenda  The application of clinical governance in practice  Well developed interpersonal skills | E  E  E  E  D  E  E  E  E  D  E  E  E |  |  |  |
| REQUIREMENTS DUE TO WORKING ENVIRONMENT  Ability to adapt in an ever changing work environment  OTHER REQUIREMENTS:  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 | Interview  interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts | x | Clinical contact with patients | x | Performing Exposure  Prone Invasive Procedures | x |
| Blood/Body Fluids | x | Dusty Environment | x | VDU Use | x |
| Radiation | x | Challenging Behaviour | x | Manual Handling | x |
| Solvents | x | Driving |  | Noise | x |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | x |
| Cytotoxic drugs |  | Night working | x |  |  |