

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Staff Nurse Band 5 / Operating Department Practitioner (ODP) Band 5
Responsible to:	Clinical Leader (Band 7)
Department:	Operating Department, RHSC
Directorate:	Women, Children and DCN
Operating Division:	NHS Lothian
Job Reference:	U-WC-CHS-OPP-NUR4
No of Job Holders:	
Last Update:	August 2010

2. JOB PURPOSE

To provide effective, patient focused Perioperative care with the support, guidance and direction of the Clinical Leader. To develop skills and competencies appropriate to a range of areas within the Perioperative environment.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

The post holder will be expected to participate in duty rosters consisting of day, late and on-call shift working. The departmental rota has a requirement to work 8 on call shifts and 3 weekends every 12-week period.

3. DIMENSIONS

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.

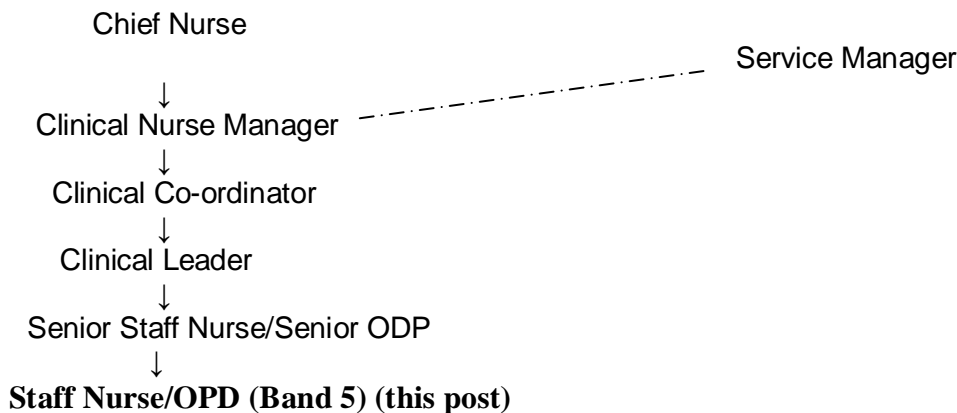
The post holder will have junior staff/learners reporting to them on patient care.

The postholder will supervise junior members of staff, learners, patients and carers.

The post holder's primary post will be within the Operating Department at Royal Hospital for Sick Children.

The Operating department consists of 5 theatres and 2 recovery areas. The post holder will be expected to work across all theatres and recovery areas and provide cover in outlying areas including X-Ray, MRI, and Lithotripsy etc. There are a total of 52 lists per week and patient throughput averages 7000 cases per year.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The Operating Department consists of 5 fully equipped theatres and dedicated recovery areas. Staff also cover “out of department” activities including MRI, CT Scanning X-Ray and A&E in addition to providing specialist paediatric care at other hospitals. The range of elective and emergency specialities includes Neurosurgery, Spinal, Orthopaedics, ENT, Ophthalmology, Dental Surgery, Plastic Surgery, General Surgery and Endoscopic GI cases, Haematology and Oncology

6. KEY RESULT AREAS

PROFESSIONAL

Practice at all times within the Nursing and Midwifery Council or Health Professional Council Code of Professional Conduct.

Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

CLINICAL

Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients to ensure delivery of a high standard of care

Maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.

Work within the defined policies, procedures, standards and protocols of the Department, Directorate and Division and report outcomes to senior staff to enable monitoring of standards of care

Organise own workload with direction to ensure that the interests of patients/clients are met.

Participate in clinical audit and research as required.

Develop and maintain a sound knowledge base and practice relevant to the clinical setting.

Develop skills in emergency care of the patient to assist in the recognition and response to clinical emergency

Develop awareness of current decontamination and sterilisation procedures and develop skills in maintaining a clean environment and sterile field.

MANAGERIAL

Maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.

Lead, supervise and assess junior staff/learners ensuring competencies are met whilst providing care to patients.

Supervise junior staff / learners and act as a source of advice to ensure their educational needs are met.

Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate.

Ensure patients property and valuables that are received by the Department for safekeeping are secured and processed as division policy.

Participate in orientation and appraisal of junior colleagues and learners.

EDUCATION

Demonstrate a commitment to personal continuing professional development and actively participate in professional personal development plans.

Participate in teaching programmes, mentoring of junior colleagues and learners.

7a. EQUIPMENT AND MACHINERY

Post Holder is expected to have the knowledge and ability to use equipment in the area however may not have daily clinical involvement.

What	Use
Non - invasive monitoring	To assess non invasive blood pressure, oxygen saturations and temperature
Electrocardiograph (ECG)	Machine to assess electrical heart activity
Doppler	Machine to locate blood vessels
Blood warmers	Machine designed to heat blood prior to administration
Glucose Meter	Blood Glucose monitoring tool
Warming/cooling blankets	Machines to increase/decrease body temperature
Compressed air lines	Lines used to deliver high pressure air to drills etc
Intubation equipment	Equipment used to intubate airway
High/low pressure suction equipment	Machines to regulate suction pressure for removal respiratory secretions and blood from surgical field
Blood gas analyser	Machine designed to assess levels of specified blood products from arterial blood

Ice machine	Produces ice for use in emergency patient cooling
Flexible Endoscope & Accessories	For diagnostic Investigations & removal of foreign bodies. Training required as equipment needs specialist cleaning & handling due to delicate nature.
Monitoring Equipment for Flexible endoscopies, existing & new Lucera System.	Requires to be set up in the correct manner to get perfect images & capture images. Also flexible scopes need attached properly or they will not function
Smoke Evacuation System	For Any type of surgery where surgical plume (smoke) is created. E.g. Spinal. Health & Safety Issue for Staff. Requires to be set up with correct settings to operate to full potential.
Orthopat Cell Salvage System	To aspirate & preserve patients own blood loss during major surgery to help avoid giving donor blood. Specialist knowledge required to set up equipment & In patient selection for use.
Lasers	Used in Ophthalmic surgery. Knowledge of Health & Safety guidelines requirement.
Orthopat Cell Saver	Used in major back surgery. Specialist training required.
Smoke Evacuator	Used in major back surgery training required
Milan Drill, Craniotomy	Used in Neurosurgery – training required
Cusa, Ultrasonic Aspirator	Used in Neurosurgery – training required.
Checking of Intrathecal Drugs	Specialist training required to be entered into register.
Power Tools	
Orthopaedic Implants (Ortho/Spinal Surgery)	Specialist training required. Knowledge of what type of implants to use is essential.
O R I System Incorporating Aida. (Advanced Imaging Dating Archiving System)	Used in field of minimal invasive surgery. Integrated endoflator, diathermy, camera, light sources. All can be controlled within the sterile field by the scrub nurse/surgeon. Specialist training required for personnel working with this system as it is the first and only system of its kind in the country.
Endoscopies – Gastroscopes, Colonoscope, Bronchoscope (flexible & rigid). Cystoscope, Rigid & S.T.I.N.G. Scope	Fibreoptic flexible scopes used for the diagnosing & treatment of various medical conditions. Specialist training required for using, cleaning and maintaining various scopes.
Steris, Steriliser, Sterilock Ultrasonic Cleanser	Enclosed sterilising system which chemically sterilises equipment. Knowledge of Health & Safety Guideline re chemical agent. Training required for using this equipment.
Coblator	Used in ENT surgery. Coagulator used in tonsillectomy. Training required with this equipment.
Xomed	Used in ENT micro-surgery. Training required with this equipment.
Microscopes/Monitors	Used in ENT, Plastic & Neuro Surgery. Training required with this equipment.
Gas Cylinders	Oxygen back up cylinders on Anaesthetic machines – checking/changing as required

	<p>Transport Oxygen Cylinders for patient transfer</p> <p>Nitrous Oxide – On anaesthetic machines for back up to pipeline gas. Check/change as required.</p> <p>CO₂ Used as insufflation gas for Laparoscopic procedures.</p> <p>Check/Change cylinders as required.</p>
Database Computers	<p>Orsos: 4D Hospital Information System used to collect patient information. Knowledge required to access system and key in patient details for all patients coming to theatre, MRI, C.T. X-Ray or outlying hospitals (e.g. WGH)</p>
Call System	<p>Knowledge of how to page medical staff in emergency and non-emergency situations.</p> <p>What to do in event of fire.</p>
Pneumatic Tube System	<p>Used mainly to transport specimens to main reception for collection.</p>
Pat Slides	<p>Used for moving patient that avoids needing to lift.</p> <p>Comply with Health & Safety Guidelines.</p>
Glide Sheet	<p>Accompanied with the Pat Slide for heavier patients.</p>
Operating Table	<p>Knowledge of how to operate table for all positions required. How to charge up.</p>
Trolleys	<p>Used for transporting patients to/from ward to operating theatre.</p> <p>Knowledge of foot controls on trolley/steering of trolley/back rest on trolley/Head down position on Trolley.</p>
Ventricular Drainage Systems	<p>To monitor CSF drainage following neurosurgery, training required.</p>
Defibrillator	<p>Knowledge of how to check, maintain function and emergency use</p>
Capnograph	<p>Used to monitor CO₂</p>
Emergency Trolley	<p>Used for resuscitation, includes suction and monitoring equipment</p>
Oxygen Delivery Systems	<p>Used to deliver variety of anaesthetic gases to patient</p>
Alaris Pumps	<p>Drug infusion device</p>
Abbot Pump	<p>Epidural drug infusion device, competency document requires signing by Pain Management Team.</p>
Graseby Pumps	<p>Morphine infusion devices.</p>
Invasive Monitoring	<p>Knowledge required of how to care for systems used for invasive monitoring, includes arterial and venous.</p>
Vitrectomy Unit	<p>Used in cataract surgery</p>
Ocusan	<p>Measures pressure behind eye</p>
Slit Lamps	<p>Used for eye examinations</p>
Indirect Ophthalmoscope	<p>Used for detailed eye examinations</p>
Retinamax	<p>Used to examine retina</p>

Cryostar	For cauterising eye lesions
Instrument Trays	Over 70 trays used in all surgical procedures, detailed knowledge of all trays required.
Microscopes	Used predominately in Plastic Surgery, Neurosurgery, ENT surgery, Ophthalmic Surgery and Oral Surgery. Detailed knowledge of how to set up and adjust required.

7b. SYSTEMS

- Maintaining written patient records – Throughout the Perioperative phase of the patient journey
- ORSOS – inputting theatre utilisation and patient information data
- DATIX / Incident forms – in putting information onto system
- Ordering & Stock Control within dept – supplies and pharmacy

8. ASSIGNMENT AND REVIEW OF WORK

The Post holders work is generated from the patients needs, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.

The post holder will be responsible to the Clinical Leader who will provide clinical guidance, professional management, work review and formal appraisal of performance.

The Clinical Leader or Deputy will assign workload, however the post holder will have responsibility for managing their defined workload within their professional body.

9. DECISIONS AND JUDGEMENTS

Analysis and assessment of patient condition to establish the continuing care plan.

Be able to respond to unpredictable/ emergency situations by taking effective action.

Work within ones own limitations

Understanding the Child Protection policies and procedures and acting appropriately

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of direct patient care within existing resources in a complex dynamic clinical area.

Maintaining up-to-date clinical skills and knowledge.

Addressing the equality and diversity needs of patients and staff.

Relationships with the multidisciplinary team due the dynamic complexity of the work/environment.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

The post holder will be expected to communicate and liaise with the patient, relatives and the multidisciplinary team involved in the provision of care.

Communicate with Clinical Lead or Deputy regarding patient condition, workload issues and personal development.

Communicate with other relevant departments which will include, clinical ward areas, Radiology Departments, Physiotherapy, Blood Transfusion Service, Laboratory Service, Hospital Sterilisation and Decontamination Unit, Estates, Supplies, Human Resources, Fire Officer, Infection Control, Education departments Health and Safety regarding issues in clinical area and personal development.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Skills Physical - Constant

- Working towards being competent and gaining the skills appropriate in at least two out of the four following areas of Perioperative practice: (a) Scrubbing, (b) Circulating, (c) Anaesthetic Assistance, (d) Recovery.
- Basic life support.
- Good manual dexterity
- Being able to react quickly in an emergency situation

Physical effort - Constant

- Frequent moving & handling of conscious and unconscious patients, also equipment e.g. surgical trays, beds, operating tables etc
- Patient movement with use of mechanical aides, manoeuvre patients.
- Stand/walking for the majority of shift.
- Activities of daily living.
- Ergonomics.

Mental demands - Constant

- Being able to concentrate for long periods of time
- Time management.
- Work towards developing leadership skills
- Work towards developing responsibility skills

Emotional demands - Constant

- Maintaining an equilibrium of control in response to working within a high pressure area
- Dealing with emotional demands following Perioperative death
- Communicating complex issues with the multidisciplinary team.

Environmental and working conditions - Constant

- Constant exposure to body fluids and rigid adherence to standard precautions
- Exposure to x-ray and the requirement to wear lead aprons for prolonged periods of time
- Being aware that in a high pressure environment there is the necessity of being exposed to "challenging behaviour" in reaction to stress.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The postholder will require one of the following qualifications:

- First Level Registered Nurse – (Child)
- National Vocational Qualification/Scottish Vocational Qualification Level 3
- Diploma in Operating Department Practice
- City & Guilds 752 or an equivalent qualification

Evidence of team working skills with ability to work using own initiative.

Effective listening and interpersonal skills.

Time management skills/ability to prioritise workload.

Insight into specialty area and ward composition.

N.B. All Operating Department Practitioners will require to be registered with the HPC prior to taking up employment with the Trust

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

NHS Lothian – Children’s Services

Post: Band 5 – Staff Nurse/Operating Departmental Practitioner

PERSON SPECIFICATION

Criteria	Essential	Desirable
Personal Traits	Approachable Articulate Communicator Flexibility Professional attitude to work Motivated to work within speciality	
Qualifications & Training Level of education, professional qualifications, training and learning programmes/courses.	RN (Child Health)/RSCN degree/diploma (Anaesthetic Assistant Course) ODP degree/diploma	Evidence of CPD BSc Cleanliness Champion
Experience and Knowledge Type of experience, level at which experience gained. Depth and extent of knowledge.	Experience of nursing children in a variety of settings Ability to work as part of a team working	Experience of working with children within Theatre
Skills/Abilities Range and level of skills, i.e. communication (oral, written, presentation), planning/ organisation, numeracy, leadership etc.	Good oral and written communication skills Excellent numeracy skills IT Skills Care plan compilation Ability to plan and organise care for group of patients	
Specific Job Requirements Environmental conditions, unsociable hours, car driver etc.	On Call rota, unsociable hours	

If you do not meet the essential criteria as detailed above then please do not apply for this post as you will not be short-listed