

Job Title: \_\_\_\_\_

### **Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

#### **Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B.** Walking /driving to work is not included'

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month</b>	<b>For how long?</b>	<b>Additional Comments</b>
Move patients frequently, who are heavy, immobile and attached to ventilators, with a large number of drips/monitoring equipment in confined spaces with and without mechanical aids	<b>Daily</b>	<b>Short periods but frequently</b>	
Walking and standing for long periods of time	<b>Daily</b>	<b>Potentially long periods</b>	
Push and lift pieces of equipment around complex	<b>Daily</b>	<b>Short periods but frequently</b>	
Constant bending, crouching, stretching and repetitive movements	<b>Daily</b>	<b>Short periods but frequently</b>	
Sustained physical effort with periods of sudden explosive effort during life threatening emergencies	<b>Weekly</b>	<b>Short periods and infrequently</b>	
Ability to move quickly when responding to crash section situation in Obstetrics	<b>Weekly</b>	<b>Short periods and infrequently</b>	

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## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?
Expected to concentrate for long periods of time to assess, and observe patients for conditional changes	Daily	Potentially long periods
Responding to frequently changing needs of the service e.g. cancelled lists, change of location and unpredictable events	Weekly	Frequently for short periods
Multi-task and prioritise work accordingly, dealing with unstable/unpredictable/complex situations, actively responding flexibly with both predictable and unpredictable workloads	Daily	Frequently, for both short & long periods

## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example,' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people

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with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?
Exposure to complex emotional challenging and distressing situations	Weekly	Short periods and infrequently
Provides crisis intervention to meet the complex needs of the patients	Weekly	Short periods and infrequently
Provides emotional support to staff, recognises own needs for emotional support	Weekly	Short periods and infrequently
Dealing with aggressive patients	Monthly	Short periods and infrequently

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?
Risk of needle stick injuries	Daily	Constant when performing clinical duties
Unpleasant smells/odours	Daily	Frequently for short periods
Infectious materials	Daily	variable
Exposure to unpleasant substances e.g. Body fluids, faeces	Daily	Frequently for short periods

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Foul linen	<b>Daily</b>	<b>Frequently for short periods</b>
High risk patients' e.g. Infection	<b>Daily</b>	<b>variable</b>
Exposure/risk to confrontational behaviour e.g. Families and patients who are angry/distressed/dysfunctional	<b>Daily</b>	<b>Short periods and infrequently</b>
Works within an environment with high noise levels from machinery	<b>Daily</b>	<b>Variable, frequent</b>
on-call/standby/nights	<b>Weekly</b>	<b>Frequent, long periods</b>

### **Submission of documents for job evaluation**

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to [Jenny.Jones9@wales.nhs.uk](mailto:Jenny.Jones9@wales.nhs.uk)

[OR Sherryl.Todd@wales.nhs.uk](mailto:OR.Sherryl.Todd@wales.nhs.uk)

Or hard copy to:

**Job Evaluation  
Workforce & OD  
Bryn Y Neuadd Hospital  
Aber Road  
Llanfairfechan  
Conwy  
LL33 0HH**



## JOB DESCRIPTION

### JOB DETAILS:

<b>Job Title</b>	Scrub practitioner
<b>Pay Band</b>	Band 5
<b>Hours of Work and Nature of Contract</b>	To be completed on recruitment
<b>Division/Directorate</b>	Surgical & Dental
<b>Department</b>	Main Theatres
<b>Base</b>	To be completed on recruitment

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Theatre Manager
<b>Reports to: Name Line Manager</b>	Team Leader
<b>Professionally Responsible to:</b>	Theatre Manager

#### Job Summary/Job Purpose:

The post holder is responsible for the assessment, planning, implementation and evaluation of evidence-based patient care. Clinical expertise is utilised during all phases of the peri-operative period. Skilled assistance is provided in the surgical care of the patient. These skills are also employed in other satellite areas such as X-Ray and Obstetrics.

The post holder will work collaboratively and co-operatively with other members of the multi-disciplinary team, meeting the needs of the patient whilst under no direct supervision. Assist in the management and organisation of clinical and satellite areas, implementing improvements to working practices as identified by audit/clinical trials. Participate in the education and

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development of other staff members and students.

## **DUTIES/RESPONSIBILITIES:**

### **Communication and Relationship Skills**

- Communicate and develop a good professional working relationship with clinicians and all grades of staff within the department and other areas to ensure optimal patient care.
- Communicate complex detailed information to other team members or staff in other clinical areas, promptly, clearly and concisely to meet the patient's needs, especially during emergency situations.
- Communicate sympathetically with patients to reduce anxieties and develop a rapport, promoting confidence in their relatives/carers.
- Develop a supportive relationship with colleagues to promote a safe and healthy working environment.

### **Knowledge, Training and Experience**

- Recognise the need and take responsibility for own continuing professional development (CPD).
- Participate in the delivery and evaluation of educational programmes offered.
- Manage a personal professional portfolio effectively, to provide evidence of this at IPR.
- Share professional knowledge and experiences with colleagues to ensure continuing improvements in working practice.
- Exhibit personal and professional integrity at all times, providing a positive role model
- The post holder must be aware that they are responsible for the maintenance and compliance of their mandatory training.
- Responsible for the safe operation of equipment used during operative procedures.
- Post holder is able to perform in the scrubbed and non- scrubbed role and in other areas such as other specialities in the theatre department or other departments, if service needs require them to do so.
- After a period of induction/training will be responsible at times for holding the obstetric emergency 220 bleep or the main theatre emergency 611 bleep.

### **Analytical and Judgemental Skills**

- Analyse faults identified when checking surgical equipment and make judgements on how to rectify them.
- Continually assess equipment's performance during use.
- Continually assess the patient's condition throughout the peri-operative period, anticipating any changes to the patient's care that is necessary, and amending the patients care accordingly.

### **Planning and Organisational Skills**

- Identify the requirements of each surgical list and plan and organise provision of the equipment needed.
- Plan and organise time during elective lists and out of hours for emergencies.

### **Physical Skills**

- Physical strength, agility and stamina are necessary to position patients and move surgical equipment.
- Dexterity, a high level of hand to eye co-ordination and intense concentration is required when preparing surgical equipment for use e.g., assembling laparoscopic equipment, using stack systems etc

### **Responsibility for Patient Care**

- Take responsibility for a patient or a defined group of patients as delegated.
- Plan and prioritise the care and needs of the patient and evaluate their response to deliver the highest standard of care.
- Ensure continuity of care through the peri-operative period, communicating information effectively (both written and verbal) with the relevant disciplines within the theatre department and other clinical areas.
- Demonstrate proficiency within clinical area and continue with personal professional development.
- Demonstrate evidence of this continuous competence to be reviewed and assessed at IPR.
- Ensure patients safety and dignity at all times.
- Post holder must adhere to NMC/HCPC Standards of Conduct, and act within these

### **Responsibility for Policy/Service Development**

- Adopt a proactive approach to Health and Safety and Risk Management e.g. daily theatre checks, clinical adverse incident reporting.
- Contribute to the quality strategy of the Health Board and assist in the implementation.
- Support and contribute in changes to improve working practice/conditions through evidence-based practice and sharing of working experiences.
- Recognise the need and contribute to the innovation, planning, implementation and evaluation of change by sharing good practice and evidence-based practice.
- Have an understanding of Clinical Audit and its effectiveness in change management.

### **Responsibility for Financial and Physical Resources**

- Use available resources in the most cost effective and efficient way ensuring safe patient care.
- Adhere to agreed stock levels, minimising wastage.
- Responsible for the safe use of highly complex surgical equipment.

### **Responsibility for Human Resources**

- Responsible for own discipline, training and work place assessments as directed.
- Regularly supervise staff as appropriate e.g. student ODP's, student nurses, visiting paramedics and newly registered nurses/ODP's.

### **Responsibility for Information Resources**

- Maintain patient's records accurately to ensure continuity of holistic patient care.
- Responsible for inputting information onto the computerised Theatre Information System

### **Responsibility for Research and Development**

- Participate in clinical audits and evaluation of new equipment as required.
- Ensure own practice is evidence based and discuss any practice developments with line manager

## PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	<ul style="list-style-type: none"> <li>◆ NMC registered nurse/HCPC Registered Operating Department Practitioner</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teaching/Mentoring/ assessing qualification</li> <li>◆ Evidence of ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>◆ Application form</li> <li>◆ At interview</li> <li>◆ NMC/HCPC confirmation</li> <li>◆ Certificates</li> <li>◆ Professional Portfolio</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>◆ Knowledge of the role within a theatre environment</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience within the operating department</li> </ul>	<ul style="list-style-type: none"> <li>◆ Application form and interview</li> </ul>
<b>Aptitude and Abilities</b>	<ul style="list-style-type: none"> <li>◆ Able to consistently demonstrate high quality patient care</li> <li>◆ Effective communication skills</li> <li>◆ Able to assume delegated responsibilities within a multi-disciplinary setting whilst recognising own dexterity limitations</li> <li>◆ Motivated</li> </ul>		<ul style="list-style-type: none"> <li>◆ Interview</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>◆ Put patients first</li> <li>◆ Respectful of others</li> <li>◆ Act with understanding of other peoples difficulties</li> </ul>		<ul style="list-style-type: none"> <li>◆ Application Form</li> <li>◆ Interview</li> <li>◆ References</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>◆ Must be able to participate in out of hours shifts eg. weekends, nights</li> </ul>	<ul style="list-style-type: none"> <li>◆ Ability to speak Welsh</li> </ul>	<ul style="list-style-type: none"> <li>◆ Application form and interview</li> </ul>

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## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. \*Delete as appropriate.  
The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

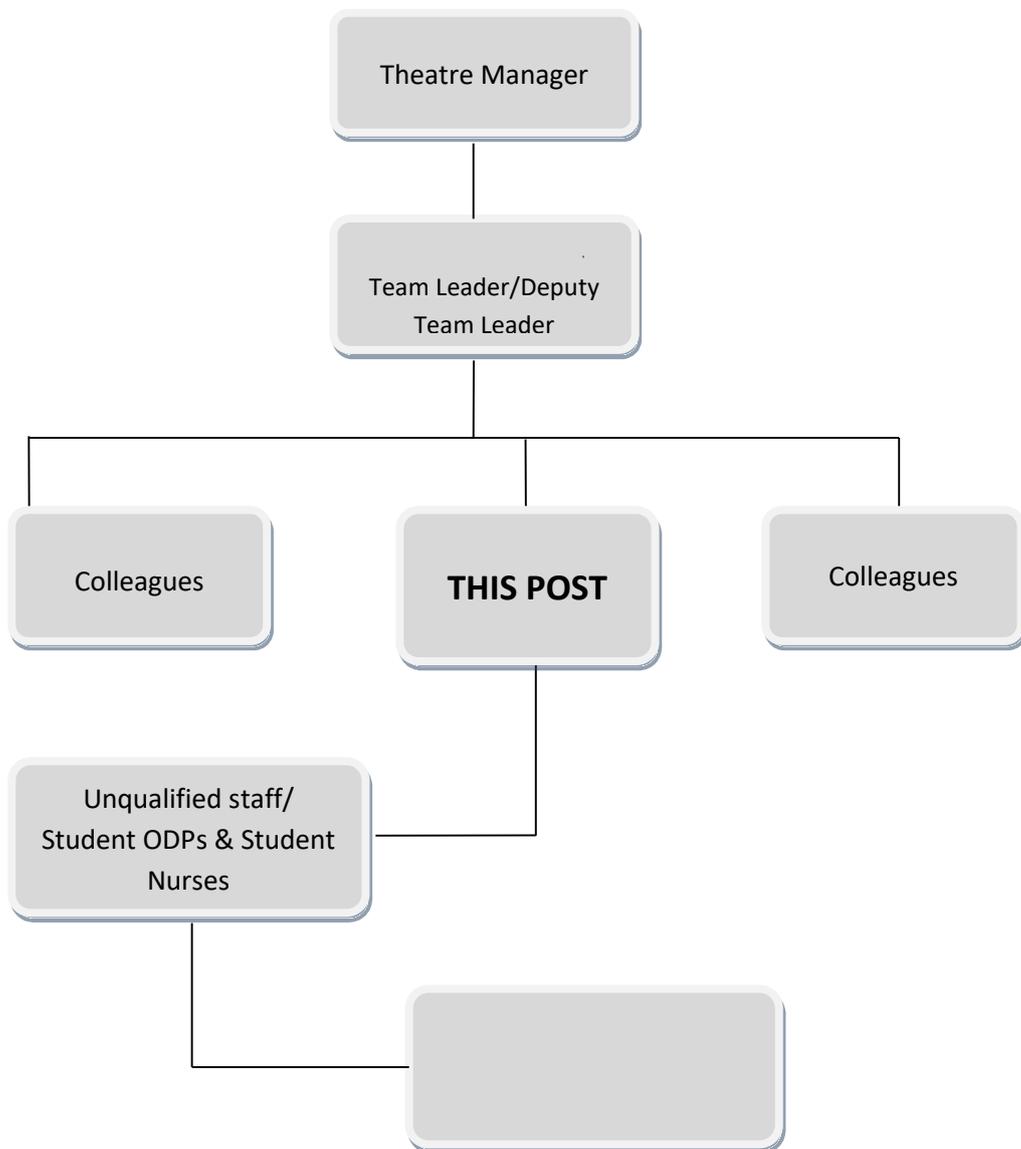
**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

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**Organisational Chart**

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.





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Exposure to unpleasant substances e.g. Body fluids, faeces	Daily	Frequently for short periods	
Foul linen	Daily	Frequently for short periods	
High risk patients' e.g. Infection	Daily	variable	
Exposure/risk to confrontational behaviour e.g. Families and patients who are angry/distressed/dysfunctional	Daily	Short periods and infrequently	

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Works within an environment with high noise levels from machinery	<b>Daily</b>	<b>Variable, frequent</b>	
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**Job Evaluation  
Workforce & OD  
Bryn Y Neuadd Hospital  
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