

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Trainee Orthopaedic Practitioner |
| **Reports to** | Clinical Nurse Manager (CNM) |
| **Band** | Band 5 |
| **Department/Directorate** | Trauma & Orthopaedics |

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| **JOB PURPOSE** |
| To assist in the provision of a high-quality casting service, to all appropriate Trauma & Orthopaedic patients within the Royal Devon University Healthcare NHS Foundation Trust.  This post is open to those wishing to train to become an Orthopaedic practitioner, and will be predominantly based within the Plaster room in Fracture clinic.  The post holder will be required to undertake clinical training in casting application for a minimum 12-month period, in addition to the completion of self-directed study theory, in line with the British Orthopaedic Association (BOA) casting syllabus.  The expectation is that the post holder will then successfully complete a 6-week course at Stanmore Hospital (The Royal National Orthopaedic Hospital) and obtain a British Casting Certificate (BCC).  Once this has been achieved the post holder will then work autonomously in the plaster room as an Orthopaedic practitioner.  Band 4 Practitioners will be uplifted to a Band 5 upon successful completion of the BCC.  The main job purpose is:   * The provision of patient centred care under the guidance of the Senior Orthopaedic practitioner and CNM. * To assess care needs, develop, implement and evaluate programmes of care. * To work effectively as part of the MDT. * To assist the patient in their journey through the department maintaining safety and protecting their dignity. * Provide appropriate training and Education in Plaster of Paris application/care to relevant areas within the Trust, and assess competency levels to ensure patient safety is maintained.   **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To practice in accordance with the BOA, casting syllabus, and Trust policies, procedures and guidelines. * Consistent assessment of individual patient risk factors prior to cast application ensuring patients physical, social and psychological needs are met. * Escalation of high risk or ‘vulnerable’ patients to CNM and Senior Orthopaedic practitioner. * Undertake training in the application and removal of plaster of Paris/synthetic casts and other forms of supportive bandages and orthotics under supervision of a BCC holder and in line with BOA casting framework. * Undertake intermediate wound care and dressings, escalating complex wounds to CNM, plastics or Tissue Viability Clinical Nurse Specialist. * Where the post holder has appropriate skills, undertake basic assessment of Trauma patients requiring surgical fixation including venepuncture and ECG. * Ensure that patients with casts or splints can mobilise safely, referring them to the Physiotherapist if any concerns identified, or if appropriate qualification allows, to advise patient directly. * Responsible for the accurate documentation of all casting activity and procedures on an electronic patient integrated care record (EPIC) * To assist the Senior Orthopaedic practitioner in ensuring that practices reflect current clinical developments, evidence-based guidance and incorporates relevant audit results and research. * Ensure appropriate written and verbal advice is provided to patients and carers regarding their treatment, knowing when to seek assistance if unable to advise competently. * Responsible for assisting with the cleaning and restocking of the Plaster Room, ensuring the environment complies with Health and Safety Legislation and Trust Policy. * To work in partnership with patients and their relatives / carers ensuring care is delivered in an accurate efficient manner. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility:  The post holder will be responsible for undertaking relevant clinical and theoretical training required to meet the requirements of the casting course. This involves a minimum of 12 Months of practical training alongside the Orthopaedic practitioners, and the completion of coursework/evidence of self-directed study in line with the casting syllabus.  The post holder will work closely with the wider Fracture clinic MDT team, and departments/wards within T & O and Plastics.  The post holder will also work closely with Community services who are responsible for the care of patients in casts/devices, to ensure that risk of pressure ulcer development is minimised.  The plaster room also provides a specialist Diabetic Podiatry/high risk casting clinic on a weekly basis, and you will be trained in Total Contact Cast application (TCC). Once BCC has been obtained the post holder will assist in the training and education on the safe application of Plaster of Paris casts to relevant areas within the Trust/Satellite Fracture clinics as required.     |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Clinical Nurse Manager Fracture clinic & Orthopaedic Outpatients. * Fellow Orthopaedic Practitioners. * Consultant Orthopaedic Surgeons and medical staff. * Orthopaedic Outpatients. * Plastics. * Physiotherapists. * Senior Healthcare Support Workers. * Trauma Nurse Practitioners. * Tissue Viability. * Diabetic podiatrist. * Emergency department staff. * Patients. * Orthopaedic Wards & Theatres. * Fracture clinic Administration and clerical staff | * Community Hospitals. * Patient transport services. * Multi-lingua translation service. * Residential and Care homes. * Community Nursing teams/District Nurses. * BOA. | |  |  | |  |  | |  |  | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The post holder, once trained, will be required to make decisions independently with regards to their job role. All clinical decision making and provision of treatment is supported by local Trust guidelines, and are in accordance with the BOA Casting Framework.  The post holder will be required to manage resources within budgetary limits.  The post holder would be required to actively promote development and innovation in practice relating to all aspects of Fracture management, and pressure ulcer reduction, secondary to cast application. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will be required to communicate at a high level with the patient caseload, their immediate team, the wider MDT, and health professionals within the community.  The post holder will be required to provide expert advice (once trained) and effective education using appropriate strategies and opportunities to relevant staff, patients and their families.  The post holder will need to communicate the requirements of the service to patients and their families in order to manage their expectations. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Appropriate assessment of patient risk factors prior to cast application and escalation to Consultant if cast prescription is not suitable due to high-risk status – this will be under the guidance of a BCC holder.  Assessment, treatment and documentation of any wounds/skin integrity prior to cast application. Liaison with practice nurses / DN in relation to wound care follow up in the community.  Assist with recording and evaluation of care given through a system of clinical audit.  Ensure that patient ‘alerts’ are investigated prior to scheduled appointment, communicating necessary information to wider team to ensure that patient safety is maintained and relevant policies are followed. BCC holders will need to assess new referrals and triage safely, plan clinical treatments and deliver those in a timely, safe manner. The patient caseload will need ongoing monitoring and further treatments planned. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The Post holder will need to plan their own working day to include monitoring of their scheduled caseload and ensuring relevant practical training is achieved. They will need to liaise with the Orthopaedic Practitioners to ensure any additional patient flow through the plaster room is managed effectively.  They will need to ensure that patients are reviewed in a timely manner, and that all relevant documentation is completed following care provided.  The post holder will need to be organised with self-directed study and completion of relevant learning, in order to meet the criteria for the casting course.  The post holder once completed BCC will need to provide expert advice and planning at clinical and organisational levels regarding casting. |
| **PATIENT/CLIENT CARE** |
| The post holder will need to have face to face contact with patients during a clinic setting. They will also be required to contact patients over the phone, via e-mail and via written form. |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder will be required to adhere to policy, but not expected to contribute towards development until BCC obtained. They will contribute towards advice and planning regarding casting provision within the scopes of their knowledge. With regards to service provision and future developments once BCC obtained, the postholder is required to promote clinical practice developments based on best available evidence and in line with casting syllabus.  Responsible for evaluating new evidence and updating local policies and procedures.  Ensure evidence-based, effective and consistent clinical care pathways. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will be required to manage resources within budgetary limits.  Act as a professional role model to members of their own team and other health professionals.  Once BCC obtained, provide expert advice at clinical and organisational levels regarding fracture management and casting.  Actively promote development and innovation in practice relating to casting/fracture management.  Act as an expert resource within and outside the Trust, informing colleagues of local and national trends and innovations in practice.  Promote the fracture clinic and ensure an accessible and approachable service.  Establish and maintain effective professional networks within and without the organisation.  Be financially aware when ordering stock and pharmaceutical items. Rotate stock and manage without causing financial loss. |
| **HUMAN RESOURCES** |
| No direct line of responsibly for other staff but you are responsible to provide teaching and education to other staff members and students once BCC obtained. |
| **INFORMATION RESOURCES** |
| Regular use of EPIC and completion of relevant IMER radiology assessment/training is required.  Using the above systems to perform ongoing review of the patient’s fracture management and audit. |
| **RESEARCH AND DEVELOPMENT** |
| Completion of the casting certificate, and successful assessment at Stanmore within 12-18 months of undertaking role. Once achieved the post holder will;  Promote clinical practice developments based on best available evidence.  Responsible for evaluating new evidence and updating local policies and procedures.  Ensure evidence-based, effective and consistent clinical care pathways.  Critically review and disseminate new information to relevant staff.  Appraise clinical practice in relation to the evidence base through participation in multidisciplinary research, independently or collaboratively.  Responsible for the provision of robust training and education to areas within the Trust who use POP/care for patients in casts. This will include ensuring competencies are completed and trained staff are up dated on a yearly basis. |
| **PHYSICAL SKILLS** |
| Physical skills needed to meet the job requirements included in cast application and wound care. |
| **PHYSICAL EFFORT** |
| To include holding limbs for cast application, or removal.  Assisting patients where required on to treatment couch, and positioning limbs appropriately for cast application.  Performing wound assessments and removal of sutures/clips.  Disposing of waste, including Gypsum appropriately. |
| **MENTAL EFFORT** |
| Dealing with challenging patients and their relatives.  Busy environment, if Trainee position will be expected to undertake clinical learning and completion of coursework – some of which is allocated study time, however there will be learning/study which will have to be undertaken in own time.  Excellent communication. Providing training to patients and/or staff if already have BCC. |
| **EMOTIONAL EFFORT** |
| Dealing with patient demand and expectations for treatment. Prioritising treatment to those more in need and managing other patients waiting time. Dealing with the older population on a daily basis and the added communication that involves. |
| **WORKING CONDITIONS** |
| Working with casting materials and equipment.  Working with children in addition to adults.  Potentially delivering training and education (BCC holders) to satellite clinics away from normal place of work. |
| **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. |

PERSON SPECIFICATION

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| **Job Title** | Orthopaedic Practitioner |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**    Registered Nurse or Band 5 equivalent, or Band 4 AHP.  Completion of recognised Orthopaedic course.  IMER training.  K wire removal competencies.  Application of humeral braces.  Completion of recognised Diabetes course.  Teaching and mentoring qualification or equivalent experience.  Venepuncture qualification.  UK Driving licence. | E | D  D  D  D  D  D  D  D |
| **KNOWLEDGE/SKILLS**  Ability to communicate effectively at all levels, both written and oral.  Employ safe and effective methods of problem solving.  Ability to manage own time, be organised and manage work/case load efficiently.  To be proactive in seeking advice and guidance when required.  Respond sensitively to the needs of patients and their families in a clinic environment.  Understanding of the audit cycle and its application within specialist sphere  Understanding of principles of change management  Computer literacy.  Knowledge and experience of EPIC. | E  E  E  E  E  E  E | D  D |
| **EXPERIENCE**  Relevant post registration experience.  Experience in T & O setting.  Experience with complex wound care/Plastics experience.  Experience of providing verbal and written advice to patients.  Able to deliver a high standard of care to a wide variety of patients. | E  E  E  E | D |
| **PERSONAL ATTRIBUTES**  Highly motivated and enthusiastic.  Flexibility in working pattern and style to meet patient/team requirements.  An intuitive and problem-solving approach.  Assertive when required.  Able to work as part of a team and independently.  Reliable.  Takes responsibility for own professional development. | E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Flexibility in day to day working.  Willingness to undertake training as identified by PDR and training needs analysis.  Ability and willingness to travel to community hospitals/satellite fracture clinics. | 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 | R |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  | M |  |  |
| Laboratory specimens | N |  |  |  |  |
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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 | R |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y | M |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| 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) | Y |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | Y |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | N |  |  |  |  |