NHS TAYSIDE-AGENDA FOR CHANGE

**JOB DESCRIPTION**

**Sco6 - 1269**

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| 1. JOB IDENTIFICATION | Job Title | Charge Nurse / Senior ODP Band 6  Theatres / Anaesthesia Service |
|  | Department(s) / Location | **Children’s Theatres**  Ninewells hospital |
|  | Number of Job Holders |  |
| **2 JOB PURPOSE**  As team leader the post holder will coordinate a team and have responsibility for the team in the 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. The post holder will contribute to the continuing development of clinical practice and continuing professional development of the team.  In conjunction with the senior charge nurse provide leadership to ensure effective service provision within the perioperative environment and ensure that standards of practice are maintained and staff deliver safe and effective care within their scope of practice | | | |
| **3 ORGANISATIONAL POSITION**  Clinical Service Manager  Operational Theatre Manager  Head of Nursing  Senior Charge Nurse / ODP  **Charge Nurse / ODOP**  Registered Nurse / ODP  Assistant Theatre Practitioner (ATP)  Theatre Support Worker (TSW)  Operating Department Orderly (ODO)  Directly accountable to: | | | |

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| **4 SCOPE AND RANGE**  To provide a high quality, safe and supportive environment in order to meet identified patient, carer, relatives and staff to meet identified care needs  **Environments of Care**:   * Operating Department   + Theatre Reception Areas   + Anaesthetic Room   + Operating Rooms   + Recovery Rooms * Day Surgery Unit * HDU / ICU * Other non theatre based clinical areas (wards, dental out-patients, x-ray, ECT Suite, MRI / CT, etc.)   **To include**:   * Staff management and supervisory responsibilities for new, registered and non-registered staff and learners on an ongoing basis. * Assist in the investigation following incident / adverse events / complaints taking appropriate action and follow up in accordance with organisational policies & procedures. * Promote attendance by actively employing the organisational policy. * Participate in recruitment and selection of staff. * Provide performance appraisal and facilitate staff development of their PDP plans with the eKSF system. * Participate in investigatory / disciplinary issues. * Ensure risk assessments are completed and actioned * Liaising / coordinating with the multidisciplinary team and external agencies to ensure effective running of the clinical area. * Budgetary Responsibilities (supplies ordering, patient’s valuables, the safe use of highly complex and expensive equipment, etc.) * Provide leadership in assessment, planning, implementation and evaluation of evidence-based care utilising high level knowledge, skills and judgement. * Act in the best interests of the patient in situations where they are unable to make an informed choice for themselves. E.g. learning difficulties, unconscious patient. * Nurse led discharge of patients within agreed protocols |
| **5 MAIN DUTIES/RESPONSIBILITIES**  **Care Delivery**     1. Responsible for leading and supporting the team in the assessment of care needs to include simple and complex clinical problems relevant to the individual patient’s requirements. 2. Responsible for the development, implementation and evaluation of programmes of care for the patient whose needs may be predictable or unpredictable and / or unstable and changing to ensure delivery of a high standard of care. 3. Able to identify the requirements of the patient needs in elective or emergency situation and have the knowledge and skills to act accordingly 4. Ability to establish and maintain effective communication with individuals and groups about difficult or complex matters to overcome any problems in communication and to ensure that appropriate information is shared and patient needs are met. 5. Support and involve patients / clients / carers / relatives and liaise with and coordinate / lead other members of the multidisciplinary team in the planning and delivery of individualised care. 6. Responsible for maintaining written and electronic patient records within agreed standards to ensure the care management plan is communicated to patients and other members of the multidisciplinary team. 7. Adopts a proactive approach to infection control, actively contributing to infection control policy and practice. 8. Adhere to and implement local and national Health and Safety & COSHH policies and procedures.   **Management / Leadership**   1. Lead the team and coordinate / prioritise the effective management of the clinical areaand the workload of others working as part of the multidisciplinary team to ensure that the interests of patients / clients are met 2. Contributes to the effective use of physical, human and financial resources. 3. To lead, supervise and give training to new registered and non-registered staff, and learners and support the training of medical staff providing care to patients providing advice and support to ensure safe and effective care whilst ensuring the educational needs of the learner are met. 4. Contribute to discussion, debate in order to influence change / quality improvement in practice underpinned by research that is evidence based. 5. Actively contribute to, lead and promote effective team work and promote healthy working relationships. 6. Monitor and maintain own and others health, safety and security. 7. To work within an ethical and legal framework utilising the NMC / HPC codes of professional conduct, defined policies, procedures, standards and protocols of the department, organisation and NHS Tayside to promote safe and effective evidence based practice and contribute to quality improvement. 8. In collaboration with or in the absence of the SCN, take charge of the clinical area for the management of standards of care and the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area. 9. To work within an ethical & legal framework utilising the NMC / HPC code of professional conduct, defined policies, procedures, standards and protocols of the department and organisation to promote safe and effective evidence based practice. 10. Act as a role model for all disciplines of staff, encouraging and maintaining moral. |
| **Education & Continuing Professional Development**   1. To develop and progress personal / staff career development plans to maintain and develop attitudes, skills and knowledge by facilitating professional growth in order to maximise contribution of the team to the quality of service delivery. 2. To undertake teaching of registered and non-registered staff, including basic and post-basic students, support the training of medical students/staff and visitors (i.e. medical representatives) 3. To lead in the implementation of staff personal development plans to facilitate ongoing development. 4. Ensure standards for mentorship are implanted, monitored and evaluated. Provide mentorship for learners and registered and non-registered staff and contribute to the development of an effective learning environment. 5. Contribute to development of local educational packages optimising the learning environment.   **Quality/Research and Development**   1. Demonstrate ability to lead on research and contribute to, participate in and support ongoing research in nursing / medical practice, clinical trials, medical research and equipment testing. 2. To work within an ethical and legal framework utilising the NMC / HPC code of professional conduct, defined policies, procedures, standards and protocols of the department, organisation and NHS Tayside to promote safe and effective evidence based practice and contribute to quality improvement. 3. Initiate and contribute to discussion / debate to influence change in practice. 4. Influence and support implementation of the organisations Clinical Governance framework. |
| **6 COMMUNICATIONS AND RELATIONSHIPS**  Act as point of contact and as a knowledgeable resource for all members of multidisciplinary team  Communicates continuously on routine, difficult, complex and highly sensitive matters with a wide range of health care workers, patients, families and other relevant departments / agencies utilising a wide range of media such as IT, telephone, verbal and written communications. Overcomes any difficulties in communication with people involved such as language barriers, learning difficulties, clinical conditions e.g. stroke and effectively manages complaints and incidents. Uses reassurance, emphatic and negotiating skills.  Establish and maintain relationships based on mutual respect, communicating on a regular basis with patients / relatives / multidisciplinary team and external agencies involved in the provision of care. |
| **7 KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   * You must be registered on Sub-part 1: RN1 or RNA or Sub-part 2: RN2 of the NMC register or equivalent or HPC Operating department Practitioner NVQ Level 3 / Diploma. * Evidence of ongoing professional development * Specialist specific knowledge acquired through post-registration courses e.g. Fitness to Practice, university modules or the equivalent level of knowledge and experience * Ideally should have extensive experience within a relevant clinical area or the equivalent level of knowledge demonstrated through a portfolio of evidence * Ability to work using own initiative as part of a multiprofessional team. * Acquire knowledge specific to the management of patients across a broad range of surgical procedures and associated anaesthetic techniques underpinned by theoretical knowledge or relevant practical experience. * Sound decision making skills and high level communication / interpersonal skills * Evidence of mandatory training |

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| **8 SYSTEMS AND EQUIPMENT**  The post holder is expected to have the knowledge and skills necessary to use all equipment in the area in line with local policies and procedures  Examples of equipment and machinery used:  **Information Technology:**   * Online incidentreporting * PECOS * Opera Theatre Management System * TURAS * SSTS (Duty Rostering System) * LearnPro * eRostering   **Moving & Handling:**   * Hoists * Patient transfer slides / boards * Operating table and heavy (>15kg) attachments * Instrument Sets * Anaesthetic Machines * Patient trolleys * Video stacking systems * Specific specialised equipment.   **Near Patient Testing:**   * Blood Pressure monitoring * Blood glucose monitoring * Invasive monitoring * Oxygen Saturation monitoring * Electro Cardiogram monitoring * Patient warming devices   **Medical Devices:**   * Defibrillator * Endoscopy (camera, light source, carbon dioxide insufflators) systems * Syringe drivers & Patient Controlled Analgesia pumps * Anaesthetic equipment * Operating Tables * Patient trolleys   **Treatments:**   * Oxygen therapy * Control of post operative nausea & vomiting * Nebulisers * Post operative/procedure airway management * Intravenous drug administration * Patient controlled analgesia pumps (PCA) * Drug administration * Intravenous / intramuscular injection * Post operative bladder irrigation * Maintenance of normothermia * Wound check / dressings & drains * Pressure area care * Chest drains   **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| 9 PHYSICAL DEMANDS OF THE JOB **Physical skills**  (Several times per shift)   * Insertion/removal of urinary catheters / nasogastric tubes * Removal of sutures / simple & complex wound / drain care * Bladder irrigation * Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions * Assembly and use of instrumentation including fine tools e.g.   + Laparoscopic instruments   + Surgical staple guns   + Surgical prosthesis   + Implants   + Drill, screw, etc. * Requiring a high level of precision, hand eye coordination and speed in an emergency situation e.g. haemorrhage which is an inherent risk to every procedure, with a narrow margin for error e.g. failed/difficult intubation * Cannulation / venepuncture * Stoma care management * Selectron management (radiotherapy) * Blood Transfusion * Administer medication either orally, per-rectum, intra-muscularly, intravenously, subcutaneous and/or by infusion. * Airway management and removal of airway adjuncts * Vital signs monitoring / management   **Physical demands:** (Several times per shift)   * Patient movement with use of mechanical aides, manoeuvre unconscious patients * Pulling and pushing Trolleys, Beds and Tables with patients (e.g. transfer patients to other departments / wards). * Pulling / pushing heavy equipment >15 kg * Standing still for long periods of time (minimum 1 hr.) in a restricted position (e.g. immediate post op recovery) * Wearing lead aprons (>5kg) for short periods of time * Throughout shift maintain high standards of cleanliness and safety in all areas of the perioperative environment on a continual basis * Several times per shift - wearing of Personal Protective Equipment (PPE) compromising personal comfort e.g. lead apron, masks, apron, gloves, protective eye wear. * Application of antithrombolytic stockings * Assisting patients with mobility   **Mental Demands:** (Several times per shift)   * Concentration required when checking documents / patient notes * Concentration required for multiple patient admissions * Calculating drug dosages * Concentration required due to unpredictable work pattern e.g. reallocation of the workload, change in theatre lists, this can happen every shift. Change or deterioration in patient condition may require changing plan of care immediately. * Observing patient behaviours which may be unpredictable * Managing young adults in an adult environment * High volume client group with short stay * Supporting learners and junior staff whilst managing own caseload.   **The above examples are subject to frequent interruptions from team members, telephone and pager requests, demands from the surgical team etc.**  Emotional Demands: (Several times per shift)   * Communication with distressed/anxious/worried patients/carers due to worry about anaesthetic, uncertain diagnosis, recovery, etc. * Caring for the terminally ill during palliative procedures. (One shift per week) * Caring for patients undergoing life saving /changing surgery. (Every shift) * Looking after trauma patients * Looking after patients with special needs / sensory impairment * Working with stressed individuals (Every shift) * Performing last offices on patients who have died within the theatre. (One shift per month) * Dealing with demanding and often unreasonable behaviour exhibited by members of multidisciplinary team. (Every shift) * Dealing with patients with severely challenging behaviour   **Working Conditions:** (Several times per shift)   * Exposure to highly unpleasant working conditions: dirty sharps, bloody theatre linen, body fluids, body fluid/blood splashes, noise, blood borne diseases, highly stressful environment. * Frequent hand washing / alcohol application, possibly leading to contact dermatitis, breakdown of the skin’s integrity. * Shift pattern: late / early / weekend.  On-call and /or day / night rotation.  * Extremes of temperature / restricted natural light * Working in isolated areas * Exposure to verbal and / or physical aggression * Exposure to substances hazardous to health (e.g. exhaled anaesthetic gases) * Exposure to portable x-ray and guided imagery |
| **10 DECISIONS AND JUDGEMENTS**  The post holder will be responsible to the senior charge nurse for clinical guidance and professional management, work review and formal appraisal of performance.  Deputise in the absence of the line manager for decisions relating to the management of physical, human and financial resources  The post holder will be responsible for clinical guidance and professional management, work review and formal appraisal of performance of registered and non-registered staff.  Use clinical skills and knowledge in deciding suitability and availability of instrumentation, specialised equipment, implants, etc. and deciding whether there is need to contact CSSD or relevant external companies for provision of required goods to ensure that surgery can proceed  The post holder has responsibility for managing a defined caseload working within professional guidelines.  The post holder will act as team leader to allocate, coordinate and assess the work of the team and individuals using own initiative and judgement by analysing a range of complex facts and comparing a range of options.  The post holder will be responsible for the assessment, monitoring, evaluation and interpretation of a patient’s condition, to include simple and complex situations e.g. conflicting priorities during a theatre list.  Carry out nurse led admission through to discharge following appropriate guidelines  The post holder will use clinical skills and knowledge to ensure availability of equipment, surgical implants, and human resources and liaise with superiors (Senior Charge Nurse, Theatre Coordinator, Theatre Manager, etc) and external bodies (CSSD, company representatives, etc) if there are any deficiencies, to ensure the quality of care and consistency of service. |
| **11 MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  Effective management and prioritisation of competing demands within an unpredictable environment.  Accountable for own professional actions and responsible for those of the team within a defined clinical area.  Balancing the demands of all stakeholders to provide an efficient, safe and effective service  Anticipation, early detection and appropriate response to deterioration in patients care needs using critical judgement  Knowledge of a wide variety of clinical specialties including variations of simple and complex procedures  In the absence of the line manager provide cover to ensure the effective resource management within the clinical area. |
| **12 JOB DESCRIPTION AGREEMENT**  The job description will need to be signed off using the attached sheet by each post holder to whom the job description applies. |