#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: **Advanced Perioperative Assistant Theatres Band 4**  Responsible to (insert job title): Clinical Lead Band 7  Department(s): Theatres Suites over a number of sites within Fife  Directorate: Planned Care  Operating Division: Fife Acute Services  Job Reference:  No of Job Holders:  Last Update (insert date): 13 May 2021  This is an Exposure Prone Procedure Post. |
| JOB PURPOSEAs part of the multidisciplinary team the post holder will provide advanced assistance, in both the scrubbed and circulating roles, within the Perioperative environment to ensure that every operative procedure is risk averse and patients are provided safe, dignified and effective care. |

**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’s primary post will be within Theatres, part of the Planned Care Directorate

The post holder may be required to work within any Perioperative setting in NHS Fife Acute Services pertaining to their field and speciality.

QMH VHK

6 Theatres 13 Theatres (Phase 2/3)

Cataract Unit FCDU

Reception / Recovery Reception / Recovery

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| 4. ORGANISATIONAL POSITION |
| Theatre Manager  Clinical Lead Band 7  Team Leader Band 6  Theatre Practitioner Band 5  **Advanced Perioperative Assistant Band 4**  Perioperative Assistant Band 3  Operating Department Support Worker Band 2 |
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| 5. ROLE OF DEPARTMENT |
| * To provide a high quality, safe and supportive environment in order to care for patients within the perioperative environment, meeting the identified physical and psycho-social needs of all patients. * To provide a high quality Perioperative service, within Trauma, Emergency, and Elective situations, for the population of Fife. * To ensure efficient throughput of patients on scheduled operating lists to maximise Theatre utilisation. * Respond to emergency, trauma, or complex situations as they arise, both physically and mentally. |

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| 6. KEY RESULT AREAS |
| **Professional**   * Will recognise and understand their role boundaries and limitations and at all times act under the delegation and supervision of a registered practitioner * Co-operate with and maintain good relationships within the multidisciplinary team to maximise patient care. * Develop the roles by using evidence-based practise and continuously improve own knowledge/skills in line with annual PDP and NHS Fife Policies and local protocols * Assist in the continual 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.   **Clinical**   * Can communicate both routine and complex information within the multidisciplinary team. * Maintain effective communication with patients, relatives, carers, and other members of the multidisciplinary team, ensuring any observed changes in the patient’s condition are effectively communicated both verbally and in writing. * Maintain good relationships and an empathic approach to patient’s, carers and relatives, referring them to Registered staff for any questions that they have on the patients condition, for any suggestions or complaints, that they may wish to raise. * Work within policies, procedures, standards and protocols of the department, directorate and division to ensure safe working practices for patients and colleagues. * Ensure that all theatre equipment is maintained and is safe for use. * Recognising and responding to clinical emergencies, utilising skills learnt to assist in clinical emergencies. * Participate in clinical audit and research as required. * Participate in all aspects of theatre circulating duties, anticipating the requirements of the operating team and alerting them of any changes * As scrub practitioner provide assistance to the surgical team anticipating their needs, ensuring patient safety is maintained. * Assist in the provision , checking and safe handling of medications that are required by the operating surgeon, as per agreed monograph. * Assist with the safe positioning of conscious / unconscious patients, in accordance with the moving and handling policy. * Safely escort or transport patient on trolleys to and from theatre and within the perioperative setting. * Carry out the pre-operative check list for patients with non – complex needs / conditions. * Rarely re-deployed in reception/ recovery area * Collect and record specimens obtained during surgery ensuring clear and concise details are kept. Ensuring accurate labelling, adoption of appropriate transferral systems and safe handling of specimens in accordance with local policies * Maintain patient confidentiality at all times. * Undertake associated clerical and patient centred duties, under indirect supervision of a registered practitioner * It is a requirement of your employment within NHS Fife that you participate in an out of hours emergency duty rota. The rota details will be advised to you by your line manager. In addition, it is a requirement that you provide on-call cover for other colleagues during periods of sickness, annual leave and other absence, to ensure continuity of the service.   **Managerial**   * Maintain and manage stock levels of all supplies to support the running of the department area in order to promote the effective and efficient use of resources. * Recognise the importance of resolving complaints timeously and effectively at local level and escalate as appropriate. * Carry out housekeeping duties, to support the smooth running of the department. * Take all measures to ensure the safety of staff, patients and visitors and act as patient advocate. Report all accidents, incidents and near misses to the Nurse in Charge. Complete relevant forms and take appropriate preventative action.     **Education**   * Be proactive in personal career development plan to maintain skills and develop personal growth via P.D.P through training and education. * Teaching new staff, students and untrained staff, helping to guide them through the individual theatre setting.   Participate in orientation and appraisal of junior colleagues and learners and act as a role model/ mentor junior colleagues |

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| 7a. EQUIPMENT AND MACHINERY |
| The Advanced Perioperative Assistant is expected to have a sound knowledge of all equipment, within the theatre department. N.B. This list is not exhaustive.   * Bair Hugger( patient warming system ) * Operating table and attachments * Flowtron leggings (anti-deep vein thrombosis ) * Diathermy machine (electro-surgery) * Hoists and moving and handling equipment * Operating equipment for endoscopic surgery, i.e. insufflation box, camera and light source. * Tourniquet machine and exanguinator. * Non invasive monitoring * Operating microscopes, and operating lights. |
| **7b. SYSTEMS**  Maintenance of patient records and charts, completing care plans.  Completion of theatre registers.  Instrument traceability through written documentation in accordance with European Directives.  Internet access for organisational policies/documentation.  OPERA Theatre Management System  Datix. |

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| 8. ASSIGNMENT AND REVIEWOF WORK |
| The daily workload will be assigned by the Practitioner in Charge and during your working day you will be indirectly supervised by a senior staff member.  Work review and formal appraisal of performance will be carried out by the appropriate Line Manager or delegated senior staff member. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * Demonstrate the ability to prioritise and evaluate work carried out by self /   junior colleagues.   * Provide an overview of their interaction and any interventions with patients to a   senior member of staff.   * Observe patient needs and report to senior staff any requirements. * Support members of staff undertaking relevant S.V.Q. levels 2 and 3   and also newly qualified registered staff commensurate with own role.   * Work at all times within own sphere of competence. |

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| 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 within the multidisciplinary team due to the dynamic complexity of the work/environment. * Unpredictability of emergency and trauma requirements * Occasionally dealing with patients who display aggressive and challenging behaviour. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * 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 the Charge Nurse or Deputy regarding patient condition, workload issues and personal development. * Communicate with other relevant departments which will include ward areas, Radiology departments, Physiotherapy, Blood Transfusion Service, Hospital Sterilisation Department, Estates, Supplies, Human Resources, Infection Control and Health and Safety Officers regarding issues in clinical areas and personal development. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills**   * Being able to react quickly in an emergency situation. * Skills to safely manoeuvre transportation equipment and other test equipment in accordance with manual handling policy. * Basic life support * P.C. skills. * Good manual dexterity. * Working towards gaining appropriate clinical skills as identified within P.D.P. e.g. urinary catheterisation, blood glucose monitoring and vital signs.   **Physical Demands**   * Frequent moving and handling of conscious and unconscious patients, also equipment e.g. beds, hoists, operating tables etc. * Standing / walking for the majority of the shift.   **Mental Demands**   * Short periods (approx. 5 minutes) of intense concentration required when checking instrumentation/swabs/blades/sutures etc. before during and following procedures with the registered practitioner several times throughout the shift. * Intense concentration when performing the duties of a scrub nurse throughout duration of surgical procedure. This can vary depending on procedure and personnel involved. Frequent interruptions from team members, and demands from the surgical team increases mental demands. * Change or deterioration in patient condition may require changing plan or care immediately. * Using observation reading and accuracy skills to check integrity, and validity of all sterile equipment, disposable and non-disposable. * Time management.   **Emotional Demands**   * Maintaining equilibrium of control in response to working within a high pressure area * Dealing with emotional demands following perioperative death. * Communicating complex issues within the multidisciplinary team.   **Working Conditions**   * Continuous exposure to body fluids and contaminated sharps, and rigid adherence to standard precautions and policies. * Frequent handling of contaminated instrumentation before dispatching to Area Sterilisation Department * Frequent exposure to radiation whilst complying with Health & Safety Policy * Occasionally handling and disposing of cytotoxic waste * Responsibility for disposal of clinical waste, contaminated sharps, and identifiable surgically removed body parts on a daily basis * Being aware that being 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 |
| It is an essential requirement to have attained the following qualifications: - SVQ Level 3 Perioperative Support- Surgical Support and additional accredited scrub units at level 3- PCS13- 18 and HSC221 /  SVQ Level 3 Healthcare Support (Clinical) and additional accredited scrub units at Level 3 PCS13 – 18 and CHS2.  Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23  Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice.  A level of English language competency and communication skills are necessary to perform this role safely and effectively  Good interpersonal skills.  Ability to carry out delegated responsibilities within a dynamic clinical environment.  Effective team player.  Recognising when one needs further development to undertake their role. |

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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: |