

## Job Description

Job Details	
Job Title:	Theatre Nurse /ODP
Business Unit:	Emergency Surgery and Elective Care
Department/Ward:	Theatres
Location:	Trustwide
Pay Band:	5
CAJE No:	OTH0178
Main Purpose of the Job	
<ul style="list-style-type: none"> <li>To assess, plan, implement and evaluate nursing care under the direction of the senior nurse/SODP</li> <li>To assist in the provision of nursing care and maintain high clinical standards</li> <li>To exercise accountability as set out in the NMC Code of Professional Conduct</li> <li>Develop over time and contribute to the management of a clinical area and take charge in the absence of Senior Nurse/ODP</li> <li>To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the trust. This means demonstrating a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and (c) facilitates team working and collaboration within teams / departments and across organisational boundaries.</li> </ul>	
Dimensions	
<ul style="list-style-type: none"> <li>Supervision of junior members of staff, students and visitors</li> <li>To provide nursing care to a caseload of patients and to provide verbal and written handovers to nursing colleagues and the multi disciplinary team</li> <li>To provide on call cover as required to meet the needs of the service</li> <li>May be required to work on other sites across the Trust</li> </ul>	
Organisational Chart	
<div style="text-align: center;"> Theatre Team Manager   Sister/Charge Nurse   <b>This Post</b>   Surgical Assistant   Healthcare Assistant </div>	

<p><b>1. Communications and Relationships</b></p> <ul style="list-style-type: none"> <li>• Provide and receive routine information using tact or persuasive skills with patients or clients as necessary</li> <li>• Required to provide and receive complex or sensitive information where there are barriers to understanding. e.g. providing care related information to patients and relatives</li> <li>• Maintain accurate and up to date nursing documentation</li> <li>• Build and maintain effective working relationships with multidisciplinary teams</li> <li>• Must be able to demonstrate the English language proficiency level required for this post</li> </ul>
<p><b>2. Knowledge, Skills, Training and Experience</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Level live NMC Registered General Nurse or Operating Department Practitioner qualification</li> <li>• Thorough understanding of contemporary nursing issues</li> <li>• Ability to communicate with staff at all levels</li> <li>• Ability to work as member of a team</li> <li>• High level of personal motivation</li> <li>• Must be flexible to meet the needs of the service</li> <li>• Evidence of ongoing practice development</li> <li>• Registered Mentor. Mentorship Qualification or relevant equivalent qualification (essential requirement for post, expectation this will be completed within an 18 month period).</li> <li>• Ensuring the delivery of 'Compassion in Practice' - Nursing, Midwifery and Care Staff Vision and Strategy, incorporating the 6C's.</li> <li>• To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development</li> <li>• To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients</li> <li>• To promote and facilitate innovation and continuous improvement to deliver better services for service users and patients</li> <li>• It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Recognised post graduate theatre/anaesthetic qualification</li> <li>• Recognised teaching qualification</li> <li>• Post Registration qualification in specialty</li> <li>• Diploma/degree in nursing/or health related topic</li> <li>• Basic IT skills</li> <li>• Mentorship skills</li> <li>• Completion of in-house training scheme</li> <li>• Knowledge of or experience in coaching and mentoring practices and tools</li> <li>• Knowledge of or experience in Quality improvement tools, techniques and methods</li> </ul>

<b>3. Analytical Skills</b>
<ul style="list-style-type: none"> <li>Exercises clinical judgment in response to the patients observations and status. Initiates emergency action when required.</li> </ul>
<b>4. Planning &amp; Organisational Skills</b>
<ul style="list-style-type: none"> <li>Respond appropriately to unexpected events in order to maintain service delivery.</li> <li>Communicate with other wards and departments to ensure smooth running of lists.</li> <li>Organise own work and give direction to junior members of staff.</li> <li>Planning of individualised care from admission to discharge.</li> </ul>
<b>5. Physical Skills</b>
<ul style="list-style-type: none"> <li>Translate theory into the practical delivery of care, when trained and deemed competent undertake complex clinical activity:</li> <li>Manipulation of fine tools / materials where accuracy is important e.g. calculation and reconstitution of drugs, venepuncture and Cannulation</li> <li>Carry out individual patient care requirements.</li> </ul>
<b>6. Patient/Client care</b>
<ul style="list-style-type: none"> <li>To develop, assess, plans, implement and evaluates programmes of care in partnership with the patient and the multidisciplinary team</li> <li>To promote health with all patients and carers</li> <li>Responsible for providing comprehensive patient records in accordance with Trust guidelines</li> <li>Ensure confidentiality</li> <li>To deliver governance standards in line with the 'Essence of Care Standards', standards for better health and the National Health Service Litigation Authority Risk Management Standards and the Trust's Governance framework</li> <li>To respond to enquiries from relatives and carers, deal with concerns and actively problem solve to improve the patients experience</li> </ul>
<b>7. Policy &amp; Service Development</b>
<ul style="list-style-type: none"> <li>To adhere to Trust Policies and Procedures</li> <li>Abide by legal requirements and statutory codes/ rules relating to good practice.</li> <li>Contribute and implement Policies within own work area and propose changes.</li> <li>Act as Link nurse and contribute/comment on the development of new policies</li> </ul>

<b>8. Financial &amp; Physical Resources</b>
<ul style="list-style-type: none"> <li>• Assist senior staff to identify high cost products and monitor appropriate usage</li> <li>• To utilise resources effectively using evidence based and best practice</li> <li>• Report the failure or mechanical problems of any items of equipment in line with the Medical Devices Policy</li> <li>• Assist in maintaining safe stock levels</li> <li>• Regularly handles patient money and valuables e.g. teeth</li> <li>• Responsible for the safe use of expensive, highly complex equipment other than equipment which is personally used</li> </ul>
<b>9. Human Resources</b>
<ul style="list-style-type: none"> <li>• In the absence of the senior staff to take charge of a clinical area for a period of a shift</li> <li>• In line with the NMC Code of Conduct take part in training and education programmes as part of ongoing professional development</li> <li>• To support education, training and supervision programmes for junior members of staff</li> <li>• Act as a mentor to pre-registration and post registration nursing students</li> <li>• Participates in appraisals of junior members of staff</li> <li>• Responsible for achieving the relevant KSF Outline for this post</li> <li>• Expected to facilitate the development of new staff including Theatre Support Practitioners.</li> <li>• Participate in the development delivery and evaluation of departmental education programmes</li> </ul>
<b>10. Information Resources</b>
<ul style="list-style-type: none"> <li>• To complete confidential, clinical and nursing documentation both written and electronically</li> <li>• Inputs data into the department electronic data systems including endosoft and saphire</li> <li>• Complete IR1 notification in line with Trust Policies</li> <li>• Access patient results and x-rays</li> <li>• You will be expected to have basic functional skills, including literacy, mathematics and digital skills. Digitally literacy is the ability to locate, organise, understand, evaluate and analyse information using digital sources. This is in line with 'digital readiness indicator for health and social care', which has been developed in the Building a Digital Ready Workforce Programme (BDRW), between Health Education England (HEE) and NHS Digital, and is part of the Government's Digital Transformation Portfolio (DTP) (2019)</li> </ul>
<b>11. Research &amp; Development</b>
<ul style="list-style-type: none"> <li>• Participates in the collection of audits/surveys/research</li> <li>• Regularly undertakes clinical trials of equipment and equipment testing</li> </ul>
<b>12. Freedom to Act</b>

- Works within standard operational policies
- Follow Trust Clinical Guidelines
- When competent to do so, participates in on call rotas and internal rotation and weekend duties as required
- To maintain ones own high professional standards and discuss opportunities to develop clinical practice with the line manager
- Alert the line manager or on call management team of any untoward situation
- Work within scope and code of professional practice

## **Standards**

The statements outlined below are the standards of which all employees of Northumbria Healthcare Trust are expected to comply.

Works to the standards expected in the Northumbria Healthcare NHS Foundation Trust statement of values.

**Risk Management** - to deliver the quality standards and targets outlined in the Trust's Risk Management Strategy and local operational policies

### **Infection Control:**

It is your responsibility to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with Trust policy. You must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. You must also attend mandatory training and updates to ensure you receive training appropriate to your role

### **Health and Safety:**

Managers have a duty to ensure that safe systems of work are used within their area of responsibility; to investigate accidents and incidents; to arrange for risk assessments to be conducted annually, and to ensure staff attend appropriate health and safety training.

All employees have a duty to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to cooperate with the Trust by complying with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety.

### **Patient, Carer & Public Involvement:**

Managers have a duty to ensure that the principles of patient, carer and public involvement are adhered to throughout all areas of responsibility in line with Section 242 of the NHS Act 2006 (as amended by the Act 2012) which requires the duty to involve and consult users. A 'user' is defined as someone who is using services, or someone who may use them. In addition, this requires NHS organisations to involve and consult patients and the public in; The planning and provision of services and the development and consideration of proposals for changes in the way services are provided.

This ensure that patients are the focus of everything we do, we share good practice in line with Trust policies and procedures, this includes learning from complaints and concerns.

### **Safeguarding:**

The safeguarding of all those who are vulnerable is an enormous obligation for all of us who work in the NHS and partner agencies.

Safeguarding children and adults at risk of abuse or neglect is complex, frequently under review and we must all take responsibility to ensure that it works effectively.

Safeguarding is everyone's responsibility. It remains the responsibility of every NHS organisation and each individual healthcare professional working in the NHS to ensure that the principles and duties of safeguarding adults and children are holistically, consistently and conscientiously applied with the needs of adults at risk or abuse or neglect at the heart of all that we do.

Partnership working is also key and it is vital that local practitioners continue to develop relations and work closely with colleagues across their local safeguarding system to develop ways of working that are collaborative, encourage constructive challenge and enable learning in a sustainable and joined-up way.

NHS England will continue to seek assurance that the safeguarding arrangements across the health system are effective.

### **Environment and Sustainability:**

The trust aims to be an exemplar organisation that embraces sustainability and meet its corporate responsibility. It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources throughout their daily activities.

## Appendix 1

**NOTE: This appendix is not intended to form part of the 'official' Job Description, but is intended for Job Evaluation purposes only.**

### Effort and Environment:

#### Physical –

- *Frequent moderate weights for short periods of time, manoeuvres equipment, patients for procedures, pushes and pull theatre trolleys, manipulates heavy drills etc.*
- *There is a frequent requirement to exert moderate physical effort for several long periods during a shift.*

#### Mental -

- *Concentration is required when calculating and administering drugs.*
- *Frequent concentration is required when scrubbed for a case to ensure the correct equipment is used, this work can be unpredictable if procedures change or the patient becomes unwell.*

#### Emotional –

- *Occasional exposure to highly distressing situations i.e. death in theatre, patients involved in RTA and major trauma*
- *Occasional exposure to verbal aggression/abuse unreasonable patients due to illness, anaesthetic.*
- *Dealing with patients with challenging behaviour, cognitive impairment, learning disabilities and mental illness*
- *Supporting patients / relatives / carers receiving bad news*

#### Working Conditions -

- *Frequent exposure to highly unpleasant conditions i.e. body fluids and foul linen*



## Appendix 2

### Grid

	DUTIES AND RISK FACTORS OF THE POST	Yes	No
1.	Exposure Prone Procedures (EPP's)*	X	
2.	Manual Handling Operations	X	
3.	Dust, Dirt, Smells	X	
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)	X	
5.	Patient Contact	X	
6.	Babies/Children Contact	X	
7.	Food handling / Preparation		X
8.	Driving	X	
9.	Fork Lift Truck Driving		X
10.	User of Display Screen Equipment	X	
11.	Noise	X	
12.	Infestation	X	
13.	Blood and Body Fluids/Waste/Samples/Foul Linen	X	
14.	Excessive Cold		X
15.	Excessive Heat		X
16.	Inclement weather		X
17.	Radiation	X	
18.	Laser Use		X
19.	Heights over 2 metres		X
20.	Confined Spaces		X
21.	Vibration i.e. Power Tools	X	
22.	Using machinery with moving/exposed parts	X	
23.	Shift work	X	
24.	Use of latex products	X	
25.	Physical violence / aggression	X	
26.	Employment of young people	X	
27.	Any other hazards please specify		
28.	<b>Other</b>		

If any hazard is identified above please give details below.

\*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue



(spicules of bones and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

### Person Specification

Job Title:	Theatre Nurse/ODP	
Department:	Theatres	
Location:	Trustwide	
<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Professional Registration</b>	<ul style="list-style-type: none"> <li>• 1st Level live NMC Registered General Nurse or Operating Department Practitioner qualification</li> <li>• Evidence of ongoing practice development</li> <li>• Registered Mentor. Mentorship Qualification or relevant equivalent qualification (essential requirement for post, expectation this will be completed within an 18 month period).</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised post graduate theatre/anaesthetic qualification</li> <li>• Recognised teaching qualification</li> <li>• Post Registration qualification in specialty</li> <li>• Diploma/degree in nursing/or health related topic</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Thorough understanding of contemporary nursing issues</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of in-house training scheme</li> <li>• Knowledge of or experience in coaching and mentoring practices and tools</li> <li>• Knowledge of or experience in Quality improvement tools, techniques and methods</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with staff at all levels</li> <li>• Must be able to demonstrate the English language proficiency level required for this post</li> </ul>	<ul style="list-style-type: none"> <li>• Basic IT skills</li> <li>• Mentorship skills</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as member of a team</li> <li>• High level of personal motivation</li> <li>• Learning agility and commitment to self-development</li> </ul>	

<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Must be flexible to meet the needs of the service</li> <li>• It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role</li> </ul>	
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