

Job Description

JOB TITLE:	Theatre Practitioner
DIRECTORATE(s):	Specialist Support
GRADE:	Band 5
REPORTS TO:	Team Leader
ACCOUNTABLE TO:	Matron

JOB SUMMARY

- Assess the care needs of patients and develop a programme of care which is evaluated and amended as appropriate.
- Carry out relevant forms of direct and indirect patient care without direct supervision.
- Regularly take charge of the clinical area in the absence of the person who has continuing responsibility or his/her deputy.

The post holder is required to be registered with the Nursing and Midwifery Council / Health Professionals Council.

VALUES AND BEHAVIOURS:

NUH has a set of values and behaviours to improve the experience for our patients and our staff (We are here for you). This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful patient care and continuous improvement as detailed in the table below.

Thoughtful Patient Care	Continuous Improvement
Caring and helpful <ul style="list-style-type: none"> • Polite, respect individuals, thoughtful, welcoming • Helpful, kind, supportive, don't wait to be asked 	Accountable and reliable <ul style="list-style-type: none"> • Reliable and happy to be measured • Appreciative of the contribution of others

<ul style="list-style-type: none"> • Listening, communicating, informing, 	<ul style="list-style-type: none"> • Effective and supportive team-working
<p>Safe and vigilant</p> <ul style="list-style-type: none"> • Clean hands and hospital so patients <i>are</i> safe • Professional, ensure patients <i>feel</i> safe • Honest, will speak up if needed to <i>stay</i> safe 	<p>Best use of time & resources</p> <ul style="list-style-type: none"> • Simplify processes, to find more time to care • Eliminate waste, investing for patients • Making best use of every pound we spend
<p>Clinically excellent</p> <ul style="list-style-type: none"> • Best outcomes through evidence-led clinical care • Compassionate, gentle, see whole person • Value patients' time to minimise waiting 	<p>Innovation for patients</p> <ul style="list-style-type: none"> • Empowerment to act on patient feedback • Improvement led by research and evidence • Teaching the next generation

KEY JOB RESPONSIBILITIES

1. CLINICAL

- 1.1 **HWB 2** Be responsible for the assessment of care needs and the development of programmes of care ensuring that these are evaluated and amended as appropriate.
- 1.2 **Core 1** Document the condition and progress of patients and report to medical staff and/or senior theatre staff any areas of concern.
- 1.3 **HWB 5** Undertake procedures and techniques in accordance with agreed policies and guidelines.
- 1.4 **Core 2** Demonstrate clinical procedures to registered and unregistered staff as required.
- 1.5 Once competent in team management skills, take charge of the clinical area on a regular basis in the absence of the person who has continuing responsibility or his/her deputy.
- 1.6 **All** Participate in the support and implementation of Essence of Care guidelines.
- 1.7 **HWB 5** Be aware of your role with regard to the Medicines Code of Practice.
- 1.8 **Core 3** Comply with all Trust policies with particular regard to the policies and procedures carried out in the event of maintaining staff and patient

safety.

- 1.9 Core 5** Liaise with other clinical areas providing appropriate policies, education and clinical expertise in order to facilitate the management of patients with special requirements.
- 1.10 HWB 5** Maintain an awareness of the developments in the care and treatment of patients in order to be able to carry out duties competently and efficiently

2. COMMUNICATION

- 2.1 Core 1** Communicate effectively with the multidisciplinary team in order to promote efficient patient care and maintain effective channels of communication.
- 2.2 Core 1** Report all accidents and untoward incidents to the Nurse / ODP in charge of the area and complete an incident form in accordance with Trust policy.
- 2.2 Core 1** Maintain accurate patient records.
- 2.3 Core 1** Communicate with and provide support for patients' relatives, carers and visitors.
- 2.4 Core 1** Be aware of the need for confidentiality both within the written and spoken word and ensure correct storage of patients' records at all times.
- 2.5 Core 1** Liaise with other clinical areas as necessary for the coordination of patient care and the smooth running of the ward/unit/department.
- 2.6 Core 6** Actively support equality and value diversity.

3. MANAGERIAL

- 3.1 Core 2** Support a culture of teamwork within the clinical area.
- 3.2 Core 2** Collaborate with all members of the clinical area to ensure efficient running of the department.
- 3.3** Use resources effectively in order to provide quality patient care whilst having an awareness of budgetary issues.

- 3.4 **Core 2** Assist the Team Leader in introducing new members of staff to their duties.
- 3.5 **G6** Supervise registered and unregistered staff as appropriate.
- 3.5 **Core 3** Take all reasonable steps to ensure the safe keeping of patients' property in accordance with Trust policy.
- 3.6 **Core 2** Ensure where appropriate that the programmes of training for learners, student nurses, student ODPs and theatre support workers are completed.
- 3.7 **Core 2** Undertake formal and informal teaching sessions as required and undertake training to act as a mentor to students.
- 3.8 Following appropriate training, carry required bleep.
- 3.9 Contribute to the monitoring and control of expenditure and use of resources.
- 3.10 **Core 4** Contribute to the improvement of services where appropriate

4. GENERAL

- 4.1 **Core 2** Be aware of need for own personal development and be prepared to attend and undertake any necessary training, being aware of the need to develop oneself and to strive to increase personal knowledge.
- 4.2 **Core 2** Contribute to making the clinical environment conducive to learning and development where individuals feel able to discuss ideas and action as well as showing initiative.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

INFECTION CONTROL

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

INFORMATION GOVERNANCE

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

HEALTH AND SAFETY

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

GOVERNANCE

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

GENERAL POLICIES PROCEDURES AND PRACTICES

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

The post holder must be able to:

- work within unpleasant clinical working conditions (for example exposure to body fluids)
- concentrate in an intense and sometimes noisy environment
- cope with potentially violent and threatening situations
- fulfil Trust health and safety policies and procedures when performing risk associated procedures including dealing with hazardous substances

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

SERVICE REVIEW

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

THE NOTTINGHAM NHS TREATMENT CENTRE

The new Nottingham NHS Treatment Centre opened on the QMC campus in late July 2008. The Nottingham NHS Treatment Centre is run and managed by Nations Healthcare - an Independent Sector Provider. A range of outpatient, day case and diagnostic services are transferring into the Treatment Centre from Nottingham University Hospitals NHS Trust in a phased way over a period of several months. As a result of this, the work that you do may be affected in one of several ways:

1. Your work may not be affected at all.

2. You may be required to undertake work on behalf of the Treatment Centre.
3. You may be required to undertake some of your existing work in the Treatment Centre.
4. You may be seconded to work in the Treatment Centre.

Staff seconded to do all or some of their work in the Treatment Centre will remain the employees of Nottingham University Hospitals Trust and throughout the period of their secondment.

August 2010