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**JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION** | Job Title | **Theatre Assistant Practitioner** |
| Department(s)/Location | **SRTC** |
| Number of Job Holders | **2** |
| Job Caje number | **SC06 1079** |
| 1. **JOB PURPOSE**  * Delivers a number of technical, therapeutic and clinical activities for a delegated caseload / or departmental activity, supervised by a registered practitioner. * Carry out assigned duties to maintain hygiene, order and safety within the environment specified in section 4 below * In a patient focused environment implements care for patients as directed in a care plan and within an agreed competency framework in a range of settings (see section 4). * Carries out effective ongoing assessment, planning and evaluation of a programme of care agreed by registered nursing and medical staff. * Delivers the agreed programme of care or technical intervention in agreement with multidisciplinary team. * Maintains records to an agreed standard in relation to activities / interventions carried out. * Carries out protocol driven competency based care, technical procedures and interventions. * Will supervise and play an active role in the training and development of less experienced clinical support workers in the same area, and assist in assessment and attainment of the learning and development of needs of clinical support workers. | | |
| 1. **ORGANISATIONAL POSITION**   Senior Nurse  Senior Charge Nurse  Charge Nurse  **Theatre Assistant Practitioner (Post holder)** | | |

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| 1. **SCOPE AND RANGE**   SRTC provides a regional service for patients and their families throughout Tayside and NHS Grampian.  As part of a multidisciplinary team the post holder will carry out routine individual care duties for patients, clients, carers and relatives in support of and supervised by a registered practitioner.  Assistant Theatre Practitioners (ATPs) will practice in the scrub role to the same standard as a Registered Nurse (RN) or Operating Department Practitioner (ODP) for a designated range of procedures.  **Environments of Care**   * Operating Department * Theatre Reception Areas * Anaesthetic Rooms * Block Rooms * Operating Room * Recovery Rooms * Day Surgery Unit * Other non theatre based clinical areas (wards, MPU etc.)   **Staff Management/Supervisory Responsibilities: -**   * Support registered nurses in the orientation of new staff to the area. * Support registered nurses in the delivery of patient/carer training and education. * Deliver specific components of training e.g manual handling/falls prevention * Participate in audits and data recording eg OPERA * Budgetary responsibilities including effective participation in dealing with supplies ordering and use of equipment |
| 1. **MAIN DUTIES/RESPONSIBILITIES**  **Care Delivery**  * Carry out assigned tasks in delivering and supporting patient care under the direction of a RN or ODP to ensure delivery of a high quality of patient care * Prepare, supply and maintain all necessary instrumentation and equipment for the specified operative procedure/theatre list. This may involve complex machinery including microscopes, lasers and endoscopies * Assist in positioning the patient for surgical procedures * Carry out surgical scrubbing, gowning and gloving procedures aseptically and in accordance with departmental policy * Participate as a member of the operative team carrying out pre-procedural counts of swabs, instruments and needles. This will be checked in conjunction with a RN or ODP in accordance with local policy * Under the supervision of a RN or ODP, the post-holder will provide skilled assistance to the surgeon in the operating theatre scrub role for procedures in which they have been assessed as competent: * Preparing and maintaining a sterile surgical field * Assisting in skin preparation and draping of the surgical field * Working alongside the surgeon, safely passing the correct surgical instruments and materials within the sterile field in order to ensure safe and efficient completion of surgical procedures * Anticipating the needs of the surgical team and responding effectively * Patient handover to recovery staff, providing accurate and appropriate information * Support RNs & ODPs by assisting in the training and development of new ATPs, TSWs, trainee ODPs and nursing students * Co-operate with and maintain good relationships with other disciplines that are attending and treating patients to maximise care * Maintain good relationships and an empathetic approach to patients/clients/carers and relatives and refer them to a RN or ODP for any questions they may have on the patients condition or for any suggestions or complaints that they wish to raise * Report observed changes in patients physical / psychological needs and participate in maintaining accurate and up-to-date records to ensure effective communication * Adopts a proactive approach to infection control, actively contributing to infection control policy and practice. * Participate in quality improvement initiatives within the clinical area * Co-ordination of patient journey (including appropriate documentation/equipment, e.g. Patient Controlled Analgesia equipment (PCA)) * Verbal communication/IT re changes to list order/content. * Under supervision of RNs & ODPs, participate in admission processes and receive / discharge patients as appropriate to the clinical area, following defined guidelines and protocols. * Where appropriate, in absence of medical records staff carry out clerical , data collation and data recording duties.  **Health & Safety**  * Work within NHS Tayside policies and procedures to ensure maintenance of safe working practices for patients, colleagues and self   **Resource Utilisation**   * Adhere to NHS Tayside procedures regarding the use of supplies and equipment in order to promote the effective and efficient use of resources * Maintain and monitor stock levels of supplies including the preparation of orders to support the smooth running of the area as required   **Education**   * Participate in appraisal, personal and career development plan to maintain skills and develop personal growth in order to maximise contribution to service delivery  **Quality**  * Acknowledge the diversity of individuals respecting their rights, privacy and confidentiality * Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and with the Code of Conduct for Healthcare Support Workers. |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**  * Communicates continuously re: routine daily activities, with a wide range of health and social care workers, patients and families utilising a wide range of media such as telephone, information technology, verbal and communications overcoming barriers to communication e.g. clinical conditions, sensory impairment. * Demonstrates sensitivity and empathy when communicating with people. * Establish and maintain relationships based on mutual respect communicating on a regular basis with the patient / relatives / multidisciplinary team and external agencies (where appropriate) involved in the provision of care. * Work effectively as a member of a multi disciplinary team in providing a range of therapeutic / care / technical interventions. * Acts appropriately during complex and challenging interactions with patients / clients. * Demonstrates sensitivity, confidentiality and respect when dealing with patients and / or patient information. * Demonstrates tact, diplomacy, and manages barriers to understanding in an appropriate way. * Report changes in patient condition / service delivery to the appropriate member of staff. * Provide accurate progress and activity reports. * Promote social inclusion and diversity of individuals respecting rights to privacy and confidentiality. |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE**   **JOB**   * Meet the qualification requirements of all academic study required. * Have completed SVQ 3 Healthcare Support (Clinical) with appropriate theatre specific modules * Ability to work with people and as part of a multidisciplinary team. * Ability to work unsupervised/demonstrate use of own initiative. * Effective communication skills, written, verbal and non verbal. * Ability to carry out assigned tasks effectively in a busy environment. * Willingness to develop / maintain up to date knowledge base relating to care of the Nephrology patient. * Ability to work autonomously with individuals and groups in a range of settings. * Knowledge and understanding of holistic health and of common disease, illness and healthcare systems gained through accredited learning or vocational healthcare experience. |
| **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 (Adverse Incident Management) * PECOS * Opera Theatre Management System * eKSF   **Moving & Handling:**   * Hoists * Patient transfer slides / boards * Operating table and heavy (>15kg) attachments * Instrument Sets * Patient trolleys * Video stacking systems * Specific specialised equipment.   **Near Patient Testing:**   * Blood Pressure monitoring * Blood glucose monitoring * Oxygen Saturation monitoring * Patient warming devices   **Medical Devices:**   * Defibrillator * Diathermy machine * Endoscopy (camera, light source, carbon dioxide insufflators) systems * Endoscopes * Fume cupboards * Operating microscope * Tourniquet machines * Operating Tables   **Treatments:**   * Oxygen therapy * Maintenance of normothermia   **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 |

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| 1. **DEMANDS OF THE JOB**   **Physical Skills:** (Several times per shift)   * Safely manoeuvre wheelchairs, trolleys, beds and other equipment and varied specialised equipment, e.g. O2 cylinder, tourniquet machine, diathermy machine * Safely support patient mobility   **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. * Pulling / pushing heavy equipment >15 kg * Lifting heavy instrument trays and instruments >15 kg * Standing still for long periods of time (minimum 1 hr.) in a restricted position when scrubbed. * Wearing lead aprons (>5kg) for prolonged 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, surgical masks, surgical gown, surgical gloves, protective eye wear * Stand /walk for the majority of shift.   **Mental Demands:** (Several times per shift for short periods)   * Completion of the requisite course of formal academic study and qualifications attainment associated with this role * Concentration required when undertaking care for patients * In conjunction with registered practitioners, perform and assume responsibility for correct swab / instrumentation checks. * Concentration required when undertaking specimen collection and donation of bone. * Concentration required when organising / processing surgical instrumentation loan kits.   **Emotional Demands:** (Several times per shift)   * Communication with distressed/anxious/worried patients/carers due to worry about anaesthetic, uncertain diagnosis, recovery. * 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 * Working with stressed individuals (Every shift) * Dealing with sudden and often traumatic death within the theatre environment. (One shift per month) * 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)  **Working Conditions:** (Several times per shift)   * Exposure to highly unpleasant working conditions: dirty sharps, diathermy plume, bloody theatre linen, body fluids, formaldehyde, body fluid/blood splashes, noise, blood borne diseases, highly stressful environment. * Extremes of temperature / restricted natural light * Working in isolated areas |

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| 1. **DECISIONS AND JUDGEMENTS**  * Assignment of work will be by the Registered Nurse / Team Leader/AHP. * Acknowledging changes in patients conditions, work or care environment and reporting to the registered nurse Or appropriate other healthcare individual * Work review and formal appraisal of performance will be carried out by the * designated registered nurse. * The Post holder will be expected to work unsupervised and exercise initiative when providing patient care, however a registered nurse will be available for advice and guidance. * Accountable / Responsible for actions or omissions during your daily work. * Maintain awareness of own limitations. * Work will be carried out under the guidance of the professional responsible for the service delivery. * The Post holder will prioritise the delegated caseload, organising and planning to meet service and service user needs on a daily basis. * Works independently within agreed parameters and guidelines. * Demonstrates own duties, day to day supervision, and workplace assessments. * Demonstrate an awareness of support for research and development in area of practice and participate as required.   ***Freedom To Act***   * Follows procedures and treatment plans, may work alone, supervision available. | |
| 1. **MOST CHALLENGING & DIFFICULT PARTS OF THE JOB**  * Ensuring patient safety at all times * Working without direct supervision * Managing competing demands on time. * Planning own order of assigned duties within service. * Involve and encourage patients to follow treatment plan. * Working in a diverse clinical service on a daily basis. * Undertake a physically and mentally demanding job whilst safeguarding own and patients health and safety. | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each post holder to whom the job description applies. | |
| **Job Holder’s Signature:** | **Date:** |
| **Head of Department’s Signature:** | **Date:** |