**NHS GRAMPIAN**

**JOB DESCRIPTION**

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| JOB IDENTIFICATION | | |
| **Job  Title:** | | Obstetric Team Leader Operating Room/PACU |
| **Department(s):** | | Obstetric Operating Department (OD)/ Post anaesthetic Care Unit (PACU) |
| **Location:** | | Aberdeen Maternity Hospital, Foresterhill, Aberdeen |
| **Hours:** | | 33.75 hours per week (Negotiable) |
| **Salary:** | | Band 6 - £37,831 – £46,100 |
| **Contract:** | | Fixed Term for 12 months |
|  | **Job  Purpose**  The post holder will have responsibility for the delivery of evidence/research based patient care as a qualified practitioner within the multi-disciplinary team providing high quality perioperative patient care.  Work flexibly and professionally in order to be responsive to changing clinical scenarios providing care to meet individual patient needs.  Have extensive knowledge throughout a range of obstetric and gynaecological procedures along with associated intraoperative, postoperative and anaesthetic complications.  Provide direct management of allocated team members, escalating concerns where appropriate to the Senior Charge ODP. Be actively involved in the training, development and appraisal of new and less experienced staff.  Provide leadership, in order to effectively co-ordinate a multidisciplinary team in a fast changing and unpredictable environment.  Contribute to the overall effectiveness of the department supporting the supervision of junior staff, help senior staff in the development of standards and improvement of the service as required within the organisation. | |

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|  | **Organisational Chart**  Please identify this post clearly in the structure – as a minimum show two levels above and two levels below (where relevant)  OR Nurse Manager  Senior Charge ODP  Clinical Educator  Team leaders  OD / PACU  Band 5  ODP and Staff Nurses |

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| **1** | **Communication and relationship skills**  Provide and receive complex, sensitive information, barriers to understanding :   * Communicate effectively with patients and birth partners, ensuring their involvement in decision making regarding their care, wherever possible. * Actively participate and communicate as an effective and competent member of the multidisciplinary team. * Demonstrate the ability to effectively listen to other points of view. * Actively communicate with all colleagues within the organisation in a professional manner. * Communicate information on a regular basis with regard to recovery activity reporting to team leader or SCODP for the OD. * The post holder is required to adapt their communication skills to meet the differing needs of patients and to overcome barriers to communication, including the use of language line equipment. * The post holder may have to play a lead role in dealing with distressed, upset, angry or anxious patients, birth partners, relatives and staff. The role of the post holder is to use communication skills to defuse situations where possible, to ensure the safety of themselves, other patients and staff by managing the situation appropriately. * The post holder is required to support effective network links and where asked to collaborate with groups out with the department in order that health services are effectively benchmarked. * Support the vision and rationale of the service provided. * Network with other members of the multidisciplinary team in order to develop and implement best practice within the Perioperative and Post Anaesthetic Care role. * The post holder should possess effective interpersonal skills and participate in cross boundary working. * The post holder is required to maintain effective communication with NHS Grampian departments and outside agencies – Pharmacy, Central Decontamination Unit, Medical Physics Department, other support services and outside agencies. * The post holder will be required to use the bleep system and activate 2222 bleeps during clinical emergencies. |
| **2** | **Knowledge, Training and Experience**  knowledge across a range of procedures, underpinned by theory :   * The post holder is required to be a Registered Nurse or Operating Department Practitioner. * Anaesthetic experience is essential for Operating Room (OR) based Team Leaders. * Competence in core ITU/PACU/HDU skills is essential for PACU based Team Leaders. * Relevant post registration education/graduate programme is essential. * Experience within Perioperative practice is essential.   The following should also be suitably demonstrated :   * Sound decision making skills. * Sound knowledge base with regard to speciality. * Ability to participate in the delivery of teaching sessions and presentations. * The ability to support teaching and supervise students. Have experience in mentorship. * Demonstrate awareness of NHS Grampian policies and procedures relevant to the area are and working towards a sound understanding of these policies and procedures in practice. * The ability to keep skills and knowledge updated and documented. * Well developed written and verbal communication skills. * A commitment to lifelong learning and have an up to date Personal Development Plan. * Team working skills. * IT skills. * Ability to use own initiative. * Motivation. * Demonstrate the ability to work flexibly as the situation demands.   Participate as a competent Perioperative Practitioner within 1 or more of these roles;   * Function within the role of Anaesthetic Practitioner as per competency framework or within the role of Scrub Practitioner. * Function within the role of PACU Practitioner as per competency framework or be willing to work towards achieving these competencies. * Function within the role of Circulating Practitioner in addition to those mentioned above. * Demonstrate up to date knowledge of relevant obstetric/ medical conditions and surgical/invasive procedures. * Ability to develop and sustain knowledge, professional awareness and clinical skills pertaining to all areas of Perioperative Practice. * Review of work is through regular appraisal. |
| **3** | **Analytical and Judgement Skills**  Range of facts or situations requiring analysis and comparison of a range of options/complex facts or situations requiring analysis, interpretation of range of options :   * Communicate information on a regular basis with regard to theatre activity within the sphere of responsibility, reporting to Team Leader and/or Theatre SCODP as appropriate. * The post holder would be required to communicate with senior staff regarding certain nursing team issues and theatre activity. * Effectively analyse, prioritise and organise own workload. * Demonstrate ability to take responsibility for own workload. * Demonstrate the ability to delegate to junior staff effectively in order to achieve optimal use of time and resources. * The post holder will be required to use own judgement whilst observing patient’s condition and report any change in prescriptive care to relevant disciplines. * The post holder will be required to use rapid judgement in the assessment and treatment of patients efficiently and appropriately in all clinical situations. * The post holder has to regularly respond to the unpredictability of the emergency service provided, dealing with instruction and guidance to where clinical support is needed. |
| **4** | **Planning and Organisational Skills**  Plan and organise straightforward activities, some ongoing complex activities or programmes, requiring formulation, adjustment :   * Effectively analyse, prioritise and organise own workload. * Demonstrate ability to take responsibility for own workload. * Demonstrate the ability to delegate to junior staff effectively in order to achieve optimal use of time and resources. * The post holder will be required to constantly evaluate their workload to best manage the patient safely and effectively in a constantly changing environment within limited resources. |
| **6** | **Responsibilities for Patient/Client Care**  Develop programmes of care/care packages :   * Actively assess, plan, implement and evaluate patient care in the Perioperative or PACU areas. * Ensure the safety and dignity of the patient at all times through communication and documentation according to professional policies and procedures. * Continue to develop and maintain a high standard of patient care within the Perioperative and PACU environments. * Practice and promote confidentiality at all times. * Work within the multidisciplinary OD team and participate with medical staff and other disciplines in the total care of the Perioperative patient. * Participate in health promotion and prevention of illness relevant to the area. * Demonstrate up to date knowledge of relevant obstetric/medical conditions and surgical/invasive procedures. * Demonstrate a growing knowledge with regard to all legal checks carried out in the Perioperative area. * Ensure safe custody of patient’s valuables in accordance with NHS Grampian policy. * Demonstrate knowledge with regard to the prevention of healthcare associated infection. * Take responsibility for, and assist in, the prevention of infection with relevant decontamination standards and local policies. * Actively contribute to the continuity of care for all patients. * Promote the development of a proactive, patient centred service. * Work flexibly and professionally in order to be responsive to changing clinical scenarios, provision of care to meet individual patient needs and patient safety through effective delegation and leadership. |
| **7** | **Responsibilities for Policy and Service Development Implementation**  Follow policies in own role, may be required to comment on policies, propose changes to practices and procedures for own area.   * Actively contribute to departmental developments, contributing to policy where relevant. * Be aware of and ensure that procedures for reporting accidents, hazards and incidents are followed, and appropriate action taken when necessary, ensuring a safe environment for staff and patients within the department. * Demonstrate positive attitude to suggested changes in practice through the introduction of evidence based practice. * Support the OD Team Leader, SCODP and Labour Ward Senior Charge Midwives in contributing towards the future development of the service. * Be innovative and receptive to developments. * Attend regular unit meetings and contribute to safety meetings. * Support NHS Grampian Management in achieving strategic and executive initiative goals. * Ensure nursing practice complies with local and national standards. * Promote change management. * Demonstrate adherence to NHS Grampian, local, national, COSHH and Health and Safety policies and procedures. |
| **8** | **Responsibilities for Financial and Physical Resources**  Safe use of equipment other than equipment used personally; maintain stock control; use of expensive highly complex equipment :   * The post holder is required on a daily basis to organise; check, test, fault find and problem solve highly technical specialist equipment with accuracy, ensuring that the equipment is available and in working order when it is required by self and others. * Demonstrate an awareness of available resources and how they should be most effectively used. * Demonstrate an awareness of stock control systems and how they should be used. * Actively participate in the care and maintenance of department equipment. * Be responsible for and actively participate in the care of Perioperative and Recovery stock/equipment. * The post holder will share responsibility for arranging repairs/replacements of equipment by outside companies. * The post holder is expected to develop an in depth knowledge of all equipment within the department. * Take responsibility for the safe custody, ordering, checking and administration of drugs in accordance with NHS Grampian policies and the law. |
| **9** | **Responsibilities for Human Resources**  Day to day supervision; professional/clinical supervision; provide practical training :   * Actively participate in the appraisal of staff. * Ensure your team is supported using the policies set out in the Once for Scotland policy guidance. Implementing measures where appropriate, such as absence management, difficult conversations and promoting good wellbeing by referring to appropriate resources and escalating if required. * Act as a mentor where appropriate and ensure all staff have mentor support. * Act as positive role model for all disciplines of staff, displaying desirable professional qualities that support the wellbeing of the team and patients. * Provide support to others within the team. * Demonstrate development of clinical skills and expertise in accordance with knowledge, skills and training to do the job. * Maintain responsibility for own personal development by attending meetings, study days and self directed learning as appropriate, taking subsequent responsibility for cascading acquired knowledge. * In conjunction with a mentor, identify own development needs in relation to current practice and possible future work, and develop personal development plan. * Develop teaching skills, share responsibility and actively participate in teaching programmes for staff within the clinical areas. * Guide others in the development of knowledge, ideas and work practices. * Keep up to date with developments and initiatives within professional areas as a whole and the NHS. * Deputise for the SCODP in their absence. |
| **10** | **Responsibilities for Information Resources**  Record personally generated information :   * Document all aspects of patient care in patient’s records and ensure these records are kept up to date. * The post holder is required to produce accurate records that reflect planning, communication and management of the care of patients undergoing varying routine and complex procedures often in emergency situations. * The post holder is required to report any incidents using the Datix system.   Initiating appropriate action where required :   * The post holder will, on occasion, be required to set up and use the language line equipment. |
| **11** | **Responsibilities for Research and Development**  Undertakes surveys, audits as necessary to own work; occasionally undertakes research and development activity; clinical trials, equipment testing, adaptation :   * The post holder will assist in the collection of PACU and OR activity statistics which are collated and sent to the Information, Management and Technology Department. * Actively participates in and supports audit and research. * Critically evaluates and promotes research based changes in the delivery of care within the Perioperative environment |
| **12** | **Freedom to Act**  Clearly defined occupational policies, work is managed rather than supervised :   * The post holder must always work within the Nursing and Midwifery Council (NMC) Code or the Health Care and Professions Council (HCPC) Standards for Proficiency. * The post holder will be required to use their own initiative and be able to make sound and rational decisions and remain focused and directed throughout the process. * The post holder will be required to use their own judgement whilst observing patient’s condition and report any changes in prescriptive care to relevant disciplines. * The post holder requires the ability to remain objective and supportive of others when required. Diffusing difficult situations using appropriate skill and guidance. * Demonstrate the ability to address issues arising in a professional and discreet manner whilst being aware of own limitations. |
| **13** | **Physical Effort**  Frequent moderate effort for several short periods :   * The post holder will be required to adapt to the shift pattern required by the service within the European Working Time Directive and required to work a variety of shift patterns. * A high proportion of the job entails physical work and the post holder will require moving and handling skills which should be kept up to date on a yearly basis. * The post holder will be frequently required to assist in transferring conscious and unconscious patients from one area to another. Will have to work within confined spaces at times as other medical equipment is required for monitoring and supporting the patient’s surgery/diagnostic intervention. * Assist in moving patients onto table from labour or ward bed and vice versa as required. * Assist in moving patients who are often in established labour, have epidurals in situ and may be physically/emotionally distressed. * Assist with the positioning of patients for anaesthetic and surgical procedures. * Supply platforms if required, place stools in position if surgeon operates seated. * Place foot pedals within easy reach of the surgeon. * The post holder is required, on a daily basis, to participate in the moving and handling of patients, heavy equipment and other objects. * Provide breast feeding support within the PACU, after undertaking training, and promote skin to skin. |
| **14** | **Mental Effort**  Occasional/frequent prolonged concentration :   * Prioritisation and co-ordination of work whilst combining unpredictable clinical workloads and competing demands from a variety of people. * The post holder requires to adapt to the variety of situations that they may be presented with as a result of changing clinical and departmental scenarios. * The post holder is required to work within a multidisciplinary team, which may have inherent tensions due to differing priorities. * The post holder must manage and prioritise the clinical workload whilst promoting a clinical environment that is positive and effective for both patients and the multidisciplinary team. * They must have the ability to cope with the stresses of working within a highly unpredictable, remote environment where clinical situations can deteriorate rapidly. |
| **15** | **Emotional Effort**  Occasional/frequent distressing or emotional circumstances; occasional/frequent highly distressing or emotional circumstances :   * The post holder may have to play a role in dealing with distressed, upset, angry or anxious patients, birth partners, relatives and staff. * The role of the post holder is to use communication skills to defuse situations where possible, ensuring the safety of themselves and any other patients and staff by escalating the situation appropriately. * Dealing with the exposure to distressing circumstances or events – dealing with adverse patient outcomes such as the death of a baby or patient transfer to ITU. |
| **16** | **Working Conditions**  Frequent highly unpleasant working conditions :   * The post holder is, on a daily basis, exposed to and may have to handle bodily fluids, soiled linen and other hazardous substances, formalin for example. * The post holder is, on a daily basis required to handle used sharps. * The post holder is occasionally exposed to distressed, uncooperative and verbally abusive patients and/or relatives. * The post holder is required to work in conditions where breaks are unpredictable due to the competing demands of the service, Labour Ward activity and planned OR workload. * Meal breaks are often disturbed. |

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| **NHS GRAMPIAN**  **PERSON SPECIFICATION** | |
| 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. Shortlisted candidates **MUST** possess all the essential components as detailed below. |

# POST/GRADE: Band 6 Staff Nurse/ ODP (Team Leader)

**LOCATION/HOSPITALS: Aberdeen Maternity Hospital**

**WARD/DEPARTMENT: Operating Theatre/ Recovery**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | RSCN 8/15 NMC Register  RGN 1/12 NMC Register  HCPC Register  Anaesthetic SMAAD competencies or equivalent | Peri-Operative Qualification  Qualified to degree Level.  Recovery competencies or equivalent.  HDU or ITU courses  NMC Mentorship qualification or equivalent. |
| Experience | perioperative experience | Band 5 experience in one or more of the following areas: Anaesthetics, Recovery or Scrub  Or experience in HDU/ITU  Experience of managing staff |
| **Special Aptitude and Abilities** | Ability to use own initiative and be proactive.  Good communication skills  Good time management  Ability to complete day, night and weekends shift work.  Ability to manage different staffing groups  Initiate service changes into practice. When holding a differing viewpoint  IT Skills.  Ability to prioritise clinical work load in pressurised environment | Experience and/or interest in quality improvement  Experience or interest in Shared Governance |
| **Disposition** | Empathetic  Reliable  Respect of/for colleagues  Ability to recognise own training needs Innovative Assertive  Patient  Flexible |  |
| **Physical Requirements** | Ability to adhere to NHS  Grampian’s moving and handling policies and training requirements |  |
| **Particular Requirements**  **of the Post** | Ability to network and facilitate/support educational needs of all staff | Anaesthetic/Recovery  Scrubbing/Circulating Skills  Working knowledge of, OPERA, Badgernet and Trakcare. |