

**NHS GREATER GLASGOW & CLYDE  
JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

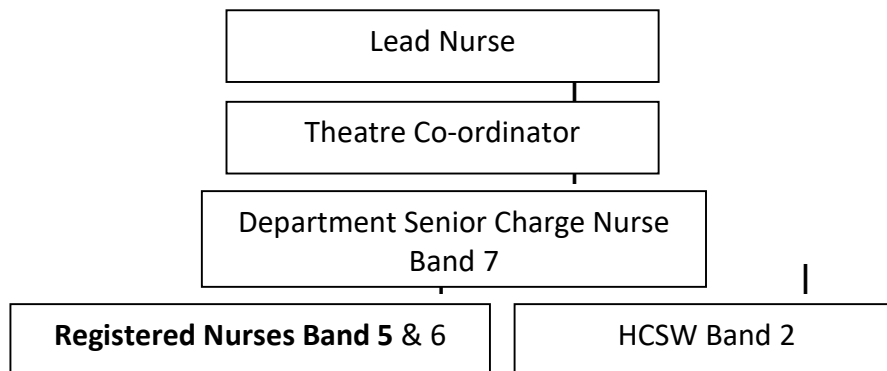
**Job title:** Staff Nurse/ODP – Band 5  
**Responsible to:** Theatre Co-ordinator  
**Reports to:** Department Senior Charge Nurse  
**Department(s):** Regional Services Theatres

**2. JOB PURPOSE**

As part of the multidisciplinary team and without supervision, the post holder will have the responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients during the perioperative phase.

In the absence of the Department Senior Charge Nurse or Charge Nurse provide cover to ensure effective operation of the department.

**3. ORGANISATIONAL POSITION**



#### **4. DIMENSIONS**

- Participates in the planning, implementation and evaluation of perioperative practice within Regional Services Theatres and is regularly required to lead a team.
- Provides clinical assistance in a variety of surgical and anaesthetic specialities.
- Ensures effective day to day management of resources, including supplies, pharmacy and equipment.
- Responsible for the supervision of junior staff and assists with the clinical teaching of student nurses and newly qualified nursing staff.
- Participates in the appraisal and continued professional development of nursing auxiliary staff.
- Consult with medical staff in identifying and solving problems in patient care.
- Regularly required to provide on-call or standby cover for the department.

#### **5. ROLE OF THE WARD/DEPARTMENT**

The purpose of the operating department is to provide a high quality safe and supportive environment for all patients undergoing elective and emergency surgery.

#### **6. KEY RESULT AREAS**

- 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.
- In the absence of the Band 6/7, take charge of the department for the management of daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.
- In the absence of the Band 6/7, take charge of the management of theatre lists ensuring effective patient throughput and utilisation of resources.
- Maintains effective communication with patients, relatives/carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met.
- Monitors standards of care within defined policies, procedures, standards and protocols of the department and Division to ensure adherence to, and delivery of, a high quality service.
- Leads and supervise/mentor junior staff/students who are providing care to patients and act as a source of advice to ensure their educational needs are met.

- o Undertakes teaching of registered/non-registered staff, including basic and post-basic students, and participate in the implementation of staff personal development plans to facilitate ongoing development.
- o Organise own workload to ensure that the interests of patients/clients are met.
- o Responsible for maintaining patient records within agreed standards.
- o Maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources.
- o Develop the role by using evidence-based practice and continuously improve own knowledge following PREP guidelines.
- o Participate in clinical audit as required.
- o Identify and effectively manage perioperative risks & hazards associated with the patient and the perioperative environment
- o Maintain competence in the role of anaesthetic assistant, scrub & circulating personnel and/or recovery practitioner.
- o Implement infection control policies and procedures and act as a role model in the maintenance of a safe environment.

### **7a. EQUIPMENT AND MACHINERY**

- o The post holder is expected to demonstrate and act on the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.
- o The post holder is expected to have a working knowledge of all the equipment used in the area but may not have daily clinical involvement, for example:

#### **Specialised**

Surgical instrumentation and related equipment – daily use – utilised for every patient

Anaesthetic, Oxygen delivery systems and airway management equipment – daily use – utilised for every patient

Invasive and non-invasive monitoring equipment – daily use – utilised for every patient

Operating tables and theatre furniture – daily use – utilised for every patient

Endoscopic equipment and washer disinfectors – daily use

Electrosurgery & ultrasonic equipment – daily use – utilised for every patient

Tourniquets – weekly use

Suction, scavenger and smoke evacuation systems – daily use for every patient

Syringe drivers, volumetric pumps and PCA pumps – daily use for most patients

Laser delivery systems – daily use

Microscopes and related equipment – daily use

Power tools – daily use

Moving & Handling equipment. – daily use for every patient  
Blood / Fluid and Patient warming devices – daily use for every patient  
Patient positioning, pressure relieving aids – daily use for every patient  
Equipment for prevention of DVT's – daily use for every patient

**This list gives a brief outline of only some of the equipment used in supporting the care of the perioperative patient.**

## **7b. SYSTEMS**

- The post holder is responsible for inputting information into electronic patient records where applicable and also into patient written records. Complying with the Data Protection Act, CNORIS, Caldicott Guidelines and local policies regarding confidentiality and access to medical records.
- The post holder is responsible for maintaining accurate documentation of patients' perioperative care
- The post holder is expected to demonstrate the ability to maximise the use of Information Technology to benefit patient care and personal development, for example:

### **Patient records:**

- Maintenance of manual patient records
- Opera – Operating Room System of Scheduling
- Operating Room written records – Theatre Ledger
- Clinical Portal
- Trakcare

### **Clinical assessment tools e.g.:**

- Patient Perioperative Care Plan
- Waterlow Scale (Pressure area care)
- Pain assessment charts
- Vital signs charts (TPR & BP)
- Moving and handling risk assessment
- Wound/drain monitoring
- Fluid balance charts
- Risk assessment – clinical incidents & AIR forms
- COSHH Assessment

## **8. ASSIGNMENT AND REVIEW OF WORK**

- The post holder is responsible to Department Senior Charge Nurse for clinical guidance and professional management, work review and formal appraisal of performance.
- Workload will be assigned by the Department Senior Charge Nurse or deputy however, the post holder will have responsibility for a defined workload within professional guidelines.
- The postholder will delegate/allocate work to the team in the absence of the

## 9. DECISIONS AND JUDGEMENTS

- o Demonstrates sound judgement in assessment of patient care in order to establish any change in the patients' condition, and contribute to the subsequent planning of care.
- o Exercises the ability to challenge practice, which will compromise safety and/or quality of patient care.
- o The post holder will be regularly required to take charge of the department in the absence of Band 6/7, and be responsible for such duties necessary to maintain effective working of the Department.
- o In the absence of the Band 6/7, will be responsible for allocation of work and the deployment of staff.
- o Uses own initiative and acts independently within the bounds of existing knowledge and skills. Has access to supervisor on ongoing basis.

## 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- o Maintaining competency and up to date clinical skills and knowledge in a busy clinical environment.
- o In the absence of the Band 6/7, provide local cover to ensure the effective operation of the department.
- o Performing mentally challenging tasks related to complex surgery.
- o Achieving a balance between the demands of direct patient care within existing resources.
- o Communicating and supporting distressed/anxious/worried patients and carers.
- o Caring for the totally dependent, critically ill, paediatric or dying patient.

## 11. COMMUNICATIONS AND RELATIONSHIPS

- o The post holder is expected to communicate and liaise with the patient, their relatives/carers and the multidisciplinary team involved in the provision of care.
- o Communicates effectively verbally and in writing with all members of the multidisciplinary team within own department and relevant departments, which service the clinical area.

This includes communication with external agencies and other relevant departments, for example:

**Internal:**

*Lead Nurse/Theatre Co-ordinator/Senior Charge Nurse/Charge Nurse* – for information regarding patients' clinical condition/clinical problems/workload issues/patient dependency.

*Medical Staff* – Consultant in charge of patient care and associated medical staff for information relating to clinical care

*Less experienced nursing staff/students* – for advice regarding patient care/allocation of work/workload issues.

*Practice Development Sister/Department* – for advice regarding educational and training issues relevant to patient management and personal development.

*Other relevant departments* – For example Estates, Clinical Laboratories, Supplies, Practice Development Dept., High Dependency Unit, Intensive Care Unit, Wards, Human Resources, Fire Officer, Infection Control, Specialist Nurses and staff organisations.

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

The clinical demands in the care of the Neurosurgical and Oral-maxillo-facial surgical patient in the perioperative period includes the following:

### **Physical Skills:**

*The post holder must provide clinical skills training in the use of equipment and be able to demonstrate manual dexterity in the provision of physical care, for example;*

- General physical skills relevant to the perioperative patient in the role of scrub, circulating, anaesthetic and/or recovery care.
- Preparation of and postoperative management of the perioperative environment to receive a variety of perioperative patients.
- Specialised airway management.
- Device management.
- Surgical instrument, swab, needle checks and count.
- Safe positioning of the anaesthetised/conscious or sedated surgical patient.
- Management of intravenous and arterial devices, specialised surgical site drainage systems and insertion of urinary catheters.

### **Physical Demands**

*The postholder will on an ongoing basis perform the following physical demands during each shift:*

- Perform moving and handling tasks relating to static load, positioning conscious and unconscious patients, and the assisted moving of compromised patients.
- Perform moving and handling tasks related to static loads i.e. instrument trays, supplies and heavy equipment i.e. lasers, microscopes.
- Responding to the mental state of the perioperative patient, will frequently manage confused, restless and agitated patients.
- Due to the structure of the physical environment the post holder will be standing/walking for the majority of the shift.
- Will be expected to remain assisting the surgical team after his/her shift has ended when extension of planned surgery, or on occasions, in the event of a patient requiring an emergency procedure.
- Will be expected to be on-call or standby overnight for emergency procedures after rostered shift ends at 10pm.

- Due to nature of surgery/procedure the postholder may be required to wear heavy lead apron for duration of shift.

### **Mental Demands**

*The postholder will on an ongoing basis perform the following mental demands during each shift when prioritising patient care/workload in a busy environment:*

- Concentration and anticipation of patient care needs relevant to the planned procedure.
- Concentration required when observing patient's condition/behaviours, which may be unpredictable.
- Concentration required when checking documentation/case-notes, clinical equipment and calculation of drug doses, whilst subject to frequent interruptions from surgical team members.
- Concentration required when observing unstable ill patients whose condition are continually changing and are unpredictable.
- Ability to rapidly respond to a clinical emergency.
- Concentration required when supervising/mentoring less experienced staff/students who are providing care to patients.
- Concentration required when performing anaesthetic, scrub, circulating and/or recovery tasks, whilst managing theatre lists, in the absence of Band 7/6 senior staff.
- In the absence of Band 7/6 senior staff, concentration required to ensure staff departmental cover to ensure patient safety and efficient use of staff resources.

### **Emotional Demands**

*The postholder will be exposed on an ongoing basis to the following emotional demands during each shift environment:*

- Communicating with and caring for distressed, anxious, worried patients/relatives/carers/parents.
- Frequent exposure to and the expectation to respond to emergencies in the clinical area.

### **Working Conditions**

*The postholder will be exposed on an ongoing basis to the following working conditions:*

- Frequent exposure to patients with infective illnesses, which may or may not have been diagnosed.
- Exposure to blood, body fluids, specimens and body tissue.
- Exposure to warm and humid environment.
- Exposure to anaesthetic gases, surgical smoke, sterilising and disinfection agents,

chemicals and drugs which are classified as hazardous.

- Exposure to sharps.
- Exposure to ionising and non – ionising radiation.
- Required to cover standby / on call duties which may result in interruption of sleep patterns.

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

- Registered Nurses on the NMC Register (Part 1, 7 & 12)/for Operating Department Practitioners City Guild Theatre Certificate 752 or S/NVQ III ODP Certificate.
- Ability to fulfil criteria outlined in the job description.
- Relevant clinical experience & in-depth knowledge of departmental systems of work.
- Effective listening and interpersonal skills.
- Time management skills.
- Evidence of continued professional development.

**The post holder is expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.**