#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Peri operative DCN/First Assistant  Robotic Surgery  Responsible to (insert job title): Clinical Nurse Manager  Department(s): Main Theatre Suite  No of Job Holders: 1  CAJE No: 800-2978  Last Update (insert date): 22/08/2023 |

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| 2. JOB PURPOSE |
| The post holder will provide effective leadership to secure and develop a comprehensive, high quality theatre service. They will assist in leading on determining safe, effective and high quality nursing care that is delivered by a multidisciplinary group.  To act as first assistant for all the Robotic Assisted Surgery  The post holder will also share the operational management of nursing resources within the theatre complex and help promote and maintain excellent professional practice.  The post holder is required to demonstrate flexibility by working shifts within a service that runs over 7 days a week. |

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| **3. DIMENSIONS** |
| To provide safe and effective care to clients requiring surgical intervention within the Anaesthetic Division, in accordance with the policies and procedures of NHS Ayrshire & Arran.  The post holder is responsible for the professional development and line management of a team consisting of Registered Nurses, ODP’s, Health Care Assistants and student nurses. The average number of direct report varies from 10-20 permanent persons and variable number of bank staff.  The post holder will provide management of all operating department services ensuring:   * Assist in the organisation and act as first assistant within specialities participating in robotic surgery. * Act as clinical leads within nominated specialities, developing theatre services through innovation and research based change of practice. * Planning and facilitation of the professional development programme for all allocated staff members. * Maintain theatre supplies and equipment in relation to robotic assisted surgery, organisation of theatre environment to agreed departmental standards and advise Theatre Services manager on requirements for the area of speciality including upgrades on current equipment.   The post holder will have shared responsibility for the delivery of cost effective care and appropriate staffing utilisation. Involvement in budgetary planning and review of staffing assumptions in conjunction with the Senior Charge Nurses.  The staffing establishment is 138 whole time equivalents.  An annual supplies budget of £5.6 million and a staffing budget of £3.01million are allocated to the unit. |

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| **4. ORGANISATIONAL POSITION** |
| Chief Nurse  CNM, Theatre Complex  Peri operative DCN/First Assistant Robotic Surgery  DCN, Band 6 Theatres x 29  Nursing Auxiliaries Band 3 x 17  Staff Nurse Band 5 x 36  SCN, Band 7 Theatres x 7 |

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| 5. ROLE OF DEPARTMENT |
| The role of the department is to operate as an integral part of Acute Services, promoting patient centred services, based upon national and local strategies, taking account of NHS Ayrshire & Arran’s clinical, corporate and health care governance agenda.  **The department will meet the needs of all clients requiring robotic surgical intervention including**   * Surgery – Elective and Emergency in the specialities of General Surgery, Gynaecology, and Urology. * Peri-operative: specialist skills pre and post anaesthesia and during surgical intervention. * Non-invasive treatments utilising specialist knowledge. * Investigative procedures. |

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| 6. KEY RESULT AREAS |
| **Corporate Governance**   1. Will share responsibility of the appropriate and efficient use of the available resources, achievement of corporate objectives and delivery of the NHS Ayrshire and Arran’s health care plan and Staff Governance Standards. 2. Involved with CNM Theatres in the economical procurement of consumables and maintenance of effective stock control methods to provide for the theatre complexes and ensuring security of this stock. 3. Shared responsibility for the safe use of highly expensive and complex equipment within the main theatre area. 4. Promotion of cost reduction initiatives within theatre services without affecting the quality of the service provided. 5. Shared accountability for the recruitment of suitably qualified and experienced staff to maintain the approved staffing levels necessary for the delivery of specified quality standards of care within the recovery area. 6. Monitor and report on sickness absence rates and be aware of the strategies to improve attendance. Ensure effective use of the Occupational Health Department to promote the health of all nursing staff within the theatre group through identification and appropriate referral of staff by Theatre SCNs.  Staff Governance  1. Promote the professional and personal development of all nursing staff within the theatre complexes, utilising the agreed performance review system and personal development planning system in order to maximise the contribution of individuals to the corporate objectives. 2. Motivate, support and further develop theatre nursing staff to enhance their confidence, competence, autonomy and management potential. 3. Identifying, minimising and managing interpersonal conflict, maintaining the trust and support of the team dynamics. 4. Ensure that peri-operative nursing is effectively developed, organised and integrated with other professional and support functions to achieve strategic aims of the NHS Ayrshire and Arran. 5. Responsible for the development of an effective communication system within the theatre area, which promotes the integration of staff on all sites and ensures sharing of good practice. Work closely with peer colleagues. 6. Provide professional leadership, advice and support and where necessary to motivate staff to effect changes in theatre nursing practice in order to improve the quality of service provision. Nursing assessment and plans are implemented to minimise identified risks. Ensure all trust policies are implemented and adhered to. 7. Promote a safe environment for staff and patients by ensuring risk assessment is an integral part of nursing assessment and plans are implemented to minimise risks. Ensure all trust policies are adhered to. 8. Ensure mandatory training needs are met within the main theatre. 9. Assist with reviewing the training and development needs of staff based on personal development plans and ensure strategies are implemented to meet these needs. 10. Ensure compliance with Health and Safety legislation ensuring a safe working environment for patients and staff. 11. Communicate effectively with staff, patients, and relatives ensuring that delivery of nursing care within the main theatre department is effective and efficient.   **Clinical Governance**   1. Demonstrates expert specialist knowledge and skill within the peri-operative area and act as Advanced Scrub Practitioner with Robotic Surgery. 2. The Peri operative DCN/First Assistant Robotic Surgery will have in-depth knowledge and experience of all roles within the peri operative area and also to act a qualified first assistant. 3. Achieves continuous professional development to maintain high levels of clinical practice within the main theatre area to allow assessment, planning, implementation and evaluation of patient care within the post-operative setting. 4. Initiation and maintenance of emergency care and ability to respond appropriately to emergency situations/major accidents. 5. Report on incidents, complaints and discuss necessary actions with theatre services manager. 6. Promote evidence based practice by assisting in the development, introduction and application of research based findings to nursing practice. 7. Ensure quality of service, with continuous improvement where possible, through effective leadership, initiating and facilitating change as appropriate. 8. Participate in research and development programmes including audit, monitoring and evaluation of all aspects of peri-operative nursing practice to ensure maintenance and improvements in standards of patient care. |

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| 7a. EQUIPMENT AND MACHINERY |
| The Peri operative DCN/First Assistant Robotic Surgery is expected to have knowledge of all equipment used within the Theatre Complex including:  Very specialised   * Robotic equipment * Anaesthetic machines * Theatre tables and attachments * Diathermy machines * Specialised coagulating machines * Camera and telescope systems * Endoscopic equipment * Tourniquet machines * Power saws/drill * Wide range of sterile surgical instrumentation   This list is not exhaustive  Generic   * Infusion pumps * suction machines, * blood warmers, * warming blanket system |
| **7b. SYSTEMS** |
| * Management of workforce planning system-SSTS * Maintenance of Theatre Patient Care Plan * Input information to OPERA(Theatre Management System) * Controlled Drug Register * Patient records * Pharmacy requisitions * Stores requisitions |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| **Assignment**  The post holder deputises for the Senior Charge Nurse theatre, who has delegated authority and 24 hour responsibility for the operational management of the specific clinical area, meeting the needs of patients and staff within their remit.  Assignment and review of work maybe undertaken by the SCN or the CNM requiring the post holder to except responsibility for a specific caseload or to oversee the operational management of an area in the absence of the SCN.  Workload is generated by clinical activity within the unit, and by service developments, advances in practice and research.  The post holder is expected to function with a high degree of autonomy and independence whilst recognising their own limitations. Problems and needs will be anticipated and resolved using professional judgement.  Work is also generated by initiatives delegated by the CNM Theatres.  **Review**  Review will be annually by formal appraisal, personal development plan and objective setting  Review from peer group. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Has ability to anticipate changes in patient's conditions and implement the appropriate actions required by using expert knowledge.  Assists in making judgements as to the staffing levels required and patient flow in accordance to workload requirements.  Has the ability to challenge decisions made by others if they are against policy or not in the best interest of the patient.  Adopt the concept of client care and develop this within their peer and subordinate groups and challenge any interaction which fails to deliver a quality service.  Give feedback on performance directly and sensitively in a timely manner whether it is positive or otherwise. Performance issues in general will be communicated to the SCN.  The CNM for Theatres will manage and monitor performance of this post holder.  Assessment of emergency situations out with normal working hours of the department and sole decision maker in planning/prioritisation of patient care.  The SCNs will manage and monitor performance of this postholder. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Dual role within the theatre complex, as nurse and first assistant. * Maintenance of highly specialised clinical skills within a variety of surgical specialities in the post-operative recovery setting. * Identifying and managing interpersonal conflict and/or poor performance of individuals and teams. * Assuming an active role in teaching and development of junior staff within the realms of evidence based practice. * Assessment of the workload and deployment of nursing staff to meet the needs of the patient within the competing priorities of Extended Role and Basis Nursing Care. * Respond to incidents/complaints and diffuse them as they arise. Provide statements/reports as requested by CNM Theatres. * Ensuring that the communication lines are clear between surgeons/anaesthetists, wards and theatres to enhance the efficiency of theatre services. * The ability to manage the unknown pre and post emergency surgery and being able to cope with peri-operative death with empathy and be supportive to junior staff/subordinates/relatives in such circumstances. * Creating and maintaining fairness and equity to all staff when implementing NHS Ayrshire & Arran Personnel Policies. * Maintaining a balanced/logical view when dealing with sensitive/emotionally challenging issues. * Dealing with competing priorities. * Managing Health and Safety effectively within a highly demanding work setting. * Meeting NHS Ayrshire & Arran targets whilst working within defined budgetary limits, managing and maximising the use of available resources. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * The post holder will lead team performance, creating, maintaining and enhancing effective communication. * Use appropriate negotiation, motivation and persuasive skills to achieve optimum outcomes for service users. * There is a requirement to empathise and communicate unpleasant news sensitively to patients and staff, and to communicate about complex or contentious issues. * Coach others in the use of effective communication and the interpersonal skills required to develop/improve performance. * Establishment & maintenance of effective communication with patients, visitors, clients and work colleagues in other departments or organisations. * Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to breaking bad news and dealing with emotionally challenging situations. * Dissemination of relevant information to appropriate persons, including involvement in induction and training programmes for staff, to ensure all staff are empowered to work effectively in their roles. * Utilise communication skills to motivate others in a manner which conveys difficult ideas and problems in a way that aids understanding.   Effective communication skills are an essential component of the job. Communication is face to face, (individual and group) written (reports, e-mail and letters) and telephone. Internal Theatre Services Manager/Peer colleagues  Service Directors  Consultant Medical Staff  Other Clinical Managers( OT, Physiotherapy, Pharmacy, Medical Physics)  Health & Safety Advisor  Occupational Health staff  I.T. Manager  Hotel Services staff  Information Services staff  Human Resources personnel  Facilities/Estates personnel  Infection Control Nurse Advisors External Peer Colleagues in other Operating Divisions/Health Board Areas  Trade Union Representatives  University and College Representatives  Health Board Representatives  Medical and Health Supplies Company Representatives |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| The post holder will be involved in both clinical and managerial tasks and may frequently be required to move between these tasks at short notice to meet the needs of the service. There is a requirement for flexibility of working patterns and for the ability to deal with situations as they arise. Workload is unpredictable, with priorities changing constantly.  **PHYSICAL EFFORT/SKILLS:**   * Manoeuvring theatre equipment. * There is regular exposure, on a daily basis, to highly unpleasant working conditions, such as direct contact with unconfined body fluids, foul linen or infestation. Theatre staff also work within body cavities and are deemed highly exposure prone personnel (exposure to clients with highly infected HIV, hepatitis etc). * The post holder may be required to work within confined spaces, and will be involved in assisting immobile patients. * There will be prolonged light to moderate physical effort, including bending, walking, lifting, pushing and operating equipment on all shifts. * Transfer of patients from bed/trolley to theatre table, pushing and pulling of patient trolleys, positioning of patients after surgery. * The post holder will be required to initiate and maintain appropriate emergency care, and to respond appropriately to emergency situations/major incidents. * Working in theatre is isolated and lighting is artificial.   **MENTAL EFFORT/SKILLS:**   * The work pattern is unpredictable and there are frequent interruptions. * The post holder will be required to use their own initiative, and to make decisions, often in demanding and stressful situations. This includes the ability to make appropriate clinical judgements in relation to patient care and changes in clinical presentation. * There is a requirement for high levels of concentration and for absolute accuracy for clinical and managerial tasks. * The post holder is required to work within a highly demanding, ever changing environment, dealing with competing priorities on a daily basis. * There is a requirement to deal with Emergency /Life or Death Situations * There is a requirement to have peri-operative skills in a variety of surgical specialities to cope with the demands of the service. * To guide junior staff through the learning process of simple and complex surgical practice and technique. * Dealing with agitated/aggressive patients.   **EMOTIONAL EFFORT/SKILLS:**   * There is a requirement to deal with distressed and anxious patients and carers in a professional and sensitive manner, on a daily basis. * There is a requirement to support staff, and to assist in the management of complex/contentious personnel issues. * The requirement to instil confidence/calmness in team members during harrowing/distressing procedures and dealing with unconscious patients. * There is a requirement to deal with complicated family dynamics and high levels of public expectation. * There is a requirement to work in hostile and emotive atmospheres, which may result in the need for sudden intense effort and concentration. * The post holder will be required to deal with complaints. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Current Nursing and Midwifery Council Registration. * Completion of first part of Advanced Scrub Practitioner Course Post Graduate level. * Experience with Robotic Assisted Surgery. * Relevant experience within the peri-operative setting. * Evidence of Continuous Professional Development. * Mentorship Skills. * Interpersonal Skills. * Effective Communication Skills. |

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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: |