

# North Bristol NHS Trust

Exceptional healthcare, personally delivered

## Job Description

### Job Details

Job Title: Mediroom Practitioner (Pre and Post Operative care)

Grade: Band 5

Directorate: Anaesthesia, Surgery, Critical Care and Renal

Location/Base: Southmead Hospital, North Bristol NHS Trust

### Job Summary

- The post holder will be responsible for assessment, planning, provision, maintenance and evaluation of patient care for patients within a Medi-room Environment
- The post holder will work within and lead a clinical care team
- The post holder will take personal responsibility and accountability for ensuring that Trust and local policies and procedures are known and followed and will ensure duties are carried out in accordance with the advisory guidelines and practice set out in the NMC code of Professional conduct.
- The post holder will take responsibility for the supervision and guidance of other staff including health care assistants and students on a daily basis.
- The post holder will actively contribute to the provision of a good learning environment by taking on the role of mentor/assessor for learners e.g. Student nurses, Trainee Assistant Practitioners and support worker roles.
- There will be an expectation that managerial and leadership skills will continually be developed by taking charge of the unit on an adhoc basis.
- This role will involve leadership, education, and a high standard of care in clinical practice.
- The post holder will work within the multi-disciplinary team and be responsible for the assessment, planning, implementation and evaluation of patient care in the Medi-room



Caring



Ambitious



Respectful

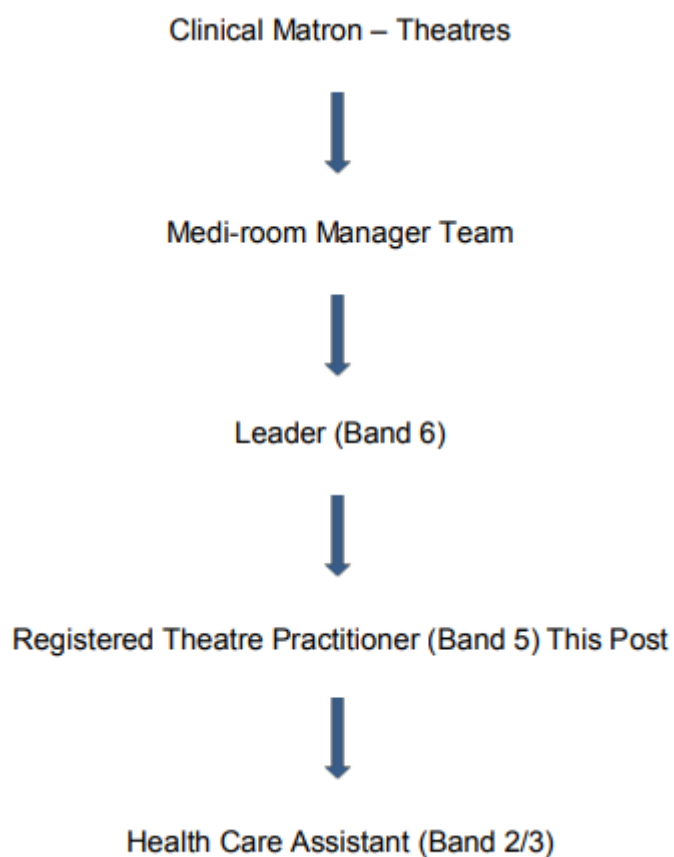


Supportive

setting.

- The post holder may be designated to take charge of the Medi-rooms in the absence of the Team Leader and will be expected to be a credible and professional role model.
- The post holder will be able to work on their own initiative as well as within a team. They will be able to confidently liaise with all members of the multi-disciplinary team, and act as an advocate for patients.
- The post holder will be required to support and educate colleagues, student nurses, medical students, and junior medical staff.

### Organisation Chart/Accountability



### Knowledge, Training, Experience And Skills Required

The post holder must be a Registered Nurse or ODP who can demonstrate the following:

- Effective communication skills, verbal & written, to include report writing and record keeping.
- Excellent interpersonal skills with patients and multidisciplinary team.
- Effective computer / IT skills and expectation to develop these in line with the needs of the service.

- Ability to undertake shift work (flexible options available)
- Contribution to team development
- Sound knowledge of the guidelines set out in the NMC / HCPC code of professional conduct and current perioperative issues
- Excellent organisational skills, proven ability to problem solve and remain calm under pressure

## Main Duties & Responsibilities Of The Post

### Care Management

- Provides direct patient care in the medi-room areas commensurate with their post.
- Is responsible for assessment, planning, implementation and evaluation of care of patients
- Identifies individual patient requirements and acts effectively on changing needs, liaising with and directing relevant staff.
- Organises time, equipment and staff to deliver safe and efficient patient care.
- Gives skilled support to medical staff and other members of the multidisciplinary team.
- Administers drugs and treatments as prescribed in accordance with Trust Policies and Standard Operating Procedures.
- Demonstrates effective communication within departments and multidisciplinary team.
- Advises patients, their carers and other staff on the promotion of health and prevention of illness.
- Recognises situations that may be detrimental to the health and wellbeing of the individual and institutes preventative measures.
- Identifies the priorities of care for patients, liaising with and directing relevant staff.
- Organise and participate in the delivery of high standards of evidence based nursing care.
- Take regular responsibility to carry out required planned, direct patient care to a high standard without direct supervision in accordance with established nursing procedures and policies.
- To report to the appropriate members of the multidisciplinary team any significant changes in a patient's condition or situation.
- Responsible for taking charge of the ward/department on a regular basis in the absence of the person who has continuing responsibility.
- To take personal responsibility for ensuring that patients are treated with courtesy at all times, the individual needs of patients are respected and confidentiality is maintained at all times.
- To be able to act in emergency situations and to be familiar with emergency procedures including fire and resuscitation.
- To be responsible for the support and direction of junior staff in such situations according to Trust policy

### Quality Management

- Report to nurse in charge/line manager all complaints, incidents or accidents involving self, staff, patients, visitors and complete relevant documentation according to Trust procedure.
- Ensure the safe custody of patients' valuables and property according to Trust policies.
- Complies and works in accordance with Trust Policies and Standard Operating Procedures
- Participates in risk assessments as required by senior colleagues and Directorate Risk Manager
- Identifies and acts upon any risk that could affect the safety of patients or staff, accessing support from senior staff as necessary
- Reports any accidents, incidents or near misses using the Trust Datix reporting system
- Participates in audits of patient care.
- Contribute to the implementation of improvements of working methods and practices

- Participates in working groups to facilitate changes and improvements within the Operating Department, Directorate and Trust. Handles complaints by patients, clients, their carers and staff according to Trust policies.

#### **Financial Management**

- Contributes to the monitoring and control of the use of resources within budgetary limits
- Contributes to the analysis of staffing requirements against work load activity
- Assists with developing the financial awareness of the team so that individual staff contribute to the efficient use of resources

#### **Information Management**

- Contributes to the collection, recording and storage of information using both paper based and electronic systems
- Make use of relevant of information in decision making, problem solving and care management

#### **Staff Management**

- Develop own supervisory skills and competence, undertaking a teaching/assessing module.
- Contributes to the supervision, development and coaching of individual staff so that they function effectively within their role and responsibilities in accordance with Trust policies and Standard Operating Procedures
- Provides clear instructions and accurate information to junior staff, students and support workers. Monitors and evaluates their work to ensure standards are maintained.
- Assists with the process of allocating workload to junior staff, students and support workers which is within each individual's competence and capability.

#### **Professional Development**

- Practices in accordance with NMC or HPC Professional Codes of Conduct and Standards
- Seeks out new knowledge of perioperative practice and health by reading, enquiring and partaking of continuing education, applies validated research findings to practice.
- Seeks to develop new skills, participates in competency based training programmes e.g Competency Portfolios.
- Facilitates the professional development needs of the theatre team and facilitate their development through Appraisal and Development Review
- Undertakes any training required in order to maintain competency including mandatory training

### **Working Conditions / Effort**

- A need to respond to frequently changing needs of the department.
- Exposure to distressing and emotional situations.
- Manual handling and postural demands.
- Exposure to potential violent and aggressive behaviour.
- Contact with blood and body fluids.
- The need to use highly developed skills and demonstrates a high level of manual dexterity.
- The need to work a shift system.
- Rotation to night duty as and when required
- Working in departments utilising Ionising Radiation and chemical substances falling under the Control of Substances Hazardous to Health (COSHH) regulations.

## Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work, which will be further strengthened through becoming a Foundation Trust.

## Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

## Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

### Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

## Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

### **No-Smoking Policy**

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

### **Equal Opportunities**

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

### **Harassment and Bullying**

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

## Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the

views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

## Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

## Job Description Agreement

Completed by.....

Authorised by..... Date.....

*This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made*