



# Together

**Excellent  
care** with  
compassion

Lancashire Teaching Hospitals

# WORKFORCE DIRECTORATE

## JOB DESCRIPTION

JOB TITLE: Theatre Anaesthetic and Recovery Practitioner

DIRECTORATE: Surgical Division

REPORTS TO: Team Leader

ACCOUNTABLE TO: Matron

KEY RELATIONSHIPS: Matron, Team Leader, Theatre Practitioner, Theatre Support Worker.

DIRECT REPORTS: Matron, Unit Manager

HOURS: 37.5

LOCATION: Obstetrics and Gynae Theatres Preston

BAND: 5

**NB: The Post holder may be required to work in other departments across the Trust including across Trust sites**

### DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS Check required in this role	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks

### KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
3	3	3	2	3	2

## **Role Summary**

### **Key Duties and Responsibilities:**

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust

Responsible for planning, delivering and evaluating the personalised health ,wellbeing and care needs of patients, in line with the Trust's Values, HCPC or Nursing & Midwifery Professional Framework goals and working within their own limits of competence.

To provide clinical supervision and advice for other staff and students to support them in reaching their full potential

To support the productive operation of the theatre environment by undertaking a range of activities which contribute to the maintenance of a safe and clean environment?

## Our Values



### Being Caring and Compassionate

*Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.*



### Recognising Individuality

*Appreciating differences, making staff and patients feel respected and valued.*



### Seeking to Involve

*Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.*



### Building Team Spirit

*Working together as one team with shared goals doing what it takes to provide the best possible service.*



### Taking Personal Responsibility

*Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.*

ROLE DUTIES	MEASURABLE OUTCOMES					
<ul style="list-style-type: none"> <li>Assess, plan, implement and evaluate care to meet patients' needs in accordance with agreed local/national standards and evidence based guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare patients for a wide range of clinical procedures ensuring physical and psychological needs are a priority.</li> <li>Deliver quality patient focused care using recognised evidence based best practice.</li> <li>Deliver the best outcomes by consistently maintaining high quality standards in line with Trust policies and procedures.</li> <li>Communicate with all members of the team to ensure seamless care delivery.</li> <li>Patients' needs are met throughout the anaesthetic and recovery phase utilising the ABCDE approach to assessment.</li> <li>Ensures that all documentation and patient risk assessments are accurately completed in a timely manner</li> <li>Demonstrates compassion by recognising and responding to</li> </ul>					

	<ul style="list-style-type: none"> <li>• Individual needs in a warm, thoughtful, sensitive and helpful way.</li> <li>• Competently uses tools such as NEWS / PARS /pain scores to assess patient status</li> <li>• Proactively engages with patients, relatives and carers to seek their views, gain agreement and to keep them informed about their treatment and care</li> <li>• Demonstrates safe &amp; timely storage and administration of medications</li> <li>• Escalates concerns about patient condition in a timely manner where unable to provide appropriate intervention</li> <li>• Receives positive feedback from patients/relatives/team /students.</li> <li>• Monitor and record all care delivery when providing routine and enhanced levels of care</li> </ul>					
<ul style="list-style-type: none"> <li>• Develop and continually update clinical skills in line with Local and National standards and recommendations for practice.</li> <li>• Demonstrate competent practice in the role of Anaesthetic and Recovery Practitioner by achieving a national recognised qualification (ODP, Anaesthetic)</li> <li>• Adheres to policies and procedures and adapts to evidence based changes to practice</li> <li>• Maintain basic scrub skills for ODPs</li> </ul>	<ul style="list-style-type: none"> <li>• Has achieved and maintained core and specific clinical and medical device competencies relevant to their field of practice.</li> <li>• Undertakes clinical activities to include venepuncture and cannulation, administration of IV medications and catheterisation.</li> <li>• Undertakes Cell Salvage training and complete evidence based competencies.</li> <li>• Competently checks and prepares anaesthetic equipment in line with Trust and AAGBI / RCoA guidelines.</li> <li>• Provide skilled assistance to the anaesthetist during the induction and maintenance of anaesthesia</li> <li>• Actively participates in either the on call rota or nights for the support out of hours across both sites.</li> <li>• Safely assists during inter / intra hospital transfers</li> <li>• Basic scrub skills log is maintained and completed for ODPs</li> </ul>					
<ul style="list-style-type: none"> <li>• Support and provide patient education and health promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Undertakes all relevant health assessments in a timely manner</li> <li>• Gives health promotion advice or refers to members of the MDT for specialist advice</li> <li>•</li> </ul>					
<ul style="list-style-type: none"> <li>• Act as a patient safety champion maintaining a safety focus</li> <li>• Ensure compliance with the Trust safety agenda, actively promoting best practice</li> </ul>	<ul style="list-style-type: none"> <li>• Engages in all stages of the WHO checklist – Team Brief, sign in, time out, sign out, Debrief and completes documentation.</li> <li>• Challenges non-compliance with the WHO checklist</li> <li>• Checks and confirms validity of patient consent ensuring patients are appropriately marked in accordance to the listing letter and</li> </ul>					

	<p>theatre checklist.</p> <ul style="list-style-type: none"> <li>• For any patients with a consent form 4, ensure that best interests form and Mental capacity assessment has been carried out. Escalate to theatre co-ordinator if it hasn't</li> <li>• Patient safety audits are complete and reflect good practice.</li> <li>• Theatre Specific moving &amp; handling training is achieved and regularly updated</li> <li>• Standards for infection control are met and competencies in gloving gowning, hand washing ANTT are complete.</li> </ul>					
<ul style="list-style-type: none"> <li>• Ensures environment is safe, well equipped and compliant with standards for hygiene and cleanliness.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare the Clinical environment ensuring that all safety checks complete and standards for infection control are met.</li> <li>• Ensure all equipment is readily available prior to lists commencing and that they are fit for use.</li> <li>• Cleans/maintains and stores equipment correctly</li> <li>• Ensures sufficient stock levels to support smooth running of the department and identifies and reports any deficits in a timely manner</li> <li>• Proactively manage stock levels, rotating stock, checking expiry dates and not over stocking</li> <li>• Demonstrates safe &amp; timely storage and administration of medications in line with Trust medication policy.</li> <li>• Disposes of unused CD's as per Trust policy</li> <li>• Dispose of equipment and consumables appropriately and as per Trust/infection control guidelines</li> <li>• Ensures the environment and equipment is decontaminated after every use in compliance with Trust infection control guidelines</li> </ul>					
<ul style="list-style-type: none"> <li>• Proactively manage risk and maintain patient safety, conforming to health, safety and security legislation, policies, procedures and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures patient based risk assessments are complete e.g. VTE, TSE in line, COVID checklists are within Trust policy and timescales</li> <li>• Implement appropriate actions to minimise patient risk e.g. use of table attachments, supports, pressure relieving pads and DVT prophylaxis.</li> <li>• Reports and escalates all accidents, Never Events, incidents, near misses, faulty equipment or environmental issues immediately as per Trust Policy and report via datix system</li> <li>• Documentation both written and on quadramed is complete, and</li> </ul>					

	accurate					
<ul style="list-style-type: none"> <li>Be responsible for the delivery and co-ordination of care, through appropriate professional practice, delegation and supervision of duties carried out by junior staff and students.</li> </ul>	<ul style="list-style-type: none"> <li>Prioritises own work appropriately and manages own time effectively</li> <li>Plans and coordinates the smooth running of the daily list as required</li> <li>Delegated duties are realistic, achievable and take into account team members' role, abilities and development needs.</li> <li>Works within own professional boundaries and in line with NMC/HCPC code of conduct.</li> <li>Junior staff and students are appropriately supervised and supported at a level appropriate to own stage of development in role.</li> </ul>					
<ul style="list-style-type: none"> <li>Assist in setting, monitoring and maintaining standards of care to improve the patient experience and outcome of care.</li> </ul>	<ul style="list-style-type: none"> <li>Takes an active part in team meetings collaborating positively with colleagues</li> <li>Can explain and discuss the Theatre performance board</li> <li>Participates with innovations and improvements in services seeking patients and others views as appropriate.</li> <li>Recognises vulnerability in patients and colleagues and takes action to intervene</li> <li>Escalates concerns regarding safety and wellbeing appropriately.</li> <li>Report any concerns/issues/incidents via the datix system</li> <li>Participates in audit and evaluation programmes as requested</li> <li>Makes constructive suggestions as to how the service can be improved.</li> <li>Challenges poor standards of care or inappropriate behaviours ensuring that the Trust Values and reputation of the LTHTR team is upheld.</li> </ul>					
<ul style="list-style-type: none"> <li>Communicate all relevant information to the multidisciplinary team internally and with external organisations as required, to ensure seamless care</li> </ul>	<ul style="list-style-type: none"> <li>Communicates to all members of the multidisciplinary team in a professional and timely manner.</li> <li>Actively listens and engages with others.</li> <li>Checks understanding to ensure accuracy of communication.</li> <li>Develops and maintains communication with people about difficult matters or difficult situations, in an appropriate, supportive and empathic way</li> </ul>					

<ul style="list-style-type: none"> <li>Act as a role model, presenting a positive image of self, team and the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Achieves audited hand hygiene and uniform policy standards</li> <li>Acts as a role model instilling confidence in patients and colleagues</li> <li>Demonstrates professional standards of behaviour at all times.</li> <li>Complies fully with the Trust Uniform Policy as demonstrated by audit</li> <li>Welcomes all visitors in a manner which promotes a positive image of self, the department and the team</li> <li>Fully complies with the Trust Email, Internet and Social Networking Policy (TP-129)</li> </ul>					
<ul style="list-style-type: none"> <li>Promote equality in care and practice by recognising, respecting and meeting the needs and choices of individuals</li> </ul>	<ul style="list-style-type: none"> <li>Treats everyone with dignity and respect</li> <li>Acts in accordance with current legislation, policies, procedures and good practice relating to equality &amp; diversity.</li> <li>Takes action to address behaviour that undermines equality and diversity.</li> <li>Safeguards children, young people and vulnerable adults by escalating concerns in line with Trust policy and regulatory frameworks.</li> </ul>					
<ul style="list-style-type: none"> <li>Participate in own continual professional development and that of junior staff and students within the department.</li> </ul>	<ul style="list-style-type: none"> <li>Undertakes the trusts mentor / associate mentor training via e-learning and undertakes regular updates</li> <li>Supports the development of Junior staff and students, recognising and facilitating development opportunities</li> <li>Achieves triennial review and acts as a positive role model</li> <li>Positive student feedback is received through educational audits</li> <li>Be involved in the Induction and mentoring/supervising of new staff</li> </ul>					
<ul style="list-style-type: none"> <li>Create a positive learning environment, offering support and guidance to all learners within the department.</li> <li>Coordinate student learning opportunities and provide pastoral support.</li> </ul>	<ul style="list-style-type: none"> <li>Undertakes or works towards the sign off mentor training and then undertakes regular updates</li> <li>Supports the development of Junior staff and students, recognising and facilitating development opportunities</li> <li>Acts as a role model</li> <li>Positive student feedback received through educational audits / SPOPE/ PARE</li> <li>Provide advice for students, providing advice on individual issues or concerns.</li> </ul>					

<ul style="list-style-type: none"> <li>Maintain and develop own professional competence and seek to extend the scope of personal knowledge and skills within scope of role and professional practice</li> </ul>	<ul style="list-style-type: none"> <li>Actively participates in the appraisal and Personal development planning process</li> <li>Maintains own clinical skills by participating in lists when required.</li> <li>Undertakes identified learning and development opportunities, as agreed with manager.</li> <li>Maintains a current Personal Development Portfolio, in line with Trust Policy and NMC / HCPC Registration and revalidation requirements</li> <li>Participates in reflective practice and clinical supervision activities</li> <li>Core Mandatory training as outlined by the Trust in the Risk Management TNA is up to date</li> </ul>					
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<b>Occupational hazards or exposures relevant to this job (please tick)</b>			
<b>Physical</b>			
Patient moving & handling	X	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	X	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	X
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
<b>Chemical</b>			
Exposure to known respiratory irritants or sensitisers	X	Exposure to known skin irritants or sensitisers (including latex)	X
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	X
<b>Biological</b>			
Exposure-prone procedures	X	Laboratory exposure to pathogens	<input type="checkbox"/>
<b>Other</b>			
Night work	X	On-call duties/ lone working	<input type="checkbox"/>

### Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
  - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
  - Concerns about the professional or clinical practice or competence of staff
  - The treatment of other staff, including suspected harassment, discrimination or victimisation
  - Health, safety and environment issues
  - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
  - Employment standards and/or working practices
  - Criminal offences or miscarriages of justice
  - Failure to comply with any other legal obligation
  - Deliberate concealment of any of the above

### Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

### Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times

- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses ) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

### **Job Review**

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

**LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST**

**PERSON SPECIFICATION**

**POST: Theatre Practitioner Anaesthetic & recovery Band: 5**

**DIRECTORATE / DIVISION: Surgical**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>• Registered nurse / ODP with current NMC/ HCPC registration</li> <li>• Post registration Anaesthetic course if not an ODP</li> <li>• Evidence of CPD ( experienced band 5 's)</li> <li>• Basic IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• NMC Recognised mentorship qualification or willingness to working towards within 18 months</li> <li>• IV drug administration</li> <li>• Venepuncture and cannulation</li> <li>• Transfer course</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Portfolio</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience within the anaesthetic practitioner role</li> <li>• Willingness to expand clinical role</li> <li>• Awareness of current issues in practice</li> <li>• Knowledge of policies and procedures relevant to practice</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of ethical issues</li> <li>• Knowledge of Quadramed and evolve</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Professional portfolio</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to obtain and evaluate information to aid decision making</li> <li>• Ability to prioritise workload</li> <li>• Good time management skills</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>

<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"><li>• Caring and compassionate</li><li>• Self-motivated with the ability to motivate others</li><li>• Committed to CPD of self and others</li><li>• Excellent team worker</li><li>• Ability to work on own initiative.</li></ul>		<ul style="list-style-type: none"><li>• Interview</li><li>• Scenario</li></ul>
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