

NEW VICTORIA HOSPITAL

JOB DESCRIPTION

POSITION INFORMATION
1. Job Details
Post/Title: Theatre Practitioner - Scrub - Theatre Department Responsible To: Theatre Manager Accountable To: Director of Clinical Services
2. Job Summary (A brief description of the main purpose of the post)
Provide a high standard of professional practice and clinical care under direct supervision, working within the theatre team to promote a good working environment.
3. Role of the Department (The function of the department in which the post holder works)
The role of the Theatre Department is to provide patient care during the pre, peri and post operative phase of a surgical patient's care within the hospital.
4. Key Working Relationships (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)
All members of the team have regular weekly, if not daily contact with the following range of individuals and organisations: <ul style="list-style-type: none">• Patients and their relatives• All members of the nursing team• Consultant users• All other Medical Disciplines• All employees
5. Duties and Responsibilities of the Post
Clinical <ul style="list-style-type: none">• Implement basic nursing care independently.• Implement new/complex care with supervision.• Practise in own clinical area of practice to agreed competency level.• Implement research based practice.• Participate with the multi-disciplinary team in decision making regarding patient care.• Accurately documents care and evaluate.• Recognise potential clinical challenges and ways of dealing with them.

Managerial

- Utilise resources appropriately to ensure agreed standard of patient care
- Be able to delegate suitable clinical care to junior staff
- Develop preceptorship skills and actively support peers.
- Develop supervisory skills
- Participate in the development of local nursing policies and procedures
- Participate in nursing audit and quality initiatives.
- Have a basic understanding of theatre budget / resource matters.

Team Role

- Effectively communicate with patients and colleagues.
- Facilitate a question and answer dialogue with patients and relatives.
- Be able to demonstrate listening skills and the use of non-verbal cues.
- Evaluate written information and documentation.
- Actively contribute to team discussions.
- Participate in the multi-disciplinary decision making process regarding changes in patient care and order of operating lists.
- Communicate work priorities for a given period to junior colleagues.
- Demonstrate awareness of others' emotional, physical and psychological situation and respond sensitively.

INDIVIDUAL RESPONSIBILITIES

6. General

The post holder is expected to:

- Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies
- Understand and incorporate the organisational values into daily working practice:
 - Compassionate
 - Exceptional
 - Ethical
 - Evolving
- Attend mandatory training as identified by the Hospital
- Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning
- Work as part of a team and collaborate with colleagues
- Ensure good communication links are established with all other departments within the hospital
- Maintain a high level of security awareness

7. Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

8. Risk Management

All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken.

9. Confidentiality and Information Governance

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Hospital's Information Security policy.

The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant.

10. Equality and Diversity

Employees are responsible for ensuring that they assist in the implementation of this the Hospital's Equality and Diversity policy by:

- Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact.
- Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management.

11. Infection Control

It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas.

12. Safeguarding Children and Vulnerable Adults

It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk.

13. Disclosure and Barring Service Check

This post requires the disclosure of all criminal record information including details and dates of 'spent' convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Services check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered Nurse (Adult) Part 1 NMC register or ODP-HCPC registered 	
Experience	<ul style="list-style-type: none"> Six months post registration Basic theatre skills Up to date clinical knowledge Awareness of customer care Awareness of current nursing developments appropriate to area Reflective practice Possession of a current Professional Portfolio 	<ul style="list-style-type: none"> Mentoring
Knowledge	<ul style="list-style-type: none"> Current programmes of care Clinical governance frameworks 	<ul style="list-style-type: none"> Conversant with current professional issues and relevant research
Skills and aptitude	<ul style="list-style-type: none"> Interpersonal Exceptional communication skills (written and verbal), with the ability to demonstrate fluency, clarity and effectiveness at all levels. Attention to detail Numerate Organisational skills 	
Personal circumstances	<ul style="list-style-type: none"> Adaptable Able to work as part of a Team Able to work on own initiative and be self-motivated Able to work under pressure Willingness to undertake further education Able to work shifts including lates and weekends. Able to participate in the on-call rota. 	<ul style="list-style-type: none"> Interest in teaching/ability to teach