

## Job Description

<b>Job Title:</b> Theatre Practitioner - Anaesthetics	<b>Grade:</b> Band 5
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<b>Accountable to:</b> Matron
<b>Responsible to:</b> Theatre Lead

### Job Summary

- As a skilled member of the theatre team, provide and maintain the highest possible standard of patient care across disciplines within the theatre environment.
- To develop and maintain good theatre management, communication & organisational skills.
- To contribute to the provision of a team environment which is conducive to the education and support of all staff.

### Main Duties and Responsibilities

- Following completion of an induction /orientation period, undertake the full range of duties appropriate to their work allocation without supervision and in accordance with applicable professional bodies' code of practice.
- Ensure all patients receive the highest standard of care under pinned by with evidence-based practice.
- Prepare the anaesthetic room and/or operating theatre for the operating session to include
  - the safe custody and preparation of drugs and infusions
  - the preparation of airway management equipment
  - the safety checking and preparation of instruments, mechanical and electrical equipment and environmental factors
- Ensure adherence to Trust/local policies, guidelines and other legislation and support National and local initiatives e.g. Saving Lives, WHO Surgical Safety Check List, GIRFT
- Take part in internal rotation through all areas of the department as required to meet the needs of the service on 24hour basis, including trauma
- To work within the multi-disciplinary team ensuring excellent professional relationships.
- Be aware of and use best practice.
- Make best use of all the resources of the service and support service planning initiatives.
- Ensure adherence to Trust/local policies, guidelines and under legislation with particular reference:
  - Clinical practice
  - Health & Safety including Infection Control
  - Moving and Handling
  - COSHH
  - Fire
  - Major disaster
- Confirm the content and order of the operating list, in conjunction with the wards, Duty Matron, Bed Assistant General Manager, Operational Co-ordinator r, HDU/ITU/POCU as appropriate.
- Liaise with Admissions to ensure patients are prepared for theatre in reasonable time
- Ensure the patient is sent for at the appropriate time and receive them into the department, confirming that their consent form, blood results, x-rays and other relevant paperwork are up-to-date and present
- Assess the patient's care needs, and develop, implement and evaluate the provision of an integrated care pathway
- Promote a high quality of patient care in the most efficient and safe manner to comply with Directorate specific and Trust-wide policies and procedures and practice guidelines

- Provide skilled support throughout the perioperative period
- Assist in the safe transfer and positioning of patients between the anaesthetic room/theatre/recovery
- Provide skilled assistance when participating in the administration of infusions, drugs, blood, blood products
- Prepare portable monitoring and resuscitation equipment for and assist with the transfer of patients from theatres to High Dependency / Intensive Therapy Units, following anaesthetic intervention
- Act as patient advocate during the peri-operative phase, ensuring their dignity is maintained

#### **Business Planning and Financial Management**

- Be aware of the cost implications of the materials used within the department
- Ensure a cost-effective, high quality approach to patient care
- Identify and minimise inappropriate use of resources
- Identify cost reduction opportunities in line with clinical practice

#### **Communication and Working Relationships**

- Ensure that patients, relatives and visitors to the department receive information in a format appropriate to their needs and in a timely fashion
- Ensure effective communication with patients and assess their clinical condition and clinical needs in a tactful and sensitive manner, protecting their confidentiality at all times
- Liaise with colleagues, laboratory services, X-ray, EBME, SSU and other departments within the Trust to assure the uninterrupted running of the lists
- Communicate regularly with Theatre lead or Co-ordinator as appropriate
- Inform and report back to team members on current changes in the condition and other relevant factors in patient care
- Attendance of unit meetings and other meetings relevant to the department and provide feedback to staff
- Liaise with other healthcare and medical professionals as required

#### **Human Resource Management**

- Report any staffing concerns to line manager

#### **Education and Training**

- Following appropriate induction, provide training and support and act as mentor for delegated team members and students
- Participate in staff development review and appraisal programme
- Ensure personal attendance at mandatory training courses and co-ordinate this with the Training & Education Lead and Line Manager
- Identify personal training needs and participate in further study and application of research as appropriate

#### **Risk Management**

- Ensure adherence to codes of practice, departmental and Trust policies, professional and procedural guidelines and to current legislation
- Contribute to the setting of operating theatre standards, policies/procedures/protocols and participate in their dissemination and continuing evaluation
- Support the achievement of Trust, local and equipment competencies for self and others
- Develop an awareness of risks, both actual and potential within the department
- Provide a risk management link between clinical environment, own designated team and team leader
- Report identified risks to appropriate manager, complete relevant paperwork and recommend appropriate strategy
- Assist senior colleagues in the investigation and resolution of untoward incidents/complaints, supporting corrective action where necessary
- Follow theatre procedures in the correct labelling, handling, dispatch of urgent and non-urgent [blood/histology/microbiology] specimens and for the collection and transfusion of blood and blood products.

- Adhere to the departmental and Trust uniform policy
- Participate in maintaining security within the department
- Participate in the development, implementation and evaluation of care plans within the department

#### **Equipment**

- Ensure that all equipment has been regularly maintained.
- Ensure all equipment is used in accordance to the manufacturer's instructions.
- Ensure that equipment found to be faulty/unsafe should be removed from clinical use and reported to the correct agency/manager and ensure suitable replacement or repair is undertaken.

#### **Practice and Research**

- It is the responsibility and duty of each member of staff to actively support and participate in clinical and evidence based practice or research, as part of their professional and personal development.

#### **Confidentiality**

- All information regarding patients is strictly confidential and must not be divulged to any unauthorised party

#### **Safety**

- All staff will assume a responsibility for safety commensurate with their role.
- All personnel will follow the Trust and Departmental Codes of Safety Practice

#### **Training**

- All staff will undertake such training as is necessary to perform the duties allocated

#### **General**

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through 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 etc.

Prepared By:

Date:

## Person Specification

**Job Title: Theatre Practitioner**

**Band: 5**

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in an operating theatre environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience in both anaesthetics and scrub role</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>RGN/Dip. HE, NVQ III in Operating Department Practice/C&amp;G 752 or Dip. HE Operating Department Practice</li> <li>BSc (Hons ) Operating Department Practice</li> <li>Current registration of professional body</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understands levels of responsibility/accountability</li> <li>Evidence of Continued Professional Development</li> <li>Good understanding of competency based learning</li> <li>Able to produce evidence of clinical ability</li> <li>Understands the importance of training and change in relation to patient care</li> </ul>	<ul style="list-style-type: none"> <li>Basic IT Skills</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good communication skills</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Able to meet with demands of the role, including to assist in the transferring of unconscious patients, moving heavy equipment, standing for long periods</li> <li>Able to deal with the sights, smells and emotions that come with working in an operating theatre.</li> <li>Polite manner with mature attitude</li> <li>Approachable and sensitive to the needs of others</li> <li>Able to work in a busy environment</li> <li>Flexible approach to working</li> <li>Act as a professional role model</li> <li>Confident approach.</li> <li>Readiness to accept responsibility</li> </ul>	