

JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	THEATRE SCRUB PRACTITIONER
Band/Grade:	Band 6
Hours of Work:	37.5 a week
Accountable to:	Theatre Deputy Manager
Responsible:	Theatre Manager
Department:	Theatre
Job Reference	
Last Update (insert Date)	25 October 2018
Disclosure and Barring(DB)	Yes
Check Required:	Level:

2. JOB PURPOSE
The post-holder is responsible and accountable for assessing, planning, delivering and evaluating high quality peri-operative care and, as appropriate, leading the team. Care is provided according to the individual needs of the patient and Consultant.

3. ORGANISATIONAL STRUCTURE

4. ROLE OF DEPARTMENT
To provide care of patients undergoing invasive procedures admitted to the hospital; To provide surgical services to Consultants

5. RESPONSIBILITIES OF THE POST

1. Assessing, planning, delivering and evaluation of a high level of peri-operative patient care
2. Leading individual teams in the role of team leader to ensure adherence to the 5 steps to safer surgery and the safe and efficient running of the list.
3. Exhibiting a high level of teamwork with the Theatre Suite and in the wider hospital environment.
4. Participate fully as a team member, including working in all areas of the theatre suite, to promote a cohesive team and the achievement of team objectives.
5. Effective management of resources within the department
6. Participate in education, training and development of other staff.
7. Ensure all equipment is checked prior to use and any faults reported immediately.
8. Help to prevent cross infection by observing departmental policy regarding dress, the maintenance of a clean working environment, decontamination and sterilisation procedures and a high level of aseptic practice.
9. Prepare patients for invasive procedures, both in anaesthetics and surgery.
10. Provide initial urgent or emergency care as required
11. Adhere to the procedures for the use of supplies, ordering requirements for the Department as directed by line manager.
12. Ensure the accurate collection of data in relation to theatre activity.
13. Ensure accurate documentation of accountable items and adhering to local policy when in accuracies are identified.
14. Ensure accurate patient documentation of peri-operative care
15. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
16. Maintain the safe custody, handling of drugs in accordance with hospital policy.
17. Provide assistance and patient care within the Endoscopy unit as required.
18. To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.
19. Participate in the reporting of incidents and comply with any ensuing investigations.
20. Maintaining awareness of current clinical standards and national guidelines for safe and effective Peri-operative care.
21. Ensure a commitment to improve existing skills within the peri-operative environment.

6. 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.

6.1 Other Duties:

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

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised 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 Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. 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.

6.3 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.

6.4 Safeguarding :

At HJE we are committed to safeguarding and work with relevant agencies in protecting all adults and or Children and promoting their welfare, as outlined in the HJE Disclosure and Barring Service (DBS) Policy and Procedure reference No HJE.HR.13.006.

All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 years. This may include compliance with relevant agencies we may work with for example local safeguarding boards for child protection procedures and hospital safeguarding procedures and recognise the importance of listening to children.

Vulnerable Adults

All employees have a responsibility to support the safety and well-being of vulnerable adults and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities. All employees must comply with HJE DBS policy in this regard.

In addition we are implementing robust safer recruitment practices during our selection process and pre-employment checks will be undertaken in accordance with the government guidance outlined in <https://www.gov.uk/government/publications/dbs-code-of-practice>, and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). If you would like further information about our safer recruitment then please see our DBS policy in the first instance or contact a member of our recruitment team.

6.5 Smoke Free Policy

The Hospital provides a smoke free environment.

6.6 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.

6.7 Equal Opportunities and Diversity

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 and Diversity Policy.

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

6.8 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.9 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

7.0 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.

7. CREATED BY: Elaine Spence

SIGNATURE:

PERSON SPECIFICATION

Post Title: THEATRE SCRUB PRACTITIONER – BAND 6

Criteria		Essential	Desirable	Assessment
Qualifications	Registered Nurse or Operating Department Practitioner	✓		Registration Documents
Experience	Minimum 5 years experience within the role of Scrub Practitioner.	✓		Interview & CV
Skills and Knowledge	<p>Scrub competence within a range of surgical specialities</p> <p>Competence in delivering a high level of peri-operative care</p> <p>Good computer and numeracy skills</p> <p>Evidence of post registration qualifications either within the perioperative role</p>	<p>✓</p> <p>✓</p> <p>✓</p>	✓	Interview & CV
Attributes and Qualities	<p>A high level of communication skills within all disciplines</p> <p>Flexibility in response to needs of the department</p> <p>Ability to deliver a high level of customer service to patients and Consultants</p> <p>Good Team working skills</p> <p>Ability to exercise rational judgement when escalating issues</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		Interview & CV