

## Job Description

<b>Title:</b>	<b>Senior Anaesthetic Theatre Practitioner /Operating Department Practitioner</b>
<b>Grade:</b>	<b>Band 6</b>
<b>Annual Leave:</b>	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
<b>Department:</b>	<b>Main Theatres</b>
<b>Responsible to:</b>	<b>Matron of: Theatres, Day Treatment Centre and Pre-assessment.</b>
<b>Accountable to:</b>	<b>Team Leader Anaesthetics</b>

## POST SUMMARY

- The post holder will be assisting in the routine daily planning and organisation of the theatres/allocated anaesthetic area, for clinical procedures and practice and participate in the department's administration as required.
- The post holder will be responsible for the assessment of care needs, the development of programmes of care and their implementation and evaluation.
- The post holder will be a qualified nurse with the post-registration nurse anaesthetic qualification /ODP (Operating Department Practitioner) and registered with the Nursing and Midwifery Council/HPC (Health and Care Professions) with an up to date PIN and registration number.
- The post holder is expected to line manage staff and take control and deputise in the absence of the line manager.
- The post holder is expected to lead the anaesthetic team and hold and cover the crash/obstetric bleep and work out of hours. It is also essential for the post holder to have an incentive and innovation to take a leadership role within theatres.
- The post holder will contribute to the overall good of the organisation by being a positive role model and to treat all staff, visitors and service users with courtesy.
- The post holder will undertake rotation across the specialities to cover the service where acquired skills allow.



It is expected that the post holder will be able to carry out all of the duties listed in the main duty section below. The duties will vary from speciality to speciality and they may carry out other similar duties in support of the theatre environment that are not listed. No duties are to be undertaken by the post holder unless they have received the appropriate training.

## **MAIN DUTIES**

### **1. Clinical Responsibilities**

- Monitor and maintain the quality of nursing activities and achieve the prescribed standards of nursing/ODP care set for the department.
- Maintain individualised nursing/ODP care according to guidance provided by the Professional Development Department and senior nursing staff.
- Provide counselling for patients, their relatives and nursing/ODP staff as appropriate.
- Liaise with colleagues and community staff to ensure continuity of clinical practice.
- Acting as an anaesthetic member of the theatre team and partakes accountability for achieving high standards of care within the anaesthetic area.
- Providing assistance to the surgeon/anaesthetist/nursing/ODP colleagues as required.
- Co-operating with appropriate departmental staff to ensure correct positioning of patient for operative procedure and to ensure safe and smooth running of theatre list.
- Co-operating with appropriate departmental staff to ensure prompt collection and dispatch of specimens.
- Checking, witnessing and administering controlled drugs.
- Co-operating with appropriate departmental and ward staff in sending for patients to the operating department and returning patients to their wards.
- Participating in the pre/peri/post anaesthetic/operative care of the patients.
- Advising the Team Leader/Sister/Charge Nurse of proposed changes in the order of operating lists and understands the relevance of escalating concerns.
- Carry out nursing care to the highest possible standard according to Trust Policies and Practice and Clinical Guidelines. This requires a thorough understanding of policies



and guidance related to, for example, infection control, hygiene and individualised patient needs.

- Ensuring that stock levels in the specific clinical area you work in daily, are kept at a reasonable and safe level.

The post holder will be able to demonstrate a thorough understanding of how to use equipment safely and effectively.

### **Managerial responsibilities**

- Exercise professional accountability as guided by the NMC Code of Conduct (nurses)/ HCPC (Health & Care Professions Council).
- Act as an effective role model.
- Inform the Team Leader of any activity in the department which affects patient care.
- Report all incidents / accidents involving patients, visitors or staff, in accordance with Trust policy. The post holder will ensure that the correct documentation is fully completed and forwarded to the appropriate personnel in accordance with Health and Safety requirements.
- Report all complaints to the Theatre Matron. In cases where investigation is required, verbal or written statements and any other evidence, such as copies of documentation, must be provided promptly and professionally.
- Maintain effective communication with patients, relatives, the multi disciplinary team and significant others.
- Liaise, communicate and negotiate with colleagues of other speciality services and departments to ensure co-operation with achieving objectives, to promote good working relationships and to establish a team spirit.
- Ensure that nursing procedures and policies are followed.
- Participate in the induction / orientation of new staff.
- Assist in provide support, guidance and counselling for junior nursing staff, trainee ODP's and learner nurses.
- Assist in maintaining the correct environment for teaching junior nurses, trainee ODP's and learner nurses and be aware of post registration course requirements.
- Demonstrate procedures and supervise qualified and unqualified staff.
- To use resources both effectively and efficiently.



- Assist in the collection of necessary data using local IT systems.
- Maintain accurate written documentation in relation to patient care.
- Practice in a cost effective and cost awareness manner.
  
- The post holder will manage a group of staff and you will be accountable to ensure that their sickness is managed in line with the Trust Sickness and Absence policy
- Ensure that staff you manage have a yearly appraisal and that this is uploaded onto ESR (Employee Staff records)
  
- Ensure that the staff you manage are compliant with all of their mandatory training

### **Professional Development**

The post holder will:

- Be responsible for their own professional development and updating by reading the nursing press, attending relevant courses both in-house and external, in line with the NMC/HCPC requirements. Through the Appraisal and Development System, the post holder will construct a personal development plan in conjunction with their team leader that reflects individual and organisational needs.
- Ensure all professional performance is underpinned by NMC/HCPC documents, e.g.) Code of Professional Conduct, Post Registration Educational Practice Requirements, Scope of Practice etc.
- Acquire new skills and knowledge to expand nursing practice. This will include computer skills and other initiatives to enhance patient focused care.
- Will be familiar with and work to local Policies and Guidance.
- When representing the department, trust or profession, the post will ensure that this is conducted in a professional manner.
- Maintain an awareness of clinical and professional developments in nursing/Operating theatre practice and participate in nursing research.

### **EDUCATIONAL**

- Assist in the teaching and supervision of learners entering the Theatres to gain speciality training – Advanced Diploma in theatre nursing/anaesthetics / Advanced



Diploma in Theatre Practitioner / Student Nurses/ AT&S/HCA. Assist in the education of medical students and other visitors to the area.

- Assist the Team Leader in ensuring that the Educational Environment is conducive to learning and work in conjunction with the appropriate training centres.
- Monitor that training objectives are being met.
- Assist in the Orientation/Induction Programmes for newly appointed staff, trainees, paramedics, work experience students and other members of the multidisciplinary team.

### **Additional duties/responsibilities**

The post holder will:

- Wear uniform at all times, in accordance with the uniform policy.
- Interact with patients, visitors to the theatre department, other members of the nursing team and managers in positive, supportive and co-operative ways.
- Carry out such other reasonably related duties appropriate to the grade, as assigned by the Team leader for their area, the Theatre Matron or nurse in charge.
- Be prepared to work across the theatre specialities including anaesthetics, recovery and day surgery (acquired skills allowing), if required to do so, to meet the needs of the service.
- Be responsible for reporting their sick and annual leave in line with departmental guidelines.

Study leave must be negotiated with the Theatre Matron and must reflect the organisation and individual requirements of the personal development plan. All learning should make a positive contribution to the department and nurses are expected to share their learning with their colleagues after attending a course or study day.



Undertake any other reasonable duty as directed to ensure the smooth running of the department.

### **Clinical Governance**

All staff with clinical responsibilities are expected to work within the clinical governance arrangements agreed by the Trust. This is through an established framework through which clinical staff are continuously accountable for improving the quality of services and safeguarding high standards of care by creating an environment in which excellent care will flourish. All clinical staff are expected to maintain *appropriate* knowledge about, and involvement in, agreed strategies and programmes to continually improve their standards of clinical care through:

- Patient and user involvement
- Risk and complaints management
- Clinical effectiveness and audit programmes
- Continuous Professional Development.
- Clinical research in accordance with Department of Health Governance requirements.

### **NMC/HP REGISTRATION**

The maintenance of registration with the NMC/HCPC is a requirement of this post. Post holders are expected to comply with the NMC/HCPC Code of Professional Conduct and other guidance issued by the Council(s) governing professional issues.

*This job profile is intended to provide an outline of the duties and responsibilities of this post and may change from time to time by agreement of the Director of Human Resources & Corporate Affairs and the postholder.*

***Following consultation post holders may be required to do other duties commensurate with their grade and experience for short periods of time.***



**Revalidation and Registration**

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of nurses and nursing practice across the trust through leading ward projects, and supporting training.
- Ensure optimum use is made of working time.

**Equal Opportunities**

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> ”

**Infection control**

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

**Working patterns**

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

## **Health & Safety Policy**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **Safeguarding**

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:





- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

## **Data Protection**

This post has a confidential aspect. If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

## **Confidentiality**

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

## **Whittington Promise to Patients**

Whittington Health expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times. You are expected to contribute to improving our patients' experiences by delivering the Whittington Promise:



- We will be clean
- We will be welcoming and caring
- We will be well organised
- We will offer the best possible treatment
- We will give you information and listen to what you tell us

## **Carbon Reduction**

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

## **Security**

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

## **No Smoking**

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.



**Method of Payment**

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

**Probationary Period**

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors



