

NHS GRAMPIAN

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: REGISTERED NURSE / ODP Band 5
Department(s): THEATRE, DR GRAYS HOSPITAL
Hours: 33 hours per week
Salary: Band 5 (£30,229 - £37,664 per annum pro rata)
Contract: Permanent
Job Reference: PS149464

Job Holder reference:

2. JOB PURPOSE

To actively participate in the delivery of a high standard of evidence/research based patient care, as a Registered nurse / ODP in the multi-disciplinary team within the perioperative environment, in accordance with the NMC Code of Conduct, NHS Grampian policies.

To demonstrate evidence of leadership skills and guidance to junior staff.

To be responsible for the assessment of patient care and the development, implementation and evaluation of perioperative nursing care, working without direct supervision

To actively participate in the teaching, supervision and assessment of trained and untrained members of the theatre team.

To take responsibility for own professional development.

3. ORGANISATIONAL POSITION

Unit Operational Manager

Senior Charge Nurse

Lead Nurse

Registered Nurse/ODP (this post)

Assistant Perioperative Practitioners

Theatre Support Worker

4. SCOPE AND RANGE

Role of the Department

To provide an efficient and effective Theatre service that is responsive to the needs of the following specialities:

General surgery, urology, oral surgery, ophthalmology, gynaecology, obstetric service, endoscopy, community dental service, elective and trauma orthopaedics, ENT and minor ops and a nurse led cystoscopy service.

Dimensions

Theatre Suite comprising:

Patient reception area
4 x Theatres
1 x Endoscopy suite
1 x 8 bedded recovery
1 x Theatre store
Anaesthetic Service

1 x minor ops room

Role of the Postholder

The postholder is part of the multidisciplinary team providing support to the surgical team covering all elective and emergency specialities as a practitioner in all scrub and circulating duties.

The postholder has a responsibility to plan and prioritise workload and to delegate work to other staff members. At times the postholder will be required to deputise for the Lead Nurse in a designated speciality and also to take charge of the department during evenings, weekends and night duty in the absence of the Clinical Manager, Senior Charge Nurse and Lead Nurse.

The postholder has a responsibility to teach, supervise and assess students and trained / untrained members of staff within the perioperative environment.

The postholder has a responsibility to monitor stock levels and complete medical supply orders as required in the absence of the lead nurse.

May be required to work in other wards of the hospital if requested to do so by the Senior Manager on call or 600 bleep holder.

5. MAIN DUTIES/RESPONSIBILITIES

CLINICAL

Has the competence, ability and skill to participate within the operating department in both an elective and emergency setting

Leads and directs the assessment, planning, implementation and evaluation of patient care through effective communication and documentation according to professional policies and procedures.

Liaises with other perioperative teams to ensure the effective use of specialist equipment, involving negotiation with surgeons and anaesthetists to ensure minimal disruption to operating times.

Communicates effectively with patients and carers and with other members of the multidisciplinary team.

Ensures that the patient is involved in decision making regarding their care and to act as the patient's advocate once that patient is anaesthetised and unable to act for themselves.

Works all shift patterns including evenings, weekends, night duty and to participate in the department on call rota.

Undertakes general nursing duties on the wards and other departments if requested to do so by the Senior Manager on call, Site Nurse Practitioner or 600 Bleep holder.

Provides a high standard of perioperative care in accordance with the NMC Code of Professional Conduct and ensures that all staff are aware of the accountability and responsibility placed upon them.

Works as part of the theatre team with other theatre practitioners and with medical, paramedical and other staff groups within the department.

Protects all confidential information concerning patients in the course of professional practice, ensures compliance with local and NHS Grampian policies, the Data protection Act and NMC code of professional conduct.

Ensures that no action or omission within the postholders sphere of responsibility is detrimental to the interests, condition or safety of patients.

Orders, checks, witnesses and administers drugs in accordance with NHS Grampian policies and the law.

Assists with other members of the theatre team in preparation and clearing of theatres.
Assists with the safe labelling and dispatch of laboratory specimens.
Assist in completion and maintaining the theatre register and statistics.
Acts in accordance with Health and Safety legislation and local / NHS Grampian Health and Safety policies to ensure a safe environment for patients, staff and visitors in the clinical area.

ORGANISATIONAL

Practises and promotes confidentiality at all times.
Demonstrates the ability to effectively listen to others points of view.
Communicates with all other colleagues in a professional manner.
Demonstrates knowledge and proficiency in implementing NHS Grampian/local policies and procedures.
Ensures that written communications are accurate, appropriate and neatly recorded.
Demonstrates the ability to address issues arising in a professional and discreet manner whilst being aware of own limitations.
Effectively analyses, prioritises, organises and takes responsibility for own workload.
Demonstrates an understanding of, and adherence to local and national Health and Safety policies and procedures.

MANAGERIAL

When assigned to the role of mentor, the postholder is responsible for ensuring that inexperienced / new staff achieve the competencies required.
Demonstrates an awareness of available resources, stock control systems and their effective use.
Actively participates in the care and maintenance of theatre stock and equipment.
Participates in departmental and other appropriate meetings when requested to do so by the Clinical Manager and Senior Charge Nurse.
Participates in the development of nursing standards of care and departmental policies.
Assists in maintaining the operation register and compiling any statistics required. Complete and compile audit sheets at the end of each shift, file staff allocation sheets, theatre lists, emergency cases and complete handover sheet for next shift.

PROFESSIONAL DEVELOPMENT

Demonstrates a commitment to developing clinical skills and expertise and show an awareness of research and audit.
Participates in the development of research based innovative approaches to patient care in consultation with the multidisciplinary team, to include audit.
Actively participates in own and staff appraisal in conjunction with the Clinical Manager, Senior Charge Nurse and Lead Nurse for the specific area.
Acts as a positive role model.
Responsible for own personal development, identifying own learning needs and ensuring that own skills remain up dated.
Actively participates in teaching programmes within the department.
Demonstrates willingness to develop management skills.
Participates in the orientation of new staff.

6. SYSTEMS AND EQUIPMENT

Completion and maintenance of all relevant perioperative patient documentation.
Reporting of faults to the appropriate department.
Reporting of incidents using the DATIX incident reporting system.
Ordering and receiving of Controlled Drugs and ensuring adequate stock levels.
Able to use a wide range of specialist theatre equipment in a safe and competent way and to demonstrate its use to other staff members.

Wide range of complex/technical checks and maintenance of a variety of theatre equipment.
Participate in audit.
Ordering medical supplies in the absence of the lead nurse.
Completion of operation register
Compilation and maintenance of surgeon's preference lists.
E – pager
Computer skills consist of – use of intra/internet to access information/research, OPERA theatre management system, LANQIP, completion of DATIX incident reporting forms, E-ksf

Working Knowledge of Equipment used across whole department including specialist machines

Consignment Instrument Sets and on loan instrumentation
Arthroscopy Stacking system and Light Sources
Tourniquets and Insufflators machine
Drills/Saw Drivers
Howarth Ventilation System
Bone cement mixing system and Vacuum pump
Operating table and attachments including the traction table set-up
Skeletal, Skin traction equipment and Plaster Trolleys
Operating Table & Attachments
Operating Lights
Diathermy & Suction Machines
Patient moving aids- pat slides, canvas's and slider sheets
Fluid cabinets and drug fridges
DVT machine and accessories
Operational lights and defibrillator, resuscitator
Patient monitoring medical equipment
Endoscopes and auto washer / disinfectors, cabinets
Cameras and Laparoscopic inflator
Dental specialised equipment
Staple guns
Computer and printer
Microscope and millennium phaco
Fire Alarms and equipment

7. DECISIONS AND JUDGEMENTS

Required to take charge of the department on a rotational basis during evenings, weekends, night duty and in the absence of the Clinical Manager, Senior Charge Nurse and Lead Nurse for the specific area.
Whilst in charge of the department delegates duties to staff with the appropriate skills, making decisions to call in extra staff to cope with the level and urgency of emergency cases.
Able to use own initiative and experience to make sound and rational decisions in all areas of the perioperative environment.
The postholder may face a range of complex facts and situations which require analysis, interpretation and comparison of options.
The postholder is required to recognise own limitations and actively seek out guidance and supervision when required.
Uses rapid judgement in the effective assessment, appropriate interventions and treatment of patients.
Assessing more complex patient conditions and provide advice to junior staff in clinical decision making.
Always working within the NMC code of professional conduct and all local, NHS Grampian and local policies and protocols.

8. COMMUNICATIONS AND RELATIONSHIPS

Demonstrate well developed, sound, effective verbal and written communication skills with all members of the perioperative team, medical staff and other wards and departments. Main purpose of this communication is regarding patient's condition and issues relating to patient care. Many of these communication issues can be of a highly sensitive and confidential nature.

Communicates with the Clinical Manager or Senior Charge Nurse on nursing and patient care issues.

Demonstrate well developed, sound, effective communication skills with patients, their relatives, carers and partners. Receives information from them regarding the patients history some of which can be of a highly sensitive nature. These skills are often used in distressing situations and often require empathy, persuasive and reassurance skills to manage situations and at times to de-escalate difficult situations.

Communicates with a variety of external sources – SSD Raigmore to arrange delivery of urgent theatre trays. Ambulance service to arrange appropriate transport for the transfer of critically ill patients to other centres, with the receiving centre on issues relating to the transfer of such patients, arranging of urgent laboratory samples out of hours.

When taking a lead role in managing difficult/distressing situations provides support for staff involved during and after the event.

9. PHYSICAL DEMANDS OF THE JOB

High portion of workload requires physical effort and manual handling skills, these include movement of unconscious patients often with various pieces of equipment attached from bed to operating table and back again, positioning of patients in theatres and recovery, movement of supplies and equipment throughout the department, pushing and pulling of patient beds/trolleys in the department and at times to and from other departments in the hospital.

Can work within confined spaces as other medical equipment is required for monitoring and supporting the patient's condition.

Standing for long periods of time at the operating table, requiring periods of prolonged concentration.

Individual surgical procedures can last from 20 minutes to in excess of 6 hours. Procedures which require x-ray screening involve wearing a lead apron throughout.

Frequently dealing with bodily fluids, contaminated clinical waste and contact with substances hazardous to health on a daily basis.

Being able to initiate appropriate emergency care.

Accuracy required in the use of clinical and other equipment and in the administration of medication and treatments.

Works day and night rotation within the European Working Time Directive. Can be called in to assist in emergency situations out of hours and to work additional hours during periods of staff absence.

Required to work effectively within existing resources.

Required to prioritise own workload and adapt flexibly to competing demands.

Communicating and providing support for distressed/anxious/worried patients and relatives.

Supporting all groups of staff in the work environment.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Demonstrating the ability to deal with rapidly changing situations both in patients conditions and the workload in the department.

Prioritising own and other staffs workload ensuring the safety of both patients and staff in the department, whilst making efficient use of resources and dealing effectively with other healthcare professionals with their own priorities.

Often involved in the care of critically ill patients (both adult and paediatrics) which requires a high level of emotional and mental effort in dealing not only with the situation but also the patients relatives

and carers. Giving support to other team members involved in these situations.
Working closely with senior medical staff who have their own priorities
Communicating professionally and effectively at all times

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

Registered nurse / ODP with current NMC / HPC registration.

Minimum of 2 years current post registration experience in a theatre environment.

Minimum of 1 year current experience in scrub

Theatre qualification relevant to post desirable

The postholder will be required to gain knowledge underpinned by theory and achieve competence across all elective and emergency specialities within the operating department

The postholder will be required to complete in-house endoscopy competencies

ENB 998, D32/33 NVQ assessor award, practice supervisor/mentor desirable

Knowledge and understanding of Health and Safety regulations in the workplace.

Good written and verbal communication skills

Evidence of good administration and organisational skills.

Able to work well under pressure.

Evidence of continuing professional development

The postholder will be required to hold or complete:

Trust induction

Manual Handling

Adult and Paediatric Basic Life Support

Safe Transfusion Practice

Previous experience in Key Handling and Risk Assessing within a theatre environment would be desirable.

PERSON SPECIFICATION		
POST/GRADE: Registered Nurse/ ODP– Band 5		
LOCATION: Dr Gray’s Hospital		
WARD/DEPARTMENT: Theatre		
The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. With the exceptions relating to displaced and disabled candidates noted in Sections 5.3 and 5.4 of this policy, shortlisted candidates must possess all the essential components as detailed below.		
GENERAL REQUIREMENTS		
Factor	Essential	Desirable
Qualification & Experience	1 st Level nurse / ODP Scrub experience	Previous experience in theatre Practice supervisor/mentor ENB998,D32/33/Assessor Award Recent theatre experience
Circumstances & flexibility	Effective interpersonal and communication skills Flexible, innovative, enthusiastic and self motivated. Able to work effectively as part of a team Good knowledge & understanding of Health & Safety regulations in the workplace Able to work well under pressure	Basic and Paediatric life support In date Moving and Handling. Safe Transfusion practice Previous experience in risk assessing and key handling
Particular requirements of the post	Evidence of continuing professional development Commitment to teaching others Able to work all shift patterns i.e. day/night rotation & weekends	Member of professional organisation e.g. RCN, AFPP
Level of Disclosure check required	PVG	