NHS GRAMPIAN

**JOB DESCRIPTION**

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| JOB IDENTIFICATION | |
| **Job Title:** | Obstetric PACU HCSW |
| **Department(s):** | Obstetric Operating Department, Aberdeen Maternity Hospital, Foresterhill, Aberdeen |
| **Hours:** | Various |
| **Band/Salary:** | Band 3 - £25,468 - £27,486 |

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|  | **Job Purpose**  The post holder will be required to act as a member of the multidisciplinary team by assisting registered staff in implementing high quality nursing care activities within a perioperative area.  The post holder will work flexibly and professionally in order to be responsive to changing clinical situations, workload and provision of care to meet individual patients’ needs.  Provide essential care in the operating department. Maintaining professional behaviour at all times and ensuring patient safety at all times covering day, night and weekend hours on rota. |
|  | **Organisational Chart**  Clinical Nurse/ Midwifery Manager  Senior Charge ODP  Senior Charge Midwife  Perioperative/PACU Practitioner  (Band 5)  Peri-operative HCSW/ PACU HCSW  Perioperative/PACU Practitioner  (Band 6) |

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| **1** | **Communication and relationship skills**  The post holder is required to communicate with patients, relatives, members of the multi professional team and colleagues in a professional manner.  Practice and promote confidentiality at all times.  Answer telephones and bleeps referring matters to other staff as appropriate.  Be aware of the correct procedures for reporting accidents, hazards and incidents, taking appropriate action when necessary, ensuring a safe environment for staff and patients.  The post holder will be required to assist with distressed, upset or anxious patients and birth partners in an appropriate manner.  Maintain and complete accurate, legible records, including electronic records. |
| **2** | Knowledge, training and experience Fulfil objectives and competencies set for the clinical area.  Maintain responsibility for own personal development under the supervision and guidance of registered staff.  Actively participate in any in-service training opportunities available.  Ensure all online mandatory training is complete and up to date.  Actively participate in departmental meetings and safety briefings.  Demonstrate a positive attitude to suggested changes through the introduction of evidence based practice.  Review and appraisal is via the TURAS Appraisal System. |
| **3** | Analytical and judgemental skills The post holder will be responsible for the delivery of care to patients under the direct supervision of the registered practitioner.  The post holder will be required to work using own initiative but will be required to report changes in the patient’s condition and any problems within the clinical areas to the registered practitioner and/or senior nurse/midwife. |
| **4** | Planning and organisational skills Practice and promote patient confidentiality at all times.  Communicate professionally with all colleagues, patients, relatives, carers and visitors in a manner appropriate to given situation.  Demonstrate the ability to effectively listen to other points of view.  Ensure written communications are accurate, appropriate and neatly recorded.  Ensure all electronic records are completed accurately and in a timely manner  Demonstrate ability to take responsibility for own workload and assigned duties. |
| **5** | Physical Skills The post holder will be required to adapt to the shift pattern required by the service; including day/night/weekend shifts.  A high portion of the job entails physical work and the post holder will require moving and handling skills appropriate to the clinical area. This will include manual handling of heavy/awkward machinery and operating room equipment.  Also:   * Assist in moving patients onto operating table from labour and/or ward bed and vice versa. * Assist in moving patients who are often in established labour, have epidurals in situ and may be emotionally and physically distressed. * Assist in positioning patients for anaesthetic and surgical procedures if necessary. * Assist with bed baths for anaesthetised patients with no leg movement. * Moving beds to and from wards. * Assist with moving patients on glide sheets or hovermats, up and down their bed. * Carrying trays with hot drinks/food to and from the kitchen on Labour Ward.   Have general good health.  Ability to work in a sustained and focussed manner, often under duress.  Exposure to all body fluids/blood borne pathogens.  The post holder is required to work in conditions where breaks are unpredictable due to competing demands of the service, labour ward activity and planned theatre workload. Meal breaks can be disturbed. |
| **6** | Responsibilities for patient/client care Convey relevant information to and receive feedback from other members of the multi professional team.  Demonstrate delivery of a high standard of nursing care under the guidance and supervision of Registered Practitioner.  Demonstrate adherence to NHS Grampian/local policies and procedures.  Ensure patient is involved in decision making regarding their care.  Ensure the safety and dignity of the patient all times.  Demonstrate ability to perform specific clinical skills required within the department.  Participate proficiently as a circulatory practitioner and have knowledge of instrumentation.  Assist with the gathering/preparation of resources for procedures.  Be knowledgeable with regard to all legal checks carried out in the perioperative area.  Assist in the safe and correct patient positioning for anaesthetic and surgical procedures.  Accurately record relevant information on all appropriate electronic and paper documentation.  Actively deliver patient care, appropriate to the clinical area and as prescribed by the multi professional team.  Participate in the preparation and routine checks of relevant equipment ensuring personal proficiency in their use and function.  Be actively involved in teaching/supporting midwives and less experienced theatre staff within remit as a proficient circulating practitioner. |
| **7** | Responsibilities for policy and service development implementation Be aware of and ensure that procedures for reporting accidents, hazards and incidents are followed, ensuring a safe environment for staff and patients.  Actively contribute towards the provision of continuity of care for all patients.  Demonstrate a positive attitude to suggested changes in service delivery and clinical practice.  Assist senior staff in contributing towards and supporting future service development.  Maintain effective communication in the operating room/PACU, throughout Labour Ward and other clinical areas within AMH along with other members of the multidisciplinary team.  Contribute to the day-to day management of the clinical area by working flexibly and professionally in order to be responsive to changing clinical situations and provision of care to meet patient needs. |
| **8** | Responsibilities for financial and physical resources 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.  Communicate effectively with Central Stores Department and Sterile Services Department when necessary. |
| **9** | Responsibilities for human resources Adhere to NHSG HR policies and procedures |
| **10** | Responsibilities for information resources Accurately record relevant information on all appropriate documentation and IT systems. Using all operating room IT programs, including Badgernet, Lanquip, OPERA, and future IT systems. |
| **11** | Responsibilities for research and development Fulfil objectives and competencies set for the clinical area.  Maintain responsibility for own personal development under the supervision and guidance of qualified staff.  Actively participate in any in-service training opportunities available.  Actively participate in departmental meetings and safety briefings.  Demonstrate a positive attitude to suggested changes through the introduction of evidence based practice.  Review and appraisal is via the TURAS appraisal system. |
| **12** | **Freedom to act**  Adhere to NHGS guidelines and policies. |
| **13** | Physical effort The post holder will be required to adapt to the shift pattern required by the service; including day/night/weekend shifts.  High portion of the job entails physical work and the post holder will require moving and handling skills appropriate to the clinical area. This will include manual handling of heavy/awkward machinery and theatre equipment.  Moving and handling of patients with active spinal anaesthesia.    Have general good health.  Ability to work in a sustained and focussed manner, often under duress.  Exposure to all body fluids/blood borne pathogens.  The post holder is required to work in conditions where breaks are unpredictable due to competing demands of the service, labour ward activity and planned theatre workload. Meal breaks are often disturbed. |
| **14** | Mental effort The post holder will be required to adapt to the shift pattern required by the service; including day/night/weekend shifts.  Ability to work in a sustained and focussed manner, often under duress.  The post holder may be required to adapt to a rapidly changing situation.  Have general good health.  The post holder is required to work in conditions where breaks are unpredictable due to competing demands of the service, labour ward activity and planned theatre workload. Meal breaks are often disturbed. |
| **15** | Emotional effort The post holder is required to work within a multi professional team that consists of a variety of disciplines, each with their own priorities.  The post holder will be required to adapt to a variety of situations that they may be presented with as a result of the unpredictable environment and workload of the obstetric operating department.  The post holder may have to deal with adverse outcomes/events such as the death of a baby or patient transfer to ITU. |
| **16** | Working conditions The post holder will be required to adapt to the shift pattern required by the service; including day/night/weekend shifts.  High portion of the job entails physical work and the post holder will require moving and handling skills appropriate to the clinical area. This will include manual handling of heavy/awkward machinery and theatre equipment.  Also:   * Assist in moving patients onto operating table from labour and/or ward bed and vice versa. * Assist in moving patients who are often in established labour, have epidurals in situ and may be emotionally and physically distressed. * Assist in positioning patients for anaesthetic and surgical procedures if necessary. * Assist with bed baths for anaesthetised patients with no leg movement. * Moving beds to and from wards. * Assist with moving patients on glide sheets or hovermats, up and down their bed. * Carrying trays with hot drinks/food to and from the kitchen on Labour Ward.   Have general good health.  Ability to work in a sustained and focussed manner, often under duress.  Exposure to all body fluids/blood borne pathogens.  The post holder is required to work in conditions where breaks are unpredictable due to competing demands of the service, labour ward activity and planned theatre workload. Meal breaks are often disturbed. |

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| **PERSON SPECIFICATION** | | |
| **POST/GRADE**: Band 3 Obstetric Post Anaesthetic Care Unit HCSW  **LOCATION:** Aberdeen Maternity Hospital  **WARD/DEPARTMENT**: Operating Department | | |
| 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. With the exceptions relating to displaced and disabled candidates noted in Sections 5.3 and 5.4 of this policy, shortlisted candidates must possess all the essential components as detailed below. | | |
| **GENERAL REQUIREMENTS** | | |
| **Factor** | Essential | Desirable |
| Qualification & Experience | Current experience as a HCSW | Obstetric experience  Badgernet experience.  Breastfeeding qualification.  Venepuncture and cannulation experience. |
| Circumstances & flexibility | Able to work out of hours shifts.  Able to adapt to the needs of the department. |  |
| Particular requirements of the post | Understanding of the perioperative roles and environment.  IT able/literate.  Able to communicate well with all members of the MDT. |  |
| Level of Disclosure check required | PVG |  |