

JOB DESCRIPTION



The Hospital of
St John & St Elizabeth

1. JOB IDENTIFICATION

Job Title:	Advanced Theatre Practitioner Recovery/HDU
Band/Grade:	Band 6
Hours of Work:	37.5
Accountable to:	Director of Nursing (Matron)
Responsible to:	Unit Manager
Reports to:	Team Leader
Department:	Theatres
Last Update:	Jan 2010
Criminal Records Bureau (CRB) Disclosure Required	Yes

2. JOB PURPOSE

- 1 Act as a specialist. Initiating nursing care to the patient during the peri-operative period.
2. Assisting in the day to day management of the unit.
3. Acts as a mentor to junior colleagues and unqualified support staff
5. Acts in a supervisory capacity to junior colleagues and unqualified support staff.

5. ROLE OF DEPARTMENT

To achieve a professional working relationship with all Unit users and our hospital colleagues.
To achieve and maintain quality care through up to date research based practice.
To provide and maintain a safe working environment with up to date technology for patients and all users.
The operating theatre department makes a major contribution to the success of the organisation, both financially and by means of retaining consultant and staff loyalty.

Technological advances and customer expectation are met through investment in up to date equipment, total quality management, and audit systems through clinical governance and national care standards

6. Responsibilities of the Post

6.1 Professional

- Assists in leading the team in the planning and delivery of care during the peri-operative period and all Patient stays on the Unit.
- Contributes to the development and evaluation of practice.

- Act as mentor to junior colleagues and unqualified support staff.
- Work with senior colleagues to develop clinical expertise and evidence based practice.

6.2 Clinical

- Takes responsibility for the assessment, planning, delivery, and evaluation of care for a list of patients.
- Maintain accurate records of the patient's episode in line with departmental policy and professional guidelines. Acts as a specialist team member, initiating nursing care during the peri-operative period and beyond.
- Promote the safety, well being, and interests of patients, staff and visitors to the clinical area.

- Work with senior colleagues to develop clinical expertise.
- Support other team members in the management of the patient caseload.
- Recognise the workload of colleagues and provide support as necessary.
- Ensure compliance with departmental policies and procedures.
- Actively reflect on practice and take the opportunity to participate in clinical supervision.
- Demonstrate commitment to develop own critical analytical skills
- Contribute to the application and evaluation of current research and audit findings.
- Have regard for the resource implications of decisions.
- Liaise and communicate with members of the multi - disciplinary team.
- Demonstrate flexibility with regard to reasonable requests to adjust off duty and hours of work.
- Support risk management processes within the Hospital, working with the directorate to ensure risks to patients, staff, and the public are identified through the use of Clinical and non clinical reporting systems.
- Comply at all times with safety instructions – Hospital policies and procedures.
- Use in a responsible and safe manner the equipment and facilities provided by the Trust.
- Act as a role model to junior staff.
- Never use specialist equipment unless you can demonstrate competence in its use.
- Act always in accordance with Professional Code of Conduct and guiding documents
- Maintain up to date skills and knowledge and maintain awareness of professional issues.

6.3 Management

- Demonstrate the ability to support the team under pressure.
- Demonstrate an ability to organise and plan own work and others.
- Be aware of and adhere to national, local, and professional protocols, standards, and guidelines.

- Excellent verbal and written communication skills.
- Have an awareness of dealing with conflict.

6. 4 Education

- Maintain a professional portfolio
- Demonstrate a sound knowledge base of practice.
- Assessment skills.
- Evidence of abilities to act as a mentor for newly appointed staff.

7. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work

7.1 Other Duties:

To undertake any other similar duties, as required by the manager

7.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff, and other Hospital service business in accordance with the Code of Confidentiality and the Data Protection Act, 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal

7.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

7.4 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

7.5 Equal Opportunities

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

PERSON SPECIFICATION

Post Title:

Band 6 Advanced Theatre Practitioner

Criteria		Essential	Desirable	Assessment
Qualifications	Registered Nurse with a suitable recognised post graduate qualification <u>or</u> Registered ODP with cert HE/Diploma Evidence of continuing professional development Mentorship course	√ √ √	√	Application form and interview
Experience	Significant post registration skills in HDU or Critical Care level 2 Ability to demonstrate a sound knowledge base of practice Experience in orthopaedics, urology, general, cosmetic and some paediatric case loads. Time management skills.	√ √ √ √		Application form and interview Professional portfolio
Skills and Knowledge	Ability to act as a preceptor to newly qualified staff Ability to plan and organise own and others work Excellent communication skills Knowledge of patient confidentiality To understand and apply techniques of moving and handling To know, understand and operate the appropriate procedures and policies on Health and Safety, COSHH Regulations, Industrial Relations, Quality Systems, Employee Training, the Environment, Fire Risks and fire Precautions and compliance with National Acts and Regulations	√ √ √ √ √ √ √ √		Application form and interview Reference
Other	Motivated and Enthusiastic Flexible Confident decision maker Computer literate Awareness of resources and ability to operate within these Good health record	√ √ √ √ √		Application form and interview Occupational health screening Reference