**JOB DESCRIPTION**

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 is committed to recruiting and supporting a diverse workforce and so we 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. The Trust expects all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

**1. JOB DETAILS**

**Job Title:** Trainee Spinal Surgical Care Practitioner / Spinal Surgical Care Practitioner

**Band:** 6/7

**Responsible To:** All Spinal Consultants

**Accountable To:** Clinical Matron – T&O Division of Surgery

**Department/Directorate:** Directorate of Surgical Services

**2. JOB PURPOSE:**

The post holder will be trained in the competencies required to undertake the following activities to ensure safe and high standards of patient care are maintained across the patient’s care pathway.

* To accurately and concisely assess patients, to plan, evaluate and implement their care, provide specialist advice in a variety of settings and to maintain associated records.
* Works autonomously as a lead specialist in a defined area of care
* Provides specialist education and training to a wide discipline of staff
* Undertakes research activities and leads clinical audits in own specialist area
* Participates in operative procedures and aspects of pre and post operative care of spinal patients, under the direction of the Consultant Spinal surgeons. Works closely with the medical and nursing staff to develop this role to its full potential
* Undertakes appropriate training and assessment in the competencies required to undertake the role with a high degree of clinical skill and knowledge.

**3. KEY WORKING RELATIONSHIPS:**

* Patients, relatives and carers
* Consultant Spinal Surgeons
* Registrars/SHO/F1/F2
* Matrons across T&O surgical wards
* Ward and OP staff
* Preoperative staff
* GP’s
* Theatre Staff
* Consultant and SpR anaesthetists
* Secretarial team
* Physiotherapists

**4. DIMENSIONS**

To deliver a consistent high quality service for patients with spinal conditions, in line with the service standards and scope of professional practice within the RDU.

**5. ORGANISATIONAL CHART**

Divisional Director

Assistant Director of Nursing

Clinical Director (Surgery)

Clinical Matron

CL CM and CSM

Spinal Consultants

**This Post**

Key: Denotes Line Management accountability

  Denotes a reporting relationship

**5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Clinical Practice:**

**Working independently:**

* Understands and recognises own limitations and seek advice when necessary.
* Provides highly developed specialist advice to patients and their families/carers, staff of all disciplines and students.
* Communicates with a range other staff of all disciplines, acting as a highly specialist resource including liaison with health care providers throughout the Trust regarding diagnosis and treatment advice.
* Reviews patients and situations independently and makes independent management decisions. Assesses and interprets specialist information and conditions and takes appropriate action usually without the need to refer to other specialists. Understands and recognises own limitations and refers to a more experienced senior medical colleagues when required.
* Provides highly developed specialist advice to patients and their families/carers, staff of all disciplines and students.
* Provides and receives highly sensitive, distressing, complex or contentious information to patients, their relatives and members of the public with empathy and reassurance.

**Clinical areas:**

* Supports spinal surgery for both elective and emergency patients in theatre with proximal supervision within their scope of practice.
* Independently and accurately records the operation note and discharge note and forwards the information securely and confidentially to other members of the multidisciplinary team involved in that patient’s care.
* Taking informed consent for procedure/treatment as appropriate.
* **Undertakes non-medical prescribing within their sphere of competence. Complying with the requirements of the Non-Medical Prescribing policy and their regulatory body**
* **Comply with the re-validation programme to ensure operating skills and techniques is of the highest of standards.**
* To have the opportunity to train in the performance of lumbar spinal injections under local anaesthesia for selected cases under the educational guidance of a Consultant Spinal Surgeon mentor.

**Working as a team:**

**Clinical areas:**

* Acts as first or second assistant with supervision or under direction of the consultant surgeon. Undertaking positioning, incisions, dissection, suturing, tying and appropriate wound closure.
* Taking informed consent for procedure/treatment.
* Independently and accurately records the operation note and discharge note and forwards the information securely and confidentially to other members of the multidisciplinary team involved in that patient’s care while ensuring British Spine Registry up to date.
* **Undertakes non-medical prescribing within their sphere of competence. Complying with the requirements of the Non-Medical Prescribing policy and their regulatory body.**
* **Supports the pre-assessment process for specialist surgery in conjunction with pre-operative assessment nurses and through liaison with anaesthetics.**
* **Provides additional patient information and peri-operative guidance for selected cases in the outpatient setting prior to surgery complementing the informed consent process.**

**Leadership and Management:**

* Communicates service related information to patients/service users, senior managers, multidisciplinary staff and external agencies.
* Establishes how relevant national guidance and policies should be interpreted and applied to practice.
* Develops specialist protocols and policies.
* Responsible for organising own workload and supervising the workload of less experienced staff within the requirements of the specialist team activities and work plan.
* Develops specialist multidisciplinary protocols and policies for specialist area.
* Produces and presents reports as required.
* Makes formal presentations to relevant Trust Committees if required.
* Provide representation on committees/working groups as required.
* Be aware of budgetary limitations and provide highest quality nursing service within those confines.
* Demonstrate the financial and service provider/user benefits of the role.
* Make line manager aware of any concerns regarding the quality of service provided in a constructive manner.
* Has a personal duty of care in relation to equipment and resources.
* May be an authorised signatory, if relevant to team.

**Education:**

* Plans, delivers and evaluates education and training programmes for all relevant disciplines of staff.
* Provides specialist training and education in informal and formal settings for nurses and other disciplines, for example:-
* Actively participating in local and national teaching programmes
* Leading informal teaching sessions
* Provides teaching in practice to other staff and students through clinical supervision/facilitation, for example:-
* Supervising and teaching junior medical staff
* Facilitating medical student training.
* Teaching junior medical staff wound closure.
* Acts as a positive role model for other staff and students.
* Teaches patients and their families/carers about managing own condition.
* Write and provide up to date patient information leaflets on common Spinal conditions and procedures.

**Research and Development:**

* Ensure that evidence based practice is achieved through participation in research and development activities, independently or collaboratively.
* Identifies research and development opportunities and formulates appropriate questions.
* Incorporate nursing research and development activities into the annual work programme.
* Appraise personal and developmental limitations in respect of ability to undertake research and development activities.
* Ensure clinical practice, policy and service developments are on best available evidence.
* Reviews and disseminates new information to relevant staff.
* Coordinates the evaluation of clinical practice in relation to its evidence base and clinical effectiveness and proposes changes to practice accordingly.
* Undertakes research and use core audit skills to enable the specialist team and other health professionals to improve quality of care.
* Collect and collate epidemiological data to enable the team to inform independent or collaborative review of clinical practice.
* Take responsibility for reviewing and amending relevant patient information leaflets. Identifies a need for new information and construct new leaflets to enhance patient experience.

**Professional Development:**

* Maintain responsibility for own professional and specialist development.
* Participate in regular performance appraisal.
* Use reflection to identify and prioritise education/development needs.
* Pursue an ongoing programme of professional education/development relevant to the specialty.
* Be a member of a professional specialist forum/association and attend regional/national meetings and conferences when possible.
* Undertake any training required in order to maintain competency including essential training i.e. infection control, fire, moving and handling, resuscitation.

**THE TRUST - PURPOSE AND VALUES**

Recruitment Team will insert up to date version here

**PERSON SPECIFICATION**

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**POST:**Trainee Spinal Surgical Care Practitioner / Spinal Surgical Care Practitioner

**BAND: 6/7**

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| **REQUIREMENTS** | **At Recruitment** | **At KSF 2nd Gateway** |
| **QUALIFICATIONS/SPECIAL TRAINING :**Registered Nurse or equivalent professional registration (e.g. ODP)Bachelors degree in nursing or health related subject or equivalent academic experience – Recognised degree course to include SCPCompletion of or working towards a Specialist post graduate diploma or equivalent courses to masters level equivalentTeaching and mentoring qualification or equivalent experienceLeadership qualification or equivalent experienceNon medical prescribing certificateClinical based qualification i.e Registered nurse, physio, OT or Operating Department practitionerMSc or PgDip Surgical Care Practice course or SCP predating MSc level equivalent.  | **E****D****D****D****D****D****E****D** | **E****E****E****E****E****E****E****E** |
| **KNOWLEDGE/SKILLS:**Excellent verbal and written communication skillsAbility to manage own case/workloadAbility to lead other staffAbility to review the performance and development of other staffAbility to lead and coordinate research and audit activityAbility to implement of changes to practice successfullyComputer literacy | **E****E****E****E****E****E****E** | **E****E****E****E****E****E****E** |
| **EXPERIENCE:**5-year post registration experience, of which must be as a specialist nurse practitioner (trainee). Experience of teaching in practice Experience of planning, delivering and evaluating education programmes.Experience of undertaking formal teaching/lecturing | **D****D****D****D** | **E****E****E****E** |
| **PERSONAL REQUIREMENTS:**Able to work as a team memberHighly motivated and enthusiasticTakes responsibility for own professional developmentSmart professional appearanceUp to date personal profile | **E****E****E****E****E** | **E****E****E****E****E** |
| **OTHER REQUIREMENTS:**Willing to travel to community hospitals | **E** | **E** |

\* Essential/Desirable

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| **Hazards within the role, used by Occupational Health for risk assessment** |
| Laboratory SpecimensProteinacious Dusts | X | Clinical contact with patients | X | Performing ExposureProne Invasive Procedures | X |
| Blood/Body Fluids | X | Dusty environment |  | VDU Use | X |
| Radiation | X | Challenging Behaviour |  | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | X |