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WALES

Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board

CAJE REFERENCE: RYL/2023/0054  
(01/03/2023)

#### JOB DETAILS:

Job Title	Registered Perioperative Care Practitioner (Recovery)
Pay Band	Band 5
Hours of Work and Nature of Contract	Permanent 37.5
Division/Directorate	Anaesthetics, Critical Care and Theatres
Department	Perioperative
Base	Royal Glamorgan Hospital/ Llantrisant Health Park

#### ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Clinical Lead (Recovery)
Reports to: Name Line Manager	Deputy Clinical Lead/Clinical Specialist(Recovery)
Professionally Responsible to:	Deputy Clinical Lead /Clinical Specialist(Recovery)

#### VALUES AND BEHAVIOURS:



Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

*We listen, learn and improve*  
*We treat everyone with respect*  
*We all work together as one team*

### **Job Summary/Job Purpose:**

To contribute to the provision of health care to the people of Cwm Taf Morgannwg University Health Board (CTMUHB) with the responsibility for the assessment planning, provision, maintenance and evaluation of care for patients in the peri-operative care environment.

### **The post holder will be expected to:**

- work collaboratively as part of a multidisciplinary team to provide safe, high-quality patient focused perioperative care to patients.
- meet the care needs of patients.
- participate in the setting and monitoring of quality standards in relation to clinical practice.
- participate in the education and training of other staff members.
- continue own personal and professional development by rotating within the peri-operative care environment relevant to their sphere of practice.

### **DUTIES/RESPONSIBILITIES:**

The post holder will:

#### **Clinical Care**

- Carry out a full range of registered health care professional duties, including assessment, planning, implementation and evaluation of the patient's condition and care with support from the practitioner in charge as required.
- Ensure the delivery of high-quality care using specific clinical knowledge and skills.
- Respond to the changing clinical situation, using expert clinical knowledge and skills.
- Monitor and respond to patients. This will include the ability to undertake clinical assessments, assess events, assess problems or changes in patient's conditions and provide solutions.
- Work without direct supervision once key learning outcomes of the induction/ foundation or preceptorship programme have been completed.
- Maintain a safe peri-operative environment when caring for patients, including those patients requiring frequent levels of monitoring.
- Ensure and demonstrate that all care and treatment provided is evidence based.
- Maintain the privacy and dignity of all patients.
- Advocate for the patient throughout their perioperative journey.
- Monitor all patient care and treatment, maintaining high standards and quality at all times.
- Prioritise patient care, recognizing any deterioration in a patient's condition and alert relevant senior staff immediately.
- Be prepared to extend knowledge and skills by rotation to other areas in consultation with line manager.
- Provide technical assistance in sphere of practice.

### **Professional**

- Nurture collegiate and collaborative working relationships with others in order to support and maintain staff morale.
- Ensure that all activities are in keeping with the NMC Code of Professional Conduct/HCPC Code of conduct.
- Ensure the highest standards of patient care, which reflects the standards and values of the University Health Board and NMC/HCPC.
- Ensure requirements for professional revalidation are met.

### **Equipment/Resource Management**

- Demonstrate ability to safely manage and maintain all equipment and devices involved in the care of patients in own peri-operative specialty.
- Ensure complex medical equipment is prepared for use correctly, monitor its usage, and ensure it is stored safely.
- Be involved in ensuring correct usage of equipment and assist in the training of others as required.
- Organise day-to-day work tasks of staff/students following agreed protocols.
- Be responsible, as a trained health care professional, for the control and administration of drugs within the regulations outlined in CTMUHB Medicine Policy and the NMC/HCPC Code.
- Ensure work area is correctly stocked, monitor stock levels and report stock deficiencies.

### **Communication**

- Communicate and develop a good professional working relationship with all staff within the department and other areas to ensure optimal patient care and a healthy working environment.
- 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 carers.
- Use effective communication, written and verbal with all levels of staff including the multi-disciplinary team, patients and relatives, taking into account impairments, levels of consciousness and language barriers.
- Provide advice to the multidisciplinary team.
- Maintain accurate, contemporaneous and legible written records of patient care that are compliant with professional and UHB standards of record keeping.
- Maintain appropriate computerised records and ensure information is accurate and complies with the Data Protection Act.
- Be prepared to be trained and use any information technology that is brought into the clinical area.
- Assist in the recording of appropriate patients/staff, statistical data as required as per UHB protocols.
- Constructively challenge any interaction, which fails to deliver a quality service to patients.
- Take an active role in departmental meetings and working groups contributing to agenda items and taking an active part in discussions and decision making.

## **Quality/Governance**

- Demonstrate commitment to quality patient care through effective team working.
- Incorporate professional/legal standards into practice.
- Assume accountability for practice and strive to attain the highest standards of practice.
- Document incidents on Datix in real time and escalates any concerns to the practitioner in charge.
- Promote by example, the delivery of a high standard quality care within the peri-operative care environment.
- Adhere to peri-operative care environment policies, protocols, guidelines, SOP's and CTMUHB policies. Recognise variances and report them appropriately.
- Ensure Local Safety Standard for Invasive Procedures (LocSSIPs)/National Safety Standard for Invasive Procedures (NatSSIPs) are conducted as per guidance.
- Contribute to the development and implementation of evidence-based, specialty specific related policies, procedures and guidelines.
- Participate in peri-operative projects, aimed at enhancing the standards of care such as clinical audit.
- Assist in the local implementation of national initiatives.
- Participate in the University Health Board's Major Incident Procedure by following the designated action card for the peri-operative care environment.

## **Education and Professional Development**

- Develop own and others knowledge and practice across professional boundaries.
- Keep abreast of professional issues and current research-based practice and ensure these are reflected in practice.
- Participate in the induction of new staff (as part of a formal induction programme).
- Act as mentor/preceptor for registered and unregistered staff once appropriate training has been given.
- Contribute to ensuring a conducive learning environment for a range of students and staff in training.
- Participate in personal objective setting and review, including the creation of a personal development plan.
- Attend all mandatory training and ensure that updates are booked in a timely fashion and agreed by the line manager.
- Successfully complete key learning outcomes and competencies within 12 months of commencing role.
- Initiate own development within agreed parameters.
- Be involved in any aspects of training that need to be cascaded to the whole team such as moving and handling/infection control/CPR.
- complete the UHB's intravenous and oral drug competency programme as required by the department.

## **Management**

- Follow the Standard Financial Instructions of the University Health Board.

## Other

- Adhere to the University Health Board's uniform and dress code policy.
- Honour the University Health Board's core values and behaviours by demonstrating appropriate behaviours, and encouraging this in others.

The post holder should **NOT** undertake any task that has not been fully explained to them for which they do not feel competent or undertake.

This list of duties are not intended to be exhaustive, only to indicate the main areas of work. This will be subject to revision in conjunction with the post holder.

CTM is a Living Wage Employer  
*Mae Cwm Taf Morgannwg yn gyflogwr Cyflog Byw*

## **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<ul style="list-style-type: none"> <li>Registered Nurse or Operating Department Practitioner.</li> <li>Current registration with NMC/HCPC.</li> <li>Must be willing to undertake relevant post registration courses as advised by the Practice Educator/Line Manager</li> <li>An understanding of peri-operative patient care</li> <li>Aware of how risk management impacts on role as a practitioner</li> <li>Understands that safeguarding is everyone's business</li> </ul>	<ul style="list-style-type: none"> <li>ILS/ALS.</li> <li>Completion of Bronze IQT.</li> </ul>	Application Form Pre-employment checks Interview References
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience gained through undertaking recent relevant study.</li> </ul>	<ul style="list-style-type: none"> <li>Post qualification experience within the peri-operative setting.</li> </ul>	Application Form Interview References
<b>Aptitude and Abilities</b>	<ul style="list-style-type: none"> <li>Good interpersonal and communication skills.</li> <li>IT literate.</li> <li>Ability to demonstrate initiative.</li> <li>Prioritising and organisational skills.</li> <li>Flexible in approach to work.</li> <li>Clear written and spoken English.</li> <li>Able to work effectively in a team.</li> <li>The ability to demonstrate motivation and enthusiasm, both personally and professionally.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to speak Welsh.</li> </ul>	Interview References

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<b>Values</b>	<ul style="list-style-type: none"> <li>• Evidence of promoting the University Health Board values and behaviours.</li> </ul>		Application Form Interview References
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to work hours flexibly to meet the requirements of the job role.</li> <li>• Participate in departmental on call requirements.</li> <li>• Able to work shifts/nights/out of hours cover.</li> <li>• Ability to travel to other hospitals in a timely manner if required.</li> <li>• Able to stand for periods of time.</li> <li>• Satisfactory enhanced DBS check.</li> </ul>		Application Form Interview References

#### **GENERAL 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.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **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 organization'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/Health Board Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct 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 Enhance Disclosure Check as part of the HB/Health Board's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **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.

Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_



Signed: (Line Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Service Group Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_

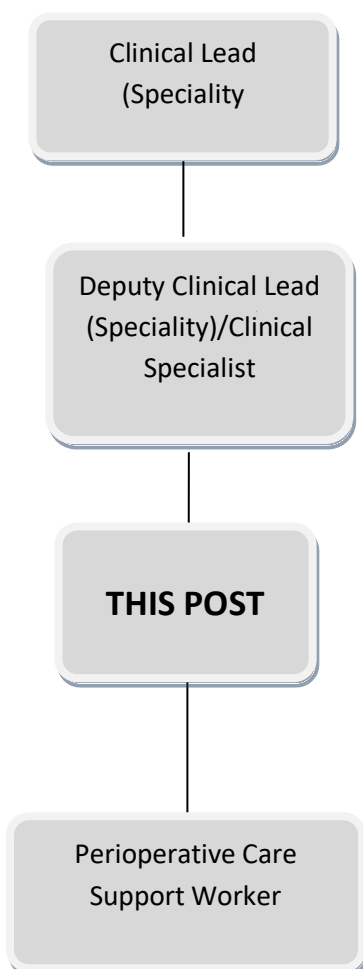
**APPENDIX 1**

**Job Title:** \_\_\_\_\_ **Registered Perioperative Care Practitioner** \_\_\_\_\_

## 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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### **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'**

Examples of Typical effort(s)	How often per day/week/month	For how long?	Additional Comments
Working in uncomfortable/unpleasant physical conditions	Several times daily	30 minutes to 10 hours	Standing for long periods of time. Unpleasant odours during surgery
Lifting weights/equipment without mechanical aids	Several times daily	5-10 minutes	Moving heavy instrument trays and large items of equipment
Making repetitive movements	Several times daily	5 – 30 minutes	Manipulating surgical instruments/medical equipment

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<b>Examples of Typical effort(s)</b>	<b>How often per day/week/month</b>	<b>For how long?</b>	<b>Additional Comments</b>
Standing/sitting/walking for substantial periods of time	<b>Several times daily</b>	<b>For most of the shift</b>	During most surgical/anaesthetic procedures
Kneeling, crouching, twisting, bending or stretching	<b>Several times daily</b>	<b>5-10 minutes</b>	During most surgical/anaesthetic procedures
Pushing/pulling trolleys or similar	<b>Several times daily</b>	<b>5 – 30 minutes</b>	Patient transfer trolleys and large pieces of surgical/anaesthetic equipment
Frequent requirement to exert moderate physical effort for several long periods during a shift.	<b>Daily</b>	<b>Approximately up to 10 patients per day.</b>	Roll and slide patients up to 100kgs on a frequent basis the majority being unconscious.

### **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.

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month?</b>	<b>For how long?</b>	<b>Additional Comments</b>
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Occasional requirement for prolonged concentration. Frequent requirement for concentration where the work pattern is predictable.	<b>Couple of times a day</b>	<b>Up to 30 minutes at a time</b>	Mentoring student nurses, student ODPs and novice staff.  Completion of patient care records.  Set up infusion pumps containing medication and calculate drug doses.
Checking patient details, medical details	<b>Daily</b>	<b>Variable from 15 minutes to patients up to 3 hrs or more</b>	
Monitoring and assessing patient's condition	<b>Daily</b>	<b>Variable</b>	
Responding to emergency situations that can be life-threatening/traumatic	<b>Variable</b>	<b>Variable</b>	May perform more than 1 role throughout the day as Anaesthetic Practitioner and recovery practitioner in response to service needs.

### 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;

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communicating life changing events; dealing with people 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?	Additional Comments
Occasional exposure to traumatic circumstances. Frequent exposure to distressing or emotional circumstances.	<b>Variable but a few times a week.</b>	<b>Varies</b>	Examples: Participating and caring for patients during distressing surgical procedures such as Unexpected death, Organ retrieval, Life or limb threatening procedures, Termination of pregnancy, inoperable cancers.
Providing reassurance and support to patients/carers/relative	<b>Daily</b>	<b>Up to 10 times per day</b>	Supporting patients and parents bringing their child into the anaesthetic/recovery room.

### 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?	Additional Comments
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Frequent exposure to highly unpleasant working conditions uncontained; <ul style="list-style-type: none"> <li>○ Smells/odours.</li> <li>○ Infectious Material</li> <li>○ Foul Linen</li> <li>○ Body fluids, faeces, vomit</li> <li>○ Contaminated equipment or work areas</li> </ul>	<b>Daily</b>	<b>30 minutes to 10 hours</b>	Example: Exposure to uncontained bodily fluids whilst performing the role of scrub practitioner during surgical procedures.
Exposure to anaesthetic gases/cement fumes/diathermy plume	<b>Daily</b>	<b>Up to 10 times or more per day</b>	Dependent on role
Use of VDU	<b>Daily</b>	<b>Up to 10 times or more per day</b>	Patient care records.