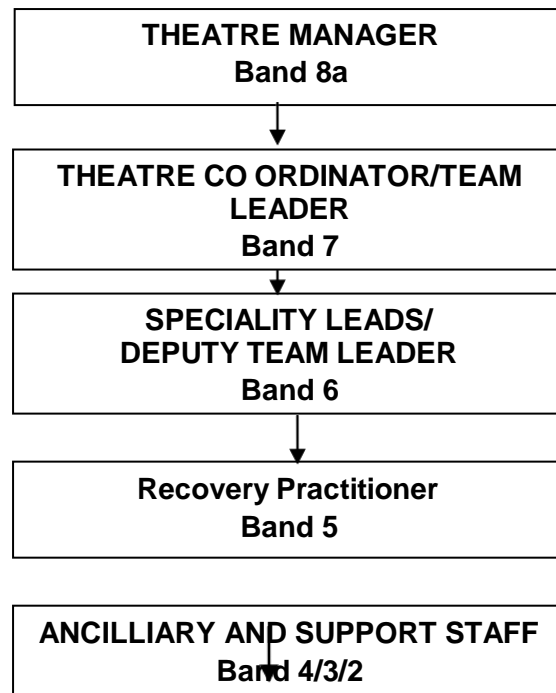


### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Recovery Practitioner</b>
<b>PAY BAND</b>	<b>Band 5</b>
<b>DIRECTORATE / DIVISION</b>	<b>Planned Care &amp; Allied Health</b>
<b>DEPARTMENT</b>	<b>Theatres</b>
<b>BASE</b>	<b>Macclesfield District General Hospital</b>
<b>RESPONSIBLE TO</b>	<b>Speciality Lead or Deputy Team Leader</b>
<b>ACCOUNTABLE TO</b>	<b>Theatre Manager</b>

### Organisational Chart –



### Job Summary –

- To maintain high standards of professional conduct and to promote good professional ethics throughout the Department.
- To organise the smooth running of your designated area in the absence of the Team Leader and engender a team spirit with all members of the unit, maintaining a high staff morale.
- To ensure that work is carried out in accordance with hospital policies.

- To perform as a safe competent clinical member in of the recovery team and provide specialised holistic care for the peri-operative patient.
- Contribute to an effective, motivated and competent workforce and ensure that high quality standards are maintained and developed.
- To complete internal training packages and to meet the set objectives.
- Supervise others and participate in their education and development.
- To contribute to policies, procedures and standard setting and to ensure they are followed.
- To ensure that the needs of relatives of patients are met whilst they are in the department.
- To comply with existing systems (Galaxy) for the accurate recording, collation, monitoring and feedback of appropriate information and initiating remedial action, as necessary.
- To ensure that equipment is maintained and checked to a satisfactory standard.
- To maintain effective lines of communication throughout the areas of theatre services and between medical, nursing, administrative staff and management.
- To be a designated link representative for any chosen area, e.g., pain, infection control, fire, moving and handling etc. To act as a communication link to the department.
- To participate in clinical developments within the unit.
- To contribute to audit and research.
- To contribute to the development of performance review in accordance with Trust policy.
- To participate in the Operating Department out-of-hours on-call rota and twilight shifts as required but only when deemed competent to do so.
- To ensure the appropriate and efficient use of supplies and develop good housekeeping methods, ensuring adequate stock levels are maintained.
- To be receptive to change with the Department.
- Undertake any other duty, appropriate to the grade when delegated by a senior member of staff.
- Recognise and respond appropriately to urgent and emergency situations.

**Recovery**

- To participate in the Operating Department out-of-hours on-call rota and twilight shifts as required.
- Carry out the preliminary checking of all anaesthetic and recovery equipment prior to the commencement of the theatre lists.
- Receive post operative patients from theatre along with all relevant documentation, ensuring all information pertaining to the patient's care needs, identification, anaesthetic and surgery is correct.
- Participate in the post operative recovery of patients at all levels of dependency. Ensuring that patients recover safely from their surgery and anaesthetic.
- Removal of laryngeal masks, and other airways, excluding endotracheal tubes.
- Constantly assess patients' condition, physiological parameters, pain and airway requirements, facilitating appropriate analgesic regimes as prescribed, ie IV titration of opiates, PCA & PCEA pumps.
- Provide interim care for high dependency ventilated patients in the absence of critical care beds, with the presence of an anaesthetist and assistance from the ODP.
- Ensure the safe and effective transfer of information regarding the patient's perioperative journey is handed over to the ward staff.
- Ensure the patient meets the discharge criteria prior to returning to the ward area.
- Liaise immediately with the medical staff any adverse changes in the patient's condition or any other aspect of concern.

## **APPENDIX FOR NEW NURSE/ODP**

Newly qualified Nurse/ODP's, have a different level of responsibility than an experienced Nurse/ODP. Therefore, this appendix has been developed to reflect the role of newly qualified Nurse/ODP, adaptation nurse and/or Nurse/ODP returning to practice or transferring from a different area of practice.

### **Clinical Management –**

- To successfully complete the Trust preceptorship programme.
- Work within the limits of competency and level of training as a member of the Theatre team to consolidate and develop clinical practice.
- Develop the necessary clinical skills to participate in relation to role enhancement as specified by the clinical area.
- Participate in emergency situations, and observe experienced Nurse/ODP's, to further develop management skills in this area.
- Ensure that practices within the multidisciplinary team conform to Trust and Department Guidelines. Able to demonstrate an awareness of National guidelines.
- Develop basic mentoring skills by supporting learners when mentor not available, observing experienced mentor and supervising unregistered staff.
- To consolidate knowledge gained during training/adaptation in relation to clinical skills and to further develop skills relevant to the clinical area.

**This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service.**

### **GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS**

To maintain a broad understanding of the work of the Directorate and Department, and of Trust as a whole, and actively contribute your ideas for the improvement of service provision.

To ensure own actions contribute to the maintenance of a quality service provision.

To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

To participate in Trust's Performance and Development Review and to undertake any identified training and development related to the post.

To undertake statutory and mandatory training as deemed appropriate by the Trust.

To develop and maintain effective working relationships with colleagues.

To adhere to all Trust policies and procedures.

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## **Health & Safety:**

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

## **Infection Control:**

All staff have a duty to comply with all relevant ECNHST guidelines and policies in relation to Infection, Prevention and Control. You have a duty to ensure that you minimise the risk of infection, infectious diseases and particularly Hospital Acquired Infection. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines.

## **Risk Management:**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

## **Data Security:**

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

## **Confidentiality:**

Working within the trust you may gain knowledge of confidential matters which may include manual / electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

## **Equality & Human Rights:**

The Trust will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, marital or civil partnership status or family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

## **Values based Recruitment:**

The post-holder has a responsibility to ensure that their own actions and behaviours fully support the Trust's core values.

## **Codes of Conduct and Accountability:**

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

## **SAFEGUARDING Adults and Children:**

East Cheshire NHS Trust has a responsibility and is committed to, safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honor this commitment to minimise risk of harm in accordance with current legislation, statutory guidance and Trust policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard our patients.

**Disclosure and Barring Service (DBS):**

“REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a disclosure and barring check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions”.

The Trust requires an Enhanced Disclosure through the Disclosure and Barring Service for this post to ensure suitability for employment.

**THE TRUST OPERATES A NO SMOKING POLICY**

**PERSON SPECIFICATION**

<b>JOB TITLE</b>	Recovery Practitioner		
<b>PAY BAND</b>	BAND 5		
	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT (Application / Interview/ Assessment)
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• Qualified O.D.P. or R.G.N.</li> <li>• Diploma educated or equivalent</li> <li>• Teaching and assessing qualification.</li> </ul>	✓	✓  ✓	Registered with HPC or NMC  Post reg. certificate  Post reg. certificate
<b>PREVIOUS EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Some previous perioperative experience and can demonstrate desire to work in theatre environment</li> <li>• Dependable on service requirements at time of recruitment the post may be suitable for newly qualified staff or some previous experience may be required.</li> <li>• Can demonstrate the ability to deliver high standards of care.</li> <li>• Evidence of continued professional development.</li> <li>• Can demonstrate the ability to solve problems and prioritise workload.</li> </ul>	✓  ✓  ✓  ✓		lnterview questions  Professional Portfolio  Interview  Interview  Interview

<b>SKILLS/ KNOWLEDGE/ABILITY</b> <ul style="list-style-type: none"> <li>• Able to demonstrate good communication skills.</li> <li>• Able to demonstrate that they work well within a team.</li> <li>• Able to maintain accurate patient records.</li> <li>• Basic IT skills</li> <li>• Able to work with limited supervision.</li> <li>• Able to demonstrate self motivation and the motivation of others.</li> <li>• Understanding of the need for change in the clinical setting due to strive for quality.</li> </ul>	✓  ✓  ✓  ✓  ✓  ✓		Interview/ reference  Interview/ reference  Interview/ reference  Interview/ reference  Interview/ reference  Interview/ reference
<b>WORK RELATED CIRCUMSTANCES</b> <ul style="list-style-type: none"> <li>• Flexible working shifts pattern including nights, twilight's and on call.</li> <li>• Good general health and attendance record</li> <li>• Frequent exposure to highly unpleasant working conditions/ body fluids/noxious fumes/ COSHH regulated substances</li> <li>• Ability to work with an unpredictable workload and deal with traumatic situations when they arise.</li> </ul>	✓  ✓  ✓  ✓		Reference  Occupational Health Assessment  Interview

**Signature of Postholder:** ..... **Date:** .....

**Print Name:** .....

**Signature of Manager:** ..... **Date:** .....

**Print Name:** .....