

# Anaesthetic Theatre Practitioner

(ODP/Registered Nurse  
with anaesthetic course,  
General and  
Orthopaedic Theatres)

A BETTER **CAREER** STARTS HERE

**At Gloucestershire Hospitals NHS Foundation Trust, we take great pride in delivering high quality acute services and we understand just how precious life is.**

People entrust their lives to our care every day and they have the right to expect the very best experience and outcomes. That's why our ambition and the pursuit of excellence is the foundation of everything we do.



## Dear Candidate,

*I am delighted you are interested in a position here at Gloucestershire Hospitals NHS Foundation Trust.*

*Gloucestershire Hospitals is one of the largest hospital trusts in England serving a diverse population of almost 620,000 people. We provide acute hospital services from two large district general hospitals, Cheltenham General Hospital and Gloucestershire Royal Hospital. Maternity Services are also provided at Stroud Maternity Hospital.*

*Our people are at the heart of what we do. Our workforce is almost 8,000 strong and our caring and dedicated staff are recognised as providing good and outstanding patient-centred care across a range of clinical areas. We also have exceptional teams of professional services staff underpinning our vision every step of the way.*

*We are committed to recruiting the best people to work with us to achieve our vision of providing Best Care for Everyone and our success depends on the commitment and dedication of our staff.*

*We are committed to diversity, inclusion and equality of opportunity for everyone, valuing and celebrating differences and encouraging a workplace and culture where all can thrive. We endeavour to ensure each and every person working in our organisation feel respected and valued. Respecting and valuing differences will help to ensure that our policies and services reflect the needs and experiences of the people and community we serve.*

*We are also committed to training and developing you to be the best you can be and offer you a rewarding career, whatever your role.*

*I wish you every success with your application to join our team.*

*Best wishes*

*Claire Radley*  
**Director of People & OD**

## Job details

Job Title:	<b>Anaesthetic Theatre Practitioner</b>
Division	<b>Surgery</b>
Department:	<b>General and Orthopaedic Theatres</b>
Responsible and accountable to:	<b>Band 7 Senior ODP</b>
Band:	<b>Band 5</b>
Location:	<b>Cheltenham General Hospital (CGH)</b>

## Overview

Our specialities include Orthopaedics, Gynae Elective and Oncology, Urology, Upper GI, Colorectal, Breast and Minor Vascular. Although CGH is predominantly an elective site, we offer out of hours emergency cover for urology, including urology and ophthalmology paediatric patients. Being a part of our team will be an exciting opportunity as we will be gaining two new Theatres as part of the works for creating a specialised day unit, due to be completed by the end of 2023.

## Job purpose

- ▶ Work as part of the clinical team providing direct patient care, primarily as an assistant to the anaesthetist
- ▶ Works flexibly across the theatres as required
- ▶ To be competent in the checking, management and maintenance of key equipment used in the anaesthetic room and theatre, reporting any faults where necessary.
- ▶ To assess, plan, implement, evaluate and provide high quality nursing care.
- ▶ To work effectively as a member of a multidisciplinary team.
- ▶ Communicate effectively with patients, carers, relatives and all members of the multidisciplinary team
- ▶ Maintain and develop high standards of care
- ▶ To manage caseload of patients within defined clinical area, prioritising tasks and ensuring effective time management.
- ▶ Take on responsibility for personal development and support the development and supervision of others by developing and maintaining specialist knowledge pertaining to theatres.

- Contribute towards the continuing development of professional practice in the clinical area
- Conduct oneself in a professional manner and be a role model to less experienced/ non registered and new staff at all times
- Work proactively to ensure that every patient attendance meets the patient's expectations and needs with timely undertaking of procedure and effective communication with relatives, patients and carers.
- Although based in Cheltenham General Theatres there is potential for occasional cross-site working/cover in Gloucester Royal Hospital.

## **Patient care**

- Demonstrate and promote a patient and family centred style of clinical practice.
- To be responsible for the organisation of own caseload and appropriately delegate to support workers or other staff members in order to ensure effective time management. To assist the team in the day to day running of the clinical area.
- To communicate with the Multi-Disciplinary Team (MDT) to aid effective patient care, which will include taking an active role in team meetings and specialist interest group meetings.
- Respond to emergency situations with composure, maintaining patient safety and seeking immediate support, supporting the patient, family and other staff as required.
- To communicate effectively with patients and carers potentially complex, sensitive or distressing information.
- To maintain clear, accurate and concise patient records in line with departmental and professional standards and include relevant outcome measures.
- Maintain patient dignity and confidentiality at all times

## **Professional practice**

- Develop and maintain clinical skills and knowledge necessary to deliver an evidence-based service.
- With supervision and assistance take on increased responsibility recognising own limitations and seeking help appropriately
- Be competent in the use of all relevant Trust IT systems including the use of electronic patient record, email, and PACS.
- Maintain regular use of emails to keep abreast of information disseminated in the Trust
- Adhere to the NMC/HCPC Code of Conduct at all times and operate within the NMC/HCPC scope of professional practice.
- Demonstrate an awareness and understanding of accountability, responsibility and duty of care and work towards the provision of support and education for less experienced and non-registered staff on the implications for practice.
- Comply with Trust and Departmental policies and procedures e.g. Health and Safety at Work Act (1974), Manual Handling, Clinical Equipment Competency, Risk Management, Data

Protection Acts and Patient Confidentiality at all times. This will include demonstrating compliance with the terms of all safeguarding policies and processes relevant to the safeguarding of adults and children in the care of GHNHSFT and to undergo regular mandatory training concerned with safeguarding matters.

## **Leadership and management**

- ▶ In conjunction with their manager, identify training needs of self, participating in clinical audit and quality projects which contribute to the departmental education programme.
- ▶ Report near misses and untoward incidents, complaints, clinical emergencies, injury or medicine administration errors as detailed in the departmental and Trust protocols. Assist lead staff in investigating incidents as required.
- ▶ Maintain and contribute to the development of standards of practice, conduct or decision making in conjunction with lead staff.
- ▶ Ensure a smart, professional image that enhances the public perception of the Trust and the professionalism of its staff is portrayed.
- ▶ Work towards being able to team lead within theatre.

## **Education and training**

- ▶ Be actively involved in and support departmental education programmes
- ▶ To consolidate and learn new skills and competencies to provide holistic care. To develop clinical reasoning and treatment techniques through the active participation in training and development. To consolidate knowledge and skills learned through this process with the direction of senior staff.
- ▶ To participate in the supervision, caseload monitoring and clinical education of student nurses and less experienced staff with support of senior staff, as required. Providing support, guidance, training, and assessing and evaluating competence, in order to fulfil clinical governance requirements and retain a skilled workforce.
- ▶ Develop the skills to supervise, mentor, support and educate less experienced and non-registered staff in the clinical practice setting.
- ▶ Undertake all mandatory training
- ▶ Demonstrate a commitment to research-based practice and clinical excellence and play an active part in the introduction of research-based change to improve patient centred care.

## **Improving quality and developing practice**

- ▶ Comply with requirements to register with the NMC/HCPC and identify own learning needs and ensuring own professional development is maintained by keeping up to date with practice developments.



- ▶ Work with senior staff undertaking audit and research projects, to further own and team's clinical practice within each rotation. To be involved in making recommendations for changes to practice and procedures for the relevant clinical area, and the implementation of these changes.
- ▶ Contribute to the Clinical Governance and Quality agenda by active participation in service initiatives, health and safety and risk management.
- ▶ Develop and share own clinical knowledge with other members of the wider clinical team both locally and nationally.
- ▶ Engage in clinical supervision in order to gain an appreciation of its value in clinical practice
- ▶ Identify own development needs, aligning these to service requirements and personal aspirations. Proactively develop and improve own practice using all available resources
- ▶ Understand and contribute to the development, implementation, monitoring and evaluation of policies/ protocols/ guidelines relevant to the specialist area.
- ▶ Openly question and challenge practice in a constructive way so that standards of patient care are continually evaluated and improved.

## **General conditions Confidentiality**

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including improper passing of registered computer data, will result in disciplinary action, which may lead to dismissal. You should be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages.

In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

## **Terms and Conditions of Service**

The principal terms and conditions of your appointment will be those set out in the Agenda for Change national agreement as amended from time to time by the NHS Staff Council. These terms and conditions are set out in the NHS Terms and Conditions of Service Handbook, which is available on the Trust's intranet and NHS Employers web site.

## **Health and Safety**

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

## **Data Quality**

As part of your employment you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your Manager.

## **No Smoking Policy**

Gloucestershire Hospitals NHS Foundation Trust operates a no smoking policy. Smoking is not

permitted anywhere within the buildings and grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.

### **Job Share**

As part of its commitment to Equal Opportunities in employment, Gloucestershire Hospitals NHS Foundation Trust has a policy on Job Sharing. Under this policy all posts, unless exempted, are open to Job Share.

### **NB**

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but is a good guide for information to the job. It will be periodically reviewed in the light of developing work requirements in the department. The officer in the post will be expected to contribute to that review.

### **Job description agreement**

<b>Job holder's signature:</b>	Date: DD / MM / YYYY
<b>Head of department signature:</b>	Date: DD / MM / YYYY



## Person specification: Theatre Practitioner (Anaesthetic)

**Key to terms:** E: Essential, D: Desirable. **How is it assessed?** I: Interview, A: Application

### Qualifications

Active NMC registration with recognised Anaesthetic Course/ Active HCPC registration for Operating Department Practice	E	A
Evidence of ongoing professional development through maintenance of professional portfolio and registration revalidation	E	A
Teaching and Assessing Qualification (or equivalent)	D	A
ILS/ALS	D	A

### Experience

Experience (through placement or employment) of working in a theatre environment	E	A/I
Previous experience in a relevant speciality	D	A

### Knowledge, Skills, Abilities

Anaesthetic skills recently applied in a clinical setting	E	A/I
Willingness to develop new skills and competencies	E	A/I
Be well organised, tidy and manage own workload efficiently and in a timely manner	E	I
Mature and flexible approach to problem solving, to meet the demands of the service	E	I
Excellent communication and interpersonal skills, with the ability to work well within a team.	E	A/I
Personally resilient and able to manage complexity and work in an ambiguous or changing environment	E	I
Demonstrates ability to maintain and contribute to the development of standards of practice, conduct or decision making in conjunction with team	E	A/I
Demonstrates ability to use clinical reasoning skills and techniques to assess and plan care: deliver, evaluate and amend the treatment plan.	E	A/I
Acts as a role model and are able to lead by example to ensure the Trust's Values and Behaviours are reinforced throughout their area of practice	E	A/I
Able to supervise non-registered and less experienced staff to ensure effective service and care delivery	E	A/I
Able to effectively and appropriately escalate concerns to reduce risk and promote patient safety	E	I
Demonstrates ability to keep up to date with professional issues that influence professional practice relating to area of clinical practice, management, education and research	D	I
Able to contribute to the development, implementation, monitoring and evaluation of policies/protocols/guidelines relevant to area of practice	D	I
Basic IT skills	E	A/I

### Qualities

Enthusiastic and self-aware	E	I
Creative and Flexible	E	I
Resilient under pressure	E	I
Team focused	E	I
Reliable, Adaptable and Dependable	E	I