

#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
| Job Title: Assistant Practitioner  Responsible to (insert job title): Senior Charge Nurse  Department(s): Theatre  Directorate: Acute Surgical Services  Operating Division: NHS Ayrshire and Arran  Job Reference: 800-2622  No of Job Holders: 4  Last Update (insert date): 14.01.2022 |

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| 2. JOB PURPOSE |
| To work as part of the multi-disciplinary team to ensure high standards of care to a defined patient group and is accountable to the Registered Nurse or Operating Department Practitioner in Charge.  The post holder will be expected to function as an independent practitioner whilst scrubbed, with support from a qualified nurse or ODP.  The post holder will ensure a person centred approach to care delivery which is safe and effective to ensure and maintain quality strategy.  The post holder will provide assistance to the registered practitioner in the perioperative area to ensure that every operative procedure is risk averse.  Acting as patients advocate throughout their journey in theatres to provide safe, caring and effective care.  Assist with the continual assessment of the conscious/unconscious patient’s care needs within the operating department.  Carry out assigned duties to maintain cleanliness, sterility, order and safety within the theatre environment, including cleaning tasks not undertaken by housekeeping.  Undertake associated clerical and patient centred duties, under indirect supervision of senior staff. |

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| 1. **DIMENSIONS**   Act as a competent perioperative practitioner, engaging in all aspects of the role including circulating, anaesthetics and scrub role.  Establish and maintain effective communication with staff, patients and relatives, and the multidisciplinary team.  Maintenance of adequate and appropriate stock levels, working within budgetary constraints.  Ensure daily theatre checks are complete and that all routine cleaning schedules are maintained.  Ensure competency in use of all forms of specialised theatre equipment.  Assesses patient/procedure/instrumentation requirements daily, escalating any potential issues to line managers.  Sound knowledge and implementation of theatre safety documentation, including WHO based surgical safety checklist.  Ensure peri-operative practice has sound evidence base as the foundation.  Is accountable for accurate oral, written and electronic communication within the multidisciplinary team. |

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| 4. ORGANISATIONAL POSITION |
| Healthcare Assistant  Assistant Practitioner  Charge Nurse  Deputy Charge Nurse  Senior Charge Nurse  Clinical Nurse Manager |
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| 5. ROLE OF DEPARTMENT |
| The provision of elective and emergency surgery in the following specialties:  General, Vascular, Orthopaedic, Urology, Plastic, Ophthalmic surgery.  Achieving organisational objectives by provision of such surgical interventions as and when required to the patient/clients within Ayrshire and Arran. |

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| 6. KEY RESULT AREAS |
| **Clinical**   * Under the indirect supervision of senior staff, the post holder will deliver a high standard of patient care, in both the scrubbed and circulating roles. * Recognising and respond to clinical emergencies, utilising skills learnt to assist in clinical emergencies. * Participate in all aspects of theatre circulating duties, anticipating the requirements of the operating team and alerting them of any changes. * Checking, recording, and opening of all sterile surgical trays/swabs/blades/needles and associated supplies required by the operating team. * As scrub practitioner, provide assistance to the surgical team anticipating their needs, ensuring patient safety is maintained at all times. * Collect and record specimens obtained during surgery ensuring clear and concise details are recorded. Ensure accurate labelling, adoption of appropriate transferral systems and safe handling of specimens in accordance with local policies * 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.   **Legal and Ethical**   * Take all measures to ensure the safety of staff, patients and visitors. Report all accidents, incidents and near misses to a Senior Charge Nurse. Take appropriate preventative action and record incidents on incident management system. * Work within the defined policies, procedures, standards and protocols of the department and directorate to ensure the maintenance and delivery of safe working practises whilst simultaneously providing a high quality service for patients and colleagues * Maintain patient confidentiality at all times.   **Leadership and Management**   * Recognise the importance of resolving complaints timeously and effectively at local level and escalate as appropriate * Participate in specific areas of theatre development. * Teaching new staff, students and untrained staff, helping to guide them through the individual theatre setting. * Develop the roles by using evidence-based practise and continuously improve own knowledge.   **Health & Safety**   * Duty of care is exercised, responsible for promoting a safe working environment * Identifies and reports malfunctioning equipment * To ensure that all theatre equipment is maintained and is safe for use.. * Assist with the safe positioning of conscious / unconscious patients, in accordance with the moving and handling policy. * Utilise appropriate risk assessment tools in order to identify actual and potential risks and implement appropriate interventions and report outcome to the line manager.   **Clinical Governance**   * Select and implement evidence based Nursing Interventions to meet the individual needs of patients. * Participate in clinical audit and research as required * Be proactive in personal career development plan to maintain skills and develop personal growth via eKSF/Turas through training and education. * Take responsibility for continuous professional development in order to enhance knowledge, skills and values needed for safe and effective practice. * Maintain a record of such professional development. * Assists with investigations and fact collection in adverse incidents * Take and record messages correctly maintaining effective communication at all times. * 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. * 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. |

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| 7a. EQUIPMENT AND MACHINERY |
| Assistant Practitioner is expected to have a sound working knowledge of all equipment within the theatre environment.  Specialised:  Anaesthetic machines, diathermy machines, endoscopic equipment/camera systems, laparoscopic equipment, disinfectant processors, surgical instrumentation, power saws, drills, operating tables and associated attachments.  Generic:  Infusion pumps, suction machines, blood warmers, warming blanket systems, patient hoists etc |
| **7b. SYSTEMS** |
| Patient theatre record systems:   * OPERA * Telephone and paging systems, MS Teams. * The post holder is responsible for inputting information into the clinical information system and also into patient’s written medical records. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records. * Ability to access e-mail using outlook express and basic IT packages such as Word, Excel, Power Point * Ability to access Internet for evidence based practice guidelines. * Pharmacy Requisitions, Store requisitions, PECOS. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder will be responsible to the Senior Charge Nurse for clinical guidance and management, work review and formal appraisal of performance.  Works within codes of practice and professional guidelines as part of the theatre team to facilitate the smooth running of daily theatre lists.  Evaluates practice and proposes changes to facilitate improved practice and patient care as part of wider peer support.  Participates in staff appraisal and evaluation procedures. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Demonstrates a systematic, flexible and innovative approach to problem solving and implement decisions, involving staff, patients and senior management where appropriate to ensure effective provision of service.  Ability to organise own workload with regards to assessing patient needs, planning, implementation and evaluation of a programme of care which is evidence based utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others  Demonstrate effective assessment, monitoring and care for the immediate postoperative patient, with the guidance of the team leader or the appropriate team member, before transferring the patient into the care of the appropriate receiving practitioner.  Has access to supervision on an ongoing basis |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Dealing with situations that arise for which you have limited experience/knowledge.  Working with diluted skill mixes in busy periods while supporting core staff  Working in a changing environment  Required to rapidly increase knowledge and skills  Ability to adopt common sense approach to undertake infrequently performed clinical activity |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Effective and excellent interpersonal skills required in the pursuance/delivery of high quality patient care with the following groups:-  Patient: Pre-operatively, peri-operatively, and post-operatively.  Radiology, Medical Physics (equipment), Estates Dept, Laboratory Services, Blood Transfusion, Biochemistry, Haematology, CDU (instruments), Procurement. Company representatives (special equipment loan), Anaesthetic Staff, Surgeons, ITU/HDU, Infection Control, Endoscopy and ward staff. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical Skills:  Preparation and use of surgical instrumentation, preparation of injections, insertion of urinary catheters, patient skin preparation, preparation and use of specialised equipment (cystoscopes, laparoscopes, endoscopes, camera equipment, power saws, drills, table attachments).  Physical Demands:  Manoeuvring theatre equipment, (tables, trolleys, camera stacks, anaesthetic machines, etc).  Transfer of patients from bed to trolley and vice-versa, pushing and pulling patient trolleys, positioning of patients for surgery, transporting instrument trays from stock room to theatre.  Performing long procedures, typically 1-6 hours duration with high concentration levels.  The wearing of protective clothing (X-Ray Aprons) over similar periods can be physically taxing.  These activities are carried out frequently on a daily basis, the role requires standing or walking for long periods of time throughout the working day.  Mental Demands:  The ability to function effectively for long periods of time, typically 1-6 hours during complex and often life threatening surgery, to maintain high levels of concentration throughout.  To be responsible and accountable for accurate checking of instrumentation and swabs during surgery.  Emotional Demands:  The ability to cope with distressed patients/anxious/worried/patients/relatives.  To instil confidence/calm in team members during harrowing/distressing procedures, and dealing with death in the theatre.  Working Conditions:  Constant risk of exposure to body fluids, blood, faeces, urine.  Performance of surgery on highly infected patients, Hepatitis, HIV, etc.  Dealing with agitated/aggressive patients. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| SVQ III in peri operative healthcare, plus scrub experience from training. In addition significant experience as a theatre HCSW  Ability to work with people and as part of a multidisciplinary/agency team.  Effective written and verbal communication skills.  Ability to carry out assigned patient care tasks effectively within a busy environment.  Ability to work unsupervised.  To actively participate in the Personal Development Plan process to fulfil the requirements of continuing professional development. |

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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: |