

Job Description

Job Ref:	23-238
Job Title:	Theatre Practitioner
AfC Pay Band:	Band 5
Number of hours:	As per contract
Clinical Unit / Division	Jubilee Eye Suite/ DAS
Department:	Jubilee Eye Suite
Location:	Eastbourne DGH
Accountable to:	Matron and Clinical Lead
Reports to:	Matron

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	Budget / Delegated Budget managed: N/A Authorised signatory for: N/A Other financial responsibility: Careful use of Trust resources
Staff	Staff (wte): N/A
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation Specialist systems: Theatreman, eSearcher, Blood Assist, PAS, Evolve, EPMA

Job purpose	<p>Jubilee Eye Suite is a day case ophthalmology department undertaking a variety of surgeries on adults and children under local and general anaesthetic.</p> <ul style="list-style-type: none"> • Provides care to patients during the whole of their journey in Jubilee ie pre-assessment, ward, anaesthetic room, theatre, recovery and post operatively • Assesses care needs and develops implements and evaluates programmes of care. • Prepares and assembles theatre equipment and instrumentation. • Provides support to students/learners within the unit. • Leads the multi-disciplinary team and unit in the absence of more senior staff.
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Department Structure

Band 8

Head of Nursing for ophthalmology

Band 7

Departmental Matron

Band 6

Theatre Lead

Ward Lead

Band 5

Registered Nurses/ODP

Band 3

Assistant Theatre Practitioners/HCA

Communications and Working Relationships		
With Whom:	Frequency	Purpose
Patients	Daily	<p>Develops, implements and evaluates programmes of patient care</p> <p>Communication of information regarding patient's medical condition</p> <p>Requires skills of motivation and empathy. Patients - adults and children, may have mental illnesses, special needs/learning difficulties where there are barriers to understanding</p>
Manager/Supervisor	Daily	Management supervision, work planning, advice and support
Other Health Care Professionals	Daily	<p>Able to work as part of the Multi-disciplinary Team and lead the team and unit when required</p> <p>Communication of highly sensitive, confidential and complex information</p>
HSDU	When required	To discuss the needs of the operating list
Purchasing and Supplies	When required	To effectively utilise resources
Health & Safety/Risk Assessment	When required	To maintain a safe environment for patients and staff
Administration	Daily	Support and communication

Key duties and responsibilities

Professional Leadership and Development

1. Accountable for own professional actions and can act on own discretion within defined codes and guidelines.
2. Provide support and supervision to students/learners within the department and work towards providing mentorship and teaching support.
3. Contribute to the maintenance of consistent standards of patient care and operating department practice as agreed with the theatre team.
4. Maintain and improve own professional knowledge and competence through an agreed personal development plan.
5. Contribute to a positive and supportive environment for all members of the Team.
6. Maintain confidentiality in matters relating to patients and staff.

Operational Management

1. Provides clinical care to patients as a member of the multi-disciplinary team in the operating theatres, ward and pre-operative assessment ie:
 - Assessment, planning, implementation and evaluation of programmes of patient care
 - Pre-operative assessment
 - Working on the ward pre and post operatively as necessary.
 - Assessing, planning and organising the needs of the operating list
 - Acting as anaesthetic practitioner, scrub person or circulating person by virtue of qualifications, knowledge and experience ie. Registered Nurse, ODP, DipN, DipHE ODP
 - Perform clinical invasive procedures eg. IV cannulation, catheterisation, IM injections, laryngeal mask insertion, endotracheal intubation
 - Monitoring of patients vital signs
 - Patient transfer and positioning for clinical procedures
 - Operating and manipulating expensive and delicate specialist equipment
 - Assembling and checking instrumentation
 - Decontamination and sterilisation of theatre equipment eg. Endoscopes
 - Admitting patients into the department and ensuring that the Trust policy for Pre-operative preparation of patients has been adhered to
 - Cleaning and stocking theatre and theatre equipment
 - Collection and maintenance of equipment and supplies
 - Collection, labelling and processing of specimens
 - Drug preparation and administration according to Trust Medicines Policy
 - Checking, ordering, documenting, administering and handling of controlled drugs

2. Lead the multi-disciplinary team and unit when required in the absence of more senior staff.
3. Contribute to the effective service delivery through the efficient and economical use of all resources in the Theatre environment.
4. Accurate completion of patient and departmental documentation and record activity for the theatre information system as required. Ensure all documentation is filed and stored appropriately.
5. Adheres to policies, code of conduct and procedures and comments on the review and updating of operational policies, practice guidelines and possible developments within the Department.
6. In the future may need to participate in out of hours cover for the department on completion of a consolidation period.

Clinical Governance

1. Ensure that Clinical Governance processes are adhered to.
2. Contribute to the Directorate audit programmes as required.
3. Participate in clinical and equipment trials and surveys as required.
4. Record and report clinical incidents. Ensure that the department complies with the Trust Health and Safety/Risk Management policies.

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

Working Environment:

Jubilee Eye Suite has one theatre, a ward, recovery and pre-assessment area. You will be expected, in time, to be able to work throughout the department with training and support..

Occasionally exposed to highly unpleasant, distressing, stressful working conditions.

Exposure to body fluids, foul linen, sharps, laser and diathermy smoke and chemicals ie, Formaldehyde, bleach, cytotoxic drugs.

Driving		Lifting	x	Verbal aggression	x
Use of PC/VDU	x	Physical support of patients	x	Physical aggression	x
Bending/kneeling	x	Outdoor working		Breaking unwelcome news to others	x
Pushing/pulling	x	Lone working		Providing professional emotional support	x
Climbing/heights		Chemicals/fumes	x	Dealing with traumatic situations	x
Repetitive movement	x	Contact with bodily fluids	x	Involvement with abuse cases	x
Prolonged walking/running		Infectious materials	x	Care of the terminally ill	
Controlled restraint		Noise/smells	x	Care of mentally ill & challenging patients	x
Manual labour		Waste/dirt	x	Long periods of concentration i.e. hours	x
Food handling		Night working		Working in confined spaces (eg roof spaces)	

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.



Person Specification

Job Title: Theatre Practitioner		Grade: Band 5	
Department: Jubilee Eye Suite		Date: August 2023	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications			
Registered Nurse or Registered Operating Department Practitioner	AI	Working towards Mentorship and CPD at degree level	AI
Evidence of relevant continued professional development to degree level	AI		
Theatre Practitioners must be registered with the Governing Body	AI		
Experience			
Experience of working in an acute hospital setting	AI		
Previous experience of working as part of a team	AI		
Skills / Knowledge / Abilities			
Effective communication and interpersonal skills	AI	Able to lead the Multi-disciplinary Team in the absence of more senior staff	AI
Able to work as part of a Multi-disciplinary Team.	AI		
Able to work effectively in stressful situations where the work pattern is unpredictable, highly distressing and be able to concentrate for prolonged periods of time	AI		
Highly developed psychomotor skills, to manipulate delicate, specialist equipment and instrumentation	AI		

Good keyboard and IT skills including knowledge of Microsoft Office – Word and Outlook	AI		
Able to plan and organise own workload and supervise students/learners and assistant theatre practitioners	AI		
Other			
Reliable work record	AI		
DBS clearance if applicable	T		
Evidence that personal behaviour reflects Trust Values	AIR		

Managers Signature

Date

Postholder's signature

Date