

Job Description

Job Title:	Registered Operating Department Practitioner (ODP)/ Anaesthetics Service Registered Nurse
Base:	Theatres and relevant satellite areas
Band:	Band 5
Reporting to:	Band 7 Anaesthetic Lead

Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Person Centred and Safe

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement

Professional

We will be open and honest, efficient and act as role models for our teams and our communities.

Responsive

We will be action oriented, and respond positively to feedback.

Friendly

We will be welcoming to all, treat people with respect and dignity and value others as individuals.

Progressive

We will constantly seek to improve and transform the way we work, to ensure that our services respond to the changing needs of our communities

Main Purpose of the Job

As a key member of the multi-disciplinary theatre team, you will participate in planning, delivering, evaluating and implementing the highest possible level of anaesthetic services, supporting the Anaesthetist to deliver outstanding care to patients and contributing to the overall effectiveness of Theatres at Salisbury Foundation Trust.

The post holder will be expected to develop skills and specialty-based knowledge to support anaesthetic practice in a multi-specialty environment, which may involve procedures performed on both adult and paediatric patients under general, regional and local anaesthetic.

Individual practitioners will be required to participate in a full rostered 24/7 rota, 7 days a week, 365 days a year to support service provision.



Main Responsibilities and Duties

- Prepare the allocated clinical area ensuring all anaesthetic requirements are met in accordance with the clinician and surgical speciality.
- Plan, prepare, carry out and evaluate care of the patient in conjunction with the Anaesthetist and wider theatre team in accordance with Trust policies and procedures.
- Actively participate in patient movement and positioning to support the surgeon and anaesthetist and to ensure the best patient care.
- Ensure all equipment is maintained at a high standard, relevant competencies and training for equipment are up to date, and equipment is assembled correctly.
- Participation in briefings, anaesthetic checks and WHO Surgical Safety Checks to ensure the highest standard of patient care, identifying and raising all risks using Trust reporting systems
- Demonstrate competence in the administration of medication, the storage and handling of drugs, to include controlled drugs.
- Create and maintain legible and accurate records of care adhering to Trust and departmental policy for documentation and record keeping.
- Use of Theatre Management System to ensure accurate recording of the patient's perioperative journey.
- The post holder may be required at times to support Anaesthetic procedures in areas outside the main operating departments e.g., Cardiology, Emergency Department, Interventional radiology, MRI, CT, Endoscopy, Paediatric transfer and Laser Suite.
- Act as the patients advocate ensuring their interests and rights are respected at all times, demonstrating how to care for and protect vulnerable people.
- Take charge of a designated clinical area in the absence of the Anaesthetic Manager or Deputy
- Accountable for own practice, working autonomously within clearly defined parameters under the management of the Team Leader.
- Carry out other duties as is reasonable and required to which are consistent with the responsibilities of this post.

Communication and relationship skills

- Receive and deliver complex information within the clinical areas on a regular basis and contribute to multi-disciplinary discussions.
- Deal with complex and confrontational situations, requesting support where required to deliver sensitive information, or participate in difficult and challenging decisions
- Work closely with multi-disciplinary teams within Theatres and across the wider Trust.
- Delegate activities appropriately to junior members of staff
- Adhere to and promote the Trust Values

Analytical and judgement skills

- Review and evaluate the effectiveness of clinical care for areas of responsibility for the shift and deliver clear, concise records and hand overs.
- Ensure and demonstrate effective communication with colleagues, patients and others which is timely, concise and unambiguous. Appropriate verbal and non-verbal communication must be used at all times.
- Support bereaved and distressed patients, relatives and carers as appropriate.

Planning and Organisational skills

- Participate fully as a team member to promote a cohesive team and the achievement of team objectives.
- Report complaints, grievances and suggestions to the Anaesthetic Lead or Band 6 and have input into the resolution and continuous improvement these may generate.
- Participate in and provide input to regular team and wider Trust meetings.

Key Working Relationships

Patient/Client Care

- The post holder will be expected to deal with multiple requests in a busy clinical area, which may require prioritising, delegation or requests for support.
- Sharing of sensitive, patient related information to a range of stakeholders, including those with special needs/learning disabilities.



Budget Responsibilities

- Not applicable – this is not a budget-holder post.

Responsibilities for People or Training

- Have a responsibility for the health, safety and wellbeing of self and others and comply with Health and Safety regulations
- Take part in any Research and Development work as dictated by the department requirements
- Participate in the induction programme, appraisal process and staff development activities to support new and junior members of the team. Act as assessor, mentor and/or facilitator for junior staff and other learners when required.
- To ensure full compliance with Trust mandatory training and actively participate in the appraisal process.

Other Factors

To cover physical, mental, emotional and working conditions

The post-holder must comply with all Salisbury Foundation Trust Policies and Procedures.

The post-holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in Salisbury Foundation Trust premises.

This job description is subject to the Terms and Conditions of service of Salisbury Foundation Trust.

To ensure confidentiality at all times and comply with GDPR

Promote equality and diversity within the theatre and wider Trust environment

Additional Information

The Trust may ask you to undertake other duties, as required, which are not necessarily specified in the job description but which are commensurate with the grade of the post. If this results in significant changes to the job description, it may be subject to a banding review, in line with the Trust's Control of Banding policy.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A of this Job Description and Person specification details key information you should be aware of.



Person Specification

Job Title:	Band 5 ODP/Anaesthetic Nurse
Base:	Theatres and relevant Satellite areas

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
Trust Values	We will expect your values and behaviours to reflect the Values of the organisation: Person Centred and Safe Professional Responsive Friendly Progressive	
Education, Qualifications and Training	On the HCPC/ NMC register Anaesthetic training ODP / Anaesthetic module nursing	
Experience	Good understanding of theatre practice	6 months theatre experience Experience of having worked within a number of anaesthetic specialities.
Knowledge and Skills	Ability to plan and care for a group of patients in an acute environment. Committed to patient centred care Basic Life Support Ability to cope with distressing situations. Awareness of relevant COSHH regulations Provide support to patients, families and carers as appropriate. Ability to participate in patient movement and positioning	ILS and PILS Specialist skills i.e. Laser, IOCS Knowledge and experience of Trust IT systems Demonstrable ability to support the learning of colleagues
Other Job-Related Requirements		



Appendix A

Additional information applicable to all posts

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal. You must adhere to the Trust Data Quality Policy and be fully versed in the responsibilities outlined for your job role.

These obligations are in line with common law duty of confidentiality, Caldicott Principles. Data Protection Act 2018 Freedom of Information Act 2000.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality and Safety

Patient, service/facility user and staff safety is paramount at Salisbury NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events.

The post holder should be aware of current health and safety policies of the Trust and are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Action, including the Radiation Protection Supervisor. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting and Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offence for someone barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone barred from working with vulnerable adults or children are liable for prosecutions.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control, including hand hygiene policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment. To undertake mandatory annual



training/updates in infection prevention and control.

Government and Risk

Adhere to Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory “duty of candour”. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its service and in assuring robust clinical and corporate governance. Data Quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust’s Policy and Procedures for Data Quality.

Safeguarding

To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of the Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

COVID Vaccination

During the COVID-19 pandemic, it has been necessary to take significant steps to protect the health and safety of our staff, service users and those attending our sites. In order to comply with our duty of care, we continue to encourage and support our staff to have the COVID vaccine in order to protect themselves, colleagues and their patients as this is the best line of defence against COVID-19.

Training and Personal Development – continuous professional development

There is a requirement for all Trust employees to take part in an annual appraisal; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students/trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and



carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.

Flexible Working

We support flexible working and will consider requests taking into account the needs of the service.

