#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Clinical Lead /Operating Department Practitioner Band 7  Responsible to: Clinical Nurse Manager for Surgical Services  Department: Theatres, RHCYP  Directorate: Women and Children  Operating Division: Acute  Job Reference: 148242  No of Job Holders: 4 |

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| 2. JOB PURPOSE |
| The post holder has day-to-day operational responsibility for the Theatre Department and has responsibility and accountability for maintaining both clinical and staff governance  The post holder will ensure the highest standard of personalised care is delivered to patients and their families in partnership with all members of the multi disciplinary team.  The post holder has responsibility for supervision of the assessment of care needs and the delivery and maintenance of optimal care outcomes.  The individual is expected to motivate staff to provide high standards of care by acting as a role model.  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.  On a rotational basis, participate in the clinical co-ordination of services within the RHSC with responsibility for the effective management of human and physical resources for the hospital during this period |

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| **3. DIMENSIONS** |
| The post holder has day-to-day operational responsibility for staff within the Theatre Department which consists of 6 theatres and 1 recovery area. The post holder will be expected to work across all theatres and recovery area and provide cover in outlying areas including X-Ray, MRI, ED, Lithotripsy etc. There are a total of 52 lists per week and patient throughput averages 7000 cases per year. Other key staff in which the post holder will interact with includes: Clinical, Medical / Therapists / Finance / Procurement / Support Services / Education Facilitators / Health and Safety and Risk Management.  The post holder will have junior staff/learners reporting to them on patient care.  The Post holder may on occasions provide a co-ordinating role for the Theatre Suite, knowing when to call in staff as required providing the necessary skill mix.  The post holder will supervise junior members of staff and learners |

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| 4. ORGANISATIONAL POSITION |
| Associate Nurse Director    ↓  Clinical Nurse Manager for Surgical Services  ↓  Theatre Clinical Lead(this post)  ↓  Theatre Team Lead  ↓  Staff Nurse ODP Band 5  ↓  Assistant Theatre Practitioner Band 4  ↓  Clinical Support Worker/Trainee Band 2 |
| 5. ROLE OF DEPARTMENT |
| The Operating Department consists of 6 fully equipped theatres and dedicated recovery area. Staff also cover “out of department” activities including MRI, CT Scanning and X-Ray 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 |

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| 6. KEY RESULT AREAS |
| PROFESSIONAL  Practice at all times within the Nursing and Midwifery or Health Professional Council Code of Professional Conduct  Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.  MANAGERIAL  Lead and manage staff within the department ensuring that patient needs are assessed, care planned, implemented and evaluated, and that there is consultation and involvement of patient/carers.  Direct the multidisciplinary team, to the development, implementation and maintenance of policies, procedures, standards and protocols of the department, Directorate and Division to ensure adherence to, and delivery of the highest possible level of patient care within available resources at all times.  Ensure that all staff are aware of, and work within, local, directorate and Division policies and procedures to ensure that safe working practices are maintained for both patients and staff.  Direct the development, implementation and monitoring of department induction, recruitment, appraisal and performance management.  Negotiate with management, staff establishment and skill mix in a manner which maintains partnership working and is completed within allocated timescales.  Ensure patients property and valuables that are received by the department for safekeeping are secured and processed as division policy.  Manage the day-to-day workforce and future staff rostering to ensure that appropriate skill mix, competencies and service is delivered within the financial resources available ensuring clinical governance standards are maintained.  Be responsible for the control and monitoring of the department budget ensuring provision of high quality and cost effective service.  Demonstrate the importance of resolving complaints timeously and effectively through investigating and responding at local level and escalate as appropriate.  Responsible for clinical and staff governance.  Deputise for the Clinical Coordinator as required in their absence ensuring effective operational management of the directorate.  CLINICAL  Responsible for ensuring the quality of patient care is assessed and implemented to ensure maintenance of standards of care given to patients and their families by participating in clinical audit.  Establishes and directs monitoring of standards of care within the defined policies, procedures and protocols of the department, Directorate and Division to ensure adherence to, and delivery of, a high quality service.  Be actively involved in research within the clinical area and determine with key staff whether current research and development strategies are sufficient for their purpose, and disseminate findings of relevance within the ward setting.  Identify practice development opportunities to enhance clinical care and facilitate the implementation of evidence based care within a multidisciplinary environment, in order to promote clinical improvements.  Facilitate the professional development of Perioperative practitioners and the multidisciplinary team in order to enhance clinical knowledge, skills and clinical competence in a patient focused care environment.  EDUCATION  Lead, motivate, develop and retain the team, utilising mentorship, objective setting and appraisal, enabling education needs of staff to be met.  Direct and support the provision of clinical practice for pre registration and post registration learners, to fulfil curriculum requirements and ensure that appropriate educational opportunities are provided.  Ensure that the on-going personal development needs and professional education and research are identified and met. |

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| 7a. EQUIPMENT AND MACHINERY |
| Post Holder is expected to have a 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. Integated 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 Transport Oxygen Cylinders for patient transfer  Nitrous Oxide – On anaesthetic machines for back up to pipeline gas. Check/change as required.  C02 Used as insufflation gas for Laparascopic procedures.  Check/Change cylinders as required. | | Database Computers | Torsos: 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) | | Call System | Knowledge of how to page medical staff in emergency and non-emergency situations.  What to do in event of fire. | | Pneumatic Tube System | Used mainly to transport specimens to main reception for collection. | | Pat Slides | Used for moving patient that avoids needing to lift.  Comply with Health & Safety Guidelines. | | Glide Sheet | Accompanied with the Pat Slide for heavier patients. | | Operating Table | Knowledge of how to operate table for all positions required. How to charge up. | | Trolleys | Used for transporting patients to/from ward to operating theatre.  Knowledge of foot controls on trolley/steering of trolley/back rest on trolley/Head down position on Trolley. | | Ventricular Drainage Systems | To monitor CSF drainage following neurosurgery, training required. | | Defibrillator | Knowledge of how to check, maintain function and emergency use | | Capnograph | Used to monitor CO2 | | Emergency Trolley | Used for resuscitation, includes suction and monitoring equipment | | Oxygen Delivery Systems | Used to deliver variety of anaesthetic gases to patient | | Alaris Pumps | Drug infusion device | | Abbot Pump | Epidural drug infusion device, competency document requires signing by Pain Management Team. | | Graseby Pumps | Morphine infusion devices. | | Invasive Monitoring | Knowledge required of how to care for systems used for invasive monitoring, includes arterial and venous. | | Vitrectomy Unit | Used in cataract surgery | | Ocusan | Measures pressure behind eye | | Slit Lamps | Used for eye examinations | | Indirect Ophthalmoscope | Used for detailed eye examinations | | Retinamax | Used to examine retina | | 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 – Through out the Perioperative phase of the patient journey * ORSOS – inputting theatre utilisation and patient information data * DATIX / Incident forms – in putting information onto system and investigation of incident * Ordering & Stock Control within dept – supplies and pharmacy * Compiling Duty Rotas and completing final amended copy on computer * Maintaining staff records of Clinical updates * Checking and signing of agency staff time sheets. * Internet and Intranet – work and personal use |

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| 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 have a Professional Personal Development Plan and be reviewed quarterly by a delegated line manager. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder is expected to make clinical and professional autonomous decisions on a daily basis, including provision of advice to the multidisciplinary team.  Recognise staff performance issues and appraise accordingly  Assess any changes to patient condition and ensure appropriate action is taken.  Make decisions on the use of departmental resources inclusive of staff.  Understanding the Child Protection policies and procedures and acting appropriately |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Lead, motivate and inspire the multidisciplinary team.  Direct the provision of the highest standards of care in the allocated resources.  Be able to function in the roles of clinical specialist, Clinical Lead and professional leader.  Implement change effectively.  Time management.  Addressing the equality and diversity needs of patients and staff. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Communicate with the patient, relatives and carers on the delivery of patient care.  Liaise with the multidisciplinary team on service needs and requirements.  In consultation with staff, discuss complex Personal Performance Development and Appraisal matters in a constructive manner.  Other relevant lines of communication will encompass the following internal and external groups to ensure the gathering and dissemination of information as appropriate:  Relationships with the multidisciplinary team due the dynamic complexity of the work/environment.  **INTERNAL COMMUNICATION**  Operations / Assistant Manager  Principal Nurse  Clinical Director  Multi Disciplinary Leads  Hospital Sterilisation and Decontamination Unit  Finance  Procurement  Support Services  Human Resource  Health and Safety  Risk Management  EXTERNAL COMMUNICATION  Carers  General Public  Educational institutes and staff organisations.  Company representatives regarding equipment |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills** - Constant   * Competent and have 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  Standing for long periods of time  **Mental demand** - Constant   * Concentration, required due to the nature of the Clinical Leads role. They will be subject to frequent direct and indirect interruptions from the multidisciplinary team. * Time management * Developed leadership skills. * Developed responsibility skills. * Service changes. * Organisational changes. * Political agendas. * Workforce planning.   **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. * Personal / interpersonal stressors.   **Environmental and working conditions** - Constant  Exposure to body fluids and rigid adherence to standard precautions  Exposure to x-ray.  Being aware that in a high pressure environment there is the necessity of being exposed to “challenging behaviour” in reaction to stress. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| The post holder will require one of the following qualifications:   * First Level Registered Nurse– (Child branch) * National Vocational Qualification/Scottish Vocational Qualification Level 3 * Diploma in Operating Department Practice * City & Guilds 752   Additionally, the post holder will be expected to have the following:   * Evidence of continual professional development demonstrating relevant experience and competencies for the post. * Postgraduate Diploma in Perioperative Practice or equivalent * Health Service Management qualification (desirable)   *N.B. All Operating Department Practitioners will require to be registered with the HPC prior to taking up employment with the Trust* |

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| **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:  Head of Department Signature: | Date:  Date: |