

Job title: ORTHOPAEDIC PRACTITIONER

Band: Band 5

Department: Fracture Clinic Outpatients

Division: Planned Care



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Letter from Adam Sewell Jones, Chief Executive

Thank you for expressing an interest in working here at East & North Hertfordshire NHS Trust.

East and North Hertfordshire NHS Trust is a very special organisation. Our teams are amazing, and this has been demonstrated even more so during the unprecedented challenges brought about by the Covid-19 pandemic. Our ability to be flexible and innovative in the way in which we work and deliver our services to our catchment has never been more important than it is now.

We are a large acute Trust which operates across four sites; acute services are offered at the Lister Hospital; specialist cancer services at the Mount Vernon Cancer Centre (MVCC); and non-acute services offered at Queen Elizabeth II and Hertford County hospital. We underwent an extensive £150m reconfiguration some years ago which saw all inpatient and complex services centralised at the Lister.

We are an organisation with a strong culture of positive values and our ambition is to provide high-quality, compassionate care to our community in all that we do, including patient experience, clinical outcomes, patient safety and financial sustainability.

We have many great people working for us doing all sorts of roles, ranging from porters to doctors, from administrators to nurses, and everything in between. But we all share one vision – we put our patients at the heart of everything we do.

If you decide to apply, you will be joining us at an incredibly exciting time as we continue on our transformation journey. I hope very much, that after reading this pack, you will want to join us on that journey.

I wish you the best of luck in your application.



Adam Sewell-Jones
Chief Executive

Benefits

As a Trust employee, you can access a range of financial and non-financial benefits to support our staff in all aspects of their life.

Wellbeing:

- Get confidential advice and support on personal, work, family and relationship issues, 24/7, from our Employee Assistance Programme
- Offers and discounts at local gyms
- In-house Health at Work service with advice line and self-referral facility for staff as well as signposting and access to other support, such as weight management clinics and physiotherapy
- On site workplace pharmacy at Lister offering a minor ailment service, flu vaccinations, travel clinic, sexual health, smoking cessation and health check services
- Opportunity to discuss ideas, problems or concerns easily and anonymously with our Speak in Confidence service

Travel:

- Save up to 30% on a new bicycle through our Cycle to Work scheme
- Reduced staff car parking costs through our Car Sharing scheme
- Discounts on local buses and trains
- Competitive rates through our car lease scheme
- Inter-site transport minibus which includes shuttle to Stevenage Railway Station

Work/Life Balance:

- Pursue different interests with the security of employment on your return from your break of 3 months to 5 years with our Career Break scheme
- Generous annual leave with additional days awarded for long service
- A variety of different types of paid and unpaid leave covering emergency and planned leave, such as special leave/ emergency leave/carers leave, through our Special Leave policy
- A Retire and Return scheme, enabling you to draw your pension whilst continuing to work for us after a short break
- Options for flexible working to provide you with a healthy work/life balance such as part time working, term time only, compressed hours (subject to service requirements), and flexible work schedules

Financial:

- Discounts on restaurants, getaways, shopping, motoring, finance through a variety of providers
- Access to the NHS Pension Scheme, providing generous benefits upon retirement, as well as a lump sum and pension for dependants

Learning and Development

- Extensive range of learning and development opportunities, including coaching, for both clinical and non-clinical topics
- Access to our Grow Together scheme, ensuring that you have meaningful, quality conversations with your manager about what matters to you and your development
- We fully encourage our staff to develop to their full potential and are supportive of secondments, acting up opportunities and all learning and development activities.

Other:

- Local and Trust wide staff award schemes where staff are nominated and recognised by their colleagues and peers for their hard work
- Assistance in relocating for some staff with our Relocation Policy

Our vision, mission, and values

Our vision is:

“To be trusted to provide consistently outstanding care and exemplary service”

Our mission is:

Providing high-quality, compassionate care for our communities

Our values are:



We value the diversity and experience of our community, colleagues and partners, creating relationships and climates that provide an opportunity to share, collaborate and grow together



We create a safe environment where we are curious of the lived experience of others, seek out best practice and are open to listening and hearing new ideas and change



We are committed to consistently delivering excellent services and continuously looking to improve through a creative workforce that feels empowered to act in service of our shared purpose

Job description

Job title:	ORTHOPAEDIC PRACTITIONER
Band:	Band 5
Department:	Outpatients
Base:	Lister Hospital but may be required to work at the QE11/HCH on a rotational basis. However, you may also be required to work on a permanent or temporary basis elsewhere within East and North Hertfordshire NHS
Responsible to:	Fracture Clinic Departmental Manager
Responsible for:	Trainee Orthopaedic Practitioner, Clinical Support Workers

Job summary:

The Fracture Clinic Practitioner will plan, implement and evaluate the provisions of casting skills and or / nursing care in the fracture clinic environment. The Fracture Clinic Practitioner will have the skills and knowledge necessary to provide a high standard of evidence based care

Key working relationships:

Nurses, Ward Managers, multi-disciplinary team, Divisional Management Team, Non-Medical Education Team, Specialist Nurses, Patients/Relatives/ Carers, Matrons, Heads of Nursing and Midwifery

Main responsibilities:

Clinical Responsibilities:

1. Responsible assessment of patients and in completion of care documentation
2. Carry out clinical therapeutic care as required within standard protocols and within the scope of the orthopaedic practitioner remit such as assessment of fracture, repositioning of limbs under supervision and plastering of affected limbs.
3. Provide therapeutic intervention in support of the wider Allied Health professional multidisciplinary team, by following prescribed therapy programs to promote functional independence
4. Deliver the evaluation of care.
5. Ensure completion of patient documentation
6. Involve patients and carers / relatives in the delivery of care
7. Provide reassurance support to patients and carers / family
8. Prepare and support patients during and after clinic / therapeutic activities in the outpatients,

ward and theatre areas following consent and adhering to policies and procedures

9. Works collaboratively with others within the team to ensure that patients' needs are met.
10. Recognise and respond appropriately to urgent and emergency situations
11. Ensure compliance with legislation, policies and procedures for self and others
12. Report any concern regarding patient care
13. Participate in patients and public involvement activities, support people's equality, diversity and rights
14. Participate in regular supervision with line manager.
15. Exhibit professional behavior and attitude at all times. .

Personal Responsibilities/Education and Development:

1. Develop own personal development plans, in line with local/Trust objectives and in conjunction with your annual appraisal. Maintain competence in resuscitation, Moving and Handling and Fire through the attendance of mandatory training
2. Evaluation of own knowledge and practice and makes effective use of appropriate learning opportunities, such as department training, Trust training, conference attendance, shadow staff, literature searching and reading
3. Undertake and participate in post registration training in order to maintain and develop skills.
4. Develop and maintain competence in accordance with the Outpatient department and the Trust competency frameworks. Develop the skills required to manage on a day to day basis the environment in which you are working.
5. Maintain an awareness of local and national health care issues.
6. Act always in accordance with Outpatient department and Trust Policies and procedures.
7. Act as an exemplary role model for the Trusts Code of conduct for clinical support workers
8. Adhere to dress code policy
9. Communicate information only to those people who have the right and need to know it, consistent with legislation, policies and procedures.
10. Work within the limits of own competence and responsibility and refers issues beyond these limits to relevant people.
11. Develop an understanding of the individual roles of all members of the Multidisciplinary Team.

12. Develop an awareness of budgets, costs and value for money.

13. Be aware of and adhere to the regulations controlling drug usage and storage.

14. Assist with the risk management strategy by completing adverse incident and complaint forms when required.

Note

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the lights of changing circumstances and in consultation with the job holder.

Supplementary job description information:

Confidentiality

Each of us have a personable responsibility and liability under the Data Protection Act 2018 around the confidential nature of our jobs. Details of a confidential nature, including information relating to patients or staff, must not under any circumstances be divulged to any unauthorised person. Breaches in confidence will result in disciplinary action, which may result in dismissal. In exceptional circumstances this could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018.

Health and Safety

You must take reasonable care of your own health and safety and that of other people who may be affected by acts of omission at work and to ensure that statutory regulations, policies, codes or practice and department safety rules are adhered to.

Sustainable Development

We recognise the need for a sustainable development strategy that focuses on reducing carbon emissions. We do this through:

- Reducing environmental impact achieved by greener waste disposal and travel, energy and water consumption
- Being a good community role model and supporter of the local economy
- Providing excellent value for money
- In order to reduce our carbon footprint, every single one of us must play a part in ensuring we are an environmentally-responsible organisation. You recycle at home, we ask that you do the same simple things at work
- When you can, use public or inter-site transport, cycle between sites and claim for mileage
- Recycle all you can: paper, CDs, batteries – there are recycling stations throughout the Trust
- Always switch off lights, PCs and other electrical appliances when not in use
- Don't waste water

Safeguarding

You must have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004.

You must treat all patients with dignity and respect and ensure that vulnerable adults are safeguarded from abuse and neglect within the provisions of the Hertfordshire Safeguarding Adults from Abuse Procedure.

Infection Control

You are expected to take individual responsibility to ensure working practice is safe.

Equality, Diversity and Inclusion

The organisations which make up Herts and West Essex Integrated Care System believe that fairness for people is fundamental to providing good care. We want to ensure that those who work with us and for us share this core value.

We are committed to equality, diversity and inclusion for all job applicants, staff, patients and the wider community. We are continuing to develop the strength of our inclusive approach, and creating a workforce which represents the diverse communities we serve is an important part of this.

We have agreed to:

- Work together to learn, celebrate and embrace diversity, end unfairness, discrimination and racism, and embed these changes into our everyday work
- Strive towards being an exemplar group of organisations for equality, diversity, inclusion, fairness and belonging
- Commit to value all people and promote a culture of zero tolerance to all kinds of harassment, bullying, discrimination and racism in the workplace
- Pro-actively champion national and local policies and initiatives to address health and workforce inequalities
- Work in partnership with other professional and health and care organisations to embed these principles Work in partnership with other professional, health and social care organisations, trade union and voluntary sector organisations to embed these principles

Each organisation with the Herts and West Essex Integrated Care System has agreed to include this statement on their job descriptions so that staff and job applicants are aware of this commitment. Staff are expected to be supportive of these principles and to demonstrate this in everything they do at work, regardless of their role.

You are required to always demonstrate behaviours which support our commitment to equality, diversity and inclusion, as detailed below, so that our workplaces are free from harassment and/or unlawful discrimination and where diversity is actively valued and celebrated.

Review

These guidelines are provided to assist in the performance of the contract but are not a firm condition of the contract. The job description will be reviewed as necessary to meet the needs of the service, in consultation with the post holder.

Person specification

Requirements		
	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> - Has undertaken plaster technician training leading to recognized casting certificate (BCC) to become an autonomous registered practitioner - Can demonstrate advance knowledge of anatomy and physiology related to role 	<ul style="list-style-type: none"> - Foundation Degree in Health and / or Social Care Practice
Previous Experience	<ul style="list-style-type: none"> - Relevant and comprehensive experience in health care undertaking a full range of clinical competencies working with fracture clinic and casting patients 	
Skills	<ul style="list-style-type: none"> - Ability to communicate in a variety of settings with patients of varying levels of understanding - Ability to liaise with all members of the multi disciplinary team - Ability to work on own initiative within protocols and remit of role without direction - Ability to undertake assessment, planning, evaluation and delivery of care for patients in fracture setting - Assessment skills and ability to problem solve - Ability to prioritise care and organise workload - Self motivated and able to work on own initiative - Understanding of quality and change in the clinical setting - Flexibility and team participation - Committed to delivering high standards of patient care - Basic IT skills 	<ul style="list-style-type: none"> - Mentorship Skills

Knowledge	<ul style="list-style-type: none"> - Understanding of the requirements of the specialist roles in the context of the Team and Organisation - Provide evidence of managing continuing personal development and being pro active in development of self and others - Understanding of risk management and Infection Control - Knowledge of clinical observation - Understanding of NHS issues 	<ul style="list-style-type: none"> - Experience of supervising, training and developing clinical support worker
Other requirements	<ul style="list-style-type: none"> - Flexible approach and ability to work shift patterns as required by the needs of service - Understanding of, and commitment to, equality, diversity and inclusion - Role model our Trust values every day 	