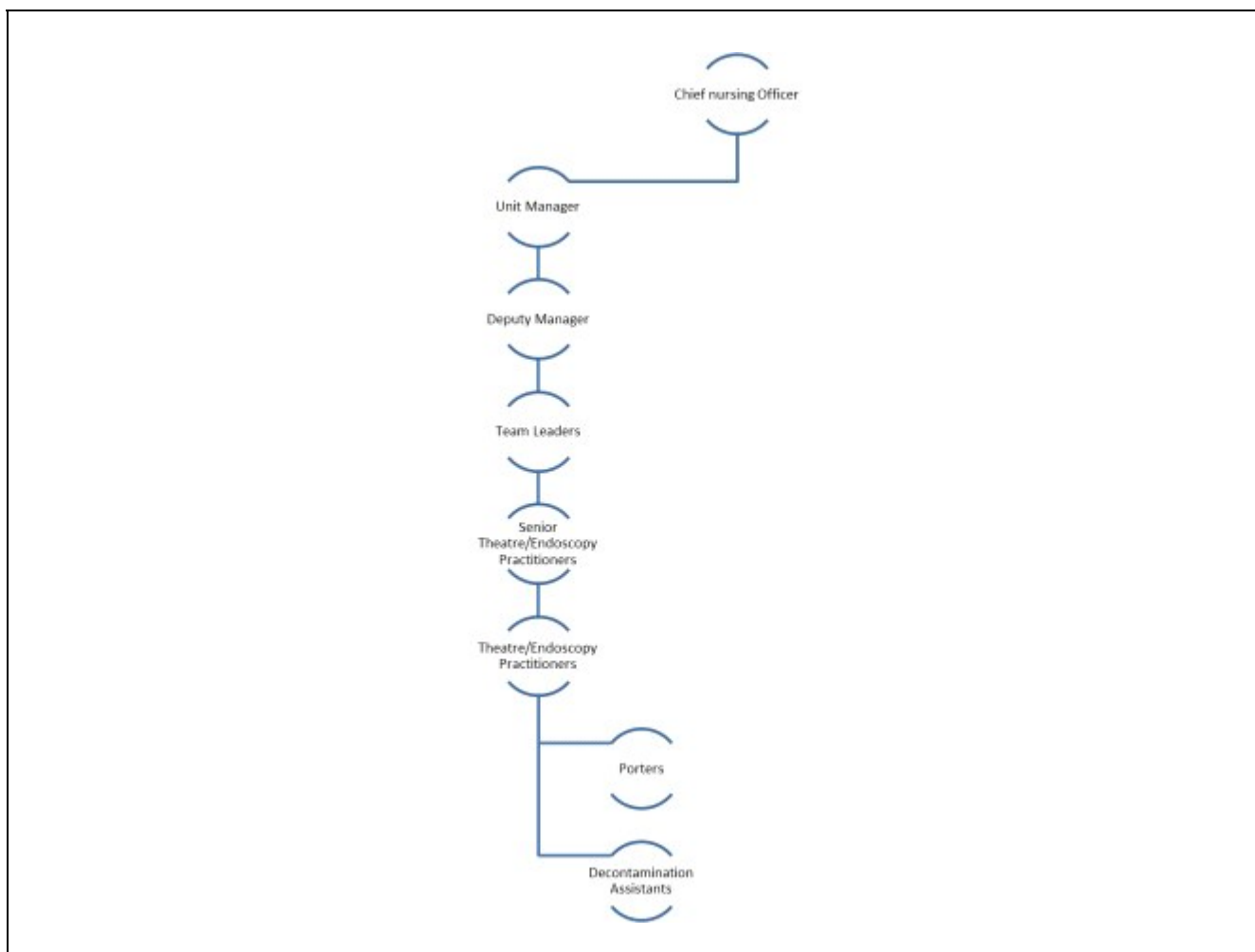


## JOB DESCRIPTION

<b>1. JOB IDENTIFICATION</b>	
Job Title:	Theatre Practitioner Anaesthetics
Band/Grade:	<b>Band 6</b>
Hours of Work:	<b>37.5h</b>
Accountable to:	<b>Chief Nursing Officer</b>
Responsible to:	<b>Unit Manager</b>
Department:	<b>Brampton Theatres</b>
Job Reference:	
No of Job Holders:	
Last Update (insert Date):	<b>March 2017</b>
Criminal Records Bureau Disclosure Required	Yes      Level:

<b>2. JOB PURPOSE</b>	
<ul style="list-style-type: none"> <li>2.1. Providing specialist care to the patient during the perioperative period.</li> <li>2.2. Assisting in the day to day management of the theatres.</li> <li>2.3. Acts as a mentor to junior colleagues and unqualified support staff</li> <li>2.4. Acts in a supervisory capacity to junior colleagues and unqualified support staff.</li> <li>2.5. To achieve a professional working relationship with all Department Users and our Hospital colleagues.</li> <li>2.6. To achieve and maintain quality care through up to date research based practice.</li> <li>2.7. To provide and maintain a safe working environment for Patients, Colleagues and all Department Visitors.</li> </ul>	

<b>3. ORGANISATIONAL STRUCTURE</b>
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#### 4. ROLE OF DEPARTMENT

- 4.1. To provide a streamlined service to our patient and consultants in a spacious and bright facility with state of the art equipment.
- 4.2. Maintaining patient comfort and care, and meeting the rigorous standards set by the Care Quality Commission.
- 4.3. Maximise revenue capture from patient care while delivering clinical services cost effectively.
- 4.4. To provide a safe and supportive environment for patients undergoing any and all treatment throughout all departments.
- 4.5. 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.

#### 5. RESPONSIBILITIES OF THE POST

##### 5.1 Professional:

- Contributes to the development and evaluation of practice.
- Act as mentor to junior colleagues, unqualified support staff and pre registration students.
- Work with senior colleagues to develop clinical expertise and evidence based practice.
- Act as a role model to junior staff.
- Contribute to the application and evaluation of current research and audit findings.

- Actively reflect on practice and take the opportunity to participate in clinical supervision.
- Act always in accordance with Professional Code of Conduct and guiding documents

## **5.2 Clinical:**

- Participates in the planning and delivery of care during the perioperative period.
- Participate in the Team briefing prior to the list commencing
- Participate and assist the scrub and circulating staff during the perioperative period at all times.
- Take responsibility for the assessment, planning, delivery, and evaluation of care for a list of patients.
- To include identification of operating tables and other equipment that may be required in conjunction with the scrub members of the Team.
- Maintain accurate records of the patient's theatre episode in line with departmental policy and professional guidelines.
- Acts as a specialist team member, providing care during the perioperative period.
- 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 all team members in the management of the patient caseload through out the perioperative period.
- Recognise the workload of colleagues and provide support as necessary.
- Ensure compliance with departmental policies and procedures.
- 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 Hospital.
- Never use specialist equipment unless you can demonstrate competence in its use.
- Maintain up to date skills and knowledge and maintain awareness of specialist skills in anaesthetics and recovery.

## **5.3 Managerial:**

- Demonstrate the ability to support the team under pressure.
- Demonstrate an ability to organise and plan own work and that of others.
- Coordinate with other departments to ensure smooth patient pathway.
- Have an awareness of dealing with conflict.

## **5.4 Educational:**

- Demonstrate commitment to develop own critical analytical skills
- 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.
- Undertake teaching sessions in area of expertise for colleagues

## **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 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.

#### **6.5 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.

#### **6.6 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.

#### **6.7 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.

#### **6.8 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: Cherelyn Victor/Fabio Vasconcelos**

**SIGNATURE:**

## PERSON SPECIFICATION

**JOB TITLE:** Theatre Anaesthetic Practitioner

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Qualifications</b>	Registered Nurse with recognised post graduate qualification	√		A
	OR			
	Registered ODP with cert HE/Diploma	√		A
	Evidence of continuing professional development		√	A/I
	Mentorship course		√	A
<b>Experience</b>	Significant post registration skills in the anaesthetic area	√		A/I
	Ability to demonstrate a sound knowledge base of anaesthetic practice	√		A/I
	Ability to recover patients out of hours	√		A/I
	Experience in a wide range of specialities	√		A/I
	Time management skills.	√		I
	Experience with difficult airway intubation and regional anaesthesia		√	A/I
<b>Skills and Knowledge</b>	Ability to act as a preceptor to newly qualified staff	√		A/I
	Ability to plan and organise own and others work	√		I
	To monitor and care for the sedated patients during procedures	√		A/I
	The ability to communicate with clarity and intelligibility in both written and spoken English. Ability to build a rapport, listen, persuade and negotiate	√		A/I
	The ability to produce legible notes	√		I
	Knowledge of patient confidentiality	√		I
	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	√		I
<b>Other Qualities</b>	Motivated and Enthusiastic	√		A/I
	Flexibility to change shifts when department needs change	√		I
	Must be able to work early shifts, commencing 0730 and late shifts finishing at 2100 with the flexibility to stay and cover the occasional over run	√		I
	Must be able to participate in the on call rota	√		I
	Able to operate under pressure, cope with setbacks, self-aware	√		A/I
	Ability to assist in the transfer and positioning of patient and equipment	√		A/I
	Computer literate	√		A/I

**Created by:** Cherelyn Victor/ Fabio Vasconcelos

**Date:** 21/03/2017