##### Job Description

**JOB TITLE: Theatre Practitioner**

**RESPONSIBLE TO: Theatre Manager**

**ACCOUNTABLE TO: Head of Nursing and Clinical Services**

**Job summary**

To provide safe and effective clinical care, working closely with all disciplines, to ensure the promotion of high standards for patients during all aspects of the preoperative, peri-operative and postoperative pathway. Following appropriate training across a variety of specialities patients will be appropriately monitored and cared for prior to and throughout their surgery ensuring patients are fit and discharged from the unit appropriately.

The post holder is expected to carry out all relevant forms of care with direct supervision and will be expected to demonstrate procedures and supervise unqualified staff.

To work as a member of the multi disciplinary team practising and maintaining a high standard of clinical care and participating in all activities of the department to enhance the patients experience and ensuring safety for patients, visitors and staff in the operating theatre suite.

**Key Responsibilities**

The role has management, clinical, teaching and staff development responsibilities relevant to the grade of the post.

**Management and leadership**

* To be aware of own and others responsibilities with regard to policies and procedures including participation in the risk management strategy and ensuring that all Health and Safety and COSHH requirements are met
* To contribute to the management and effective use of personnel, surgical consumables and other resources within the operating department to provide an efficient surgical service to all users
* To take charge of the department and know when to seek advice or liaise with more senior members of staff and members of the multi-disciplinary team concerning management and clinical issues as required
* To play an active role in the development of the peri-operative service working in conjunction with the Day Surgery Unit
* To work towards development of management skills
* To report all accidents/incidents/near misses and complaints in accordance with policy and ensure all relevant documentation is completed promptly and reported to the Theatre Manager and participate in investigations as required
* To ensure that stock levels are maintained and fall within agreed budget targets; ensuring effective efficient use of resources
* Demonstrate effective communication skills in all aspects of performance, with regard to patients, relative and members of the multi-disciplinary team

**Clinical and professional role**

* To assess, plan, implement and evaluate care within his/her sphere of responsibility, having regard for the differing needs of sedation, anaesthesia, surgery and recovery.
* Participate as a member of the team, to demonstrate and develop clinical assessment skills and the ability to prioritise the care for patients undergoing surgical/anaesthetic procedures, acting as a resource person for others in the planning of care thereby providing total patient care during the peri-operative visit ensuring a safe environment
* Assist with implementation and monitoring of patient care standards in collaboration with others
* Utilise a questioning approach to patient care and application of research within clinical practice. To raise awareness of relevant research findings in clinical practice complying with the principles of Clinical Governance. To actively participate in the audit process.
* To ensure that the personal care provided to patients is always of the highest standard
* To ensure that all care and information provided to patients is adequately documented within the care pathway, meeting regulatory standards
* To provide appropriate information to patients and their relatives concerning the patient’s condition and ensure they are fully prepared for discharge
* To be responsible for the delivery of total patient care following surgery, under General, Epidural, Regional, Spinal and Local Anaesthesia
* To ensure that the Recovery area is a clean and safe environment for the treatment of post-operative patients
* To ensure that all emergency equipment i.e. resuscitation trolleys, anaesthetic machine suction and oxygen outlets, are all functioning and ready for use
* To ensure that all resuscitation equipment and stock items are available, checked and fit for purpose, checking all expiry dates. All staff will participate in the stock take process
* To ensure that all controlled drugs are ordered, checked, registered and correct as per policy
* To provide and receive handover where required during the peri-operative journey as per policy
* To administer analgesia as required following full training and assessment
* To keep anaesthetist, surgeon and senior clinical lead up to date on patient’s condition when appropriate
* To demonstrate the flexibility needed for continuity of care in a dynamic environment
* To be aware of and introduce innovation to roles in conjunction with the multidisciplinary team
* To participate in any out of hours service as and when required
* To utilise all resources within the department effectively to deliver quality care at all times ensuring cost effective and efficient use of consumables and staff
* To ensure that equipment is handled correctly and maintained in a safe working order. Taking appropriate action and then reporting any defects to the Theatre Manager
* To share learning and specialist knowledge with other clinical colleagues
* To supervise the work of junior and unqualified colleagues
* To work flexibly within the working area, ensuring that skills are maintained and developed to look at how best practice can be further developed and improved
* To be responsible for maintaining accurate, timely and complete records, ensuring the safety and confidentiality of information
* To participate in the development and implementation of high quality care protocols which support an effective fast track service
* To participate in clinical audit, KPI monitoring and collection of data as required
* To understand and become fully conversant with the Practice Plus Group competency model and its application
* Play an active role in the Clinical Governance Strategy, working in close liaison with the appropriate personnel ensuring that Key Performance Indicators (KPI’s) are recorded, monitored and achieved. Supporting the Theatre Manager to review and analyse any variances to the expected outcomes of care and document in accordance with the agreed Practice Plus Group data collection programme

**Educational and professional development**

* To keep up-to-date with issues and trends affecting the nursing/ODP profession
* To take responsibility for planning self and professional development, identifying personal objectives for discussion at individual performance review
* To participate through mentorship in the development of junior staff and identify any professional training needs; be able to act as a mentor to students enabling learning to take place
* To prepare and provide patients with information to ensure they are ready for their procedure pre-operatively and post-operatively for safe discharge
* To adhere at all times to the NMC/HCPC Code of Professional Conduct
* To take responsibility for personal and professional development, to be responsible for attending mandatory training sessions and to ensure that all policies and procedures are adhered to
* To maintain an enquiring approach to clinical practice
* Participate in data gathering and audit when indicated
* To take part in the on-going clinical training programmes using best practice models of care appropriate to ability and defined competence
* To understand and become fully conversant with the Practice Plus Group competency model and its application

This list of key responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

**Additional information**

In addition the successful candidate will be required to adhere to the following:

Education and development

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with Practice Plus Group policies and procedures.

Professional

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of the role, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

Regulatory framework

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to Practice Plus Group policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

Infection prevention and control

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with Practice Plus Group responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

Conflict of interest

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit themselves, their family or friends.

Confidentiality

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

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 for patients, employees and visitors.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

Privacy, dignity and respect and equality of opportunity

The treatment centre is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

Vulnerable Adults Abuse   
The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

Raising Concerns   
It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

Equal opportunities

Practice Plus Group is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in Practice Plus Group are recognised. Practice Plus Group will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job.

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

**PERSON SPECIFICATION FORM**

**Post title:** Theatre Practitioner

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| **FACTORS** | **Essential** | **Desirable** |
| Physical requirements | * Satisfactory Occupational Health clearance for the role specified * Good attendance record * CRB clearance |  |
| Qualifications | * RN Level 1/ RODP | * ALS * Relevant teaching and mentoring qualification |
| Experience | * Minimum 2 years experience within an acute environment | * Previous experience in pre-assessment |
| Skills, knowledge and abilities | * Evidence of ability to work collaboratively in a multidisciplinary team * Desire for self development and willing to learn new skills with the appropriate training and under supervision * Ability to plan and prioritise own workload when under pressure * Ability to work flexibly within a changing environment * Excellent written and verbal communication skills * Computer literate | * Research/audit skills |
| Aptitude and personal characteristics | * Flexible attitude and ability to change * Approachable, friendly, polite and caring * Self motivated * Commitment to personal development * Confident and innovative * Positive can-do attitude |  |