

# North Bristol NHS Trust

## Job Description

### Job Details

Job Title: Bank ODP/ Anaesthetic Assistant

Grade: Band 5

Directorate: NBT Extra

Location/Base: Southmead Hospital

### Job Summary

- The postholder will be expected to participate in all aspects of clinical operating department work
- The postholder will provide a high standard of patient care and safety in accordance with the North Bristol NHS Trust philosophy and objectives, policies and legal requirements.
- The postholder will ensure duties are carried out in accordance with the advisory guidelines and practice set out in the HCPC/ NMC code of conduct.
- To deputise for the Team Leader when required/experience allows.
- The postholder will be responsible for assessment, development, implementation and evaluation of patient care
- The postholder will take responsibility for the supervision and guidance of other staff including healthcare support workers and students, as required.



Caring



Ambitious

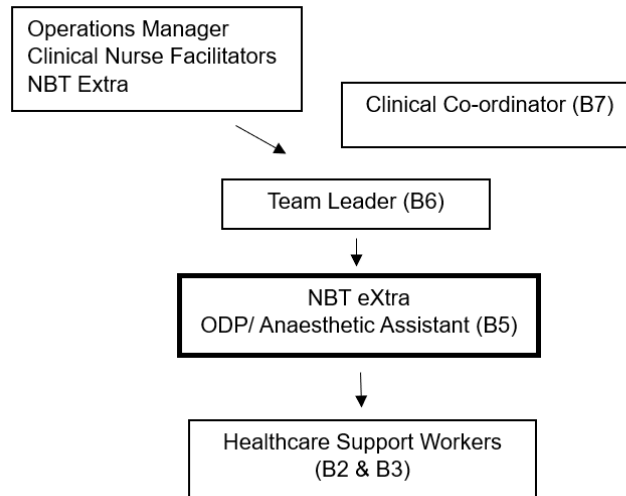


Respectful



Supportive

## Organisation Chart/Accountability



## Knowledge, Training, Experience And Skills Required

The post holder must be an Operating Department Practitioner or Registered Nurse who has successfully completed a post basic anaesthetic module, 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

- Be competent in all aspects of anaesthetic technique and procedures.
- Work as a skilled member of the perioperative team, and be responsible for the assessment of care given to patients within the operating theatre and other areas where an anaesthetic service is required.
- Run theatre lists both efficiently and competently following policies and procedures.
- Take responsibility in ensuring the safe, effective and efficient management of allocated resources within anaesthetics, including assisting with the planning of daily allocation of team members.
- Be responsible for the care and maintenance of all anaesthetic equipment and consumable goods within your designated area. This responsibility will extend to all areas of the anaesthetic service and to inform the appropriate person of any stock/equipment requirements.

- Take appropriate action in regards to faulty equipment as per Trust policy and participate in the ordering and training of new equipment
- Ensure that the department is at all times clean and organised with sufficient supplies and equipment which are correctly cleaned, in working order and correctly stored.
- Supervise the work of junior and unqualified colleagues in the assessment of patients and advise appropriately, providing specialist knowledge in assessing and interpreting acute and other patients conditions.
- Take responsibility for personal and professional development, to be responsible for attending mandatory training sessions and to ensure that all policies and procedures are adhered to.
- Support Theatre Manager in developing and reviewing policies and standards for the safe use of equipment and substances hazardous to health in the department
- Have an understanding of scrub and circulating roles and to understand the responsibilities in these roles.

### **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
- The post holder will ensure that standards are met as per national and local guidelines including National Frameworks.

### **Working Conditions / Effort**

- Communication with all levels of staff throughout the Trust on a daily basis.
- Communication with staff from other NHS Trusts, private organisations and medical companies etc.
- Participation in manual handling activities and working with chemicals regulated by COSHH.
- May be required to work in all theatre areas/surgical specialities as designated.
- Required to manage theatre list within individual theatres on a regular basis.
- Required to stand for extended periods within normal working conditions.
- Workload unpredictable – frequent exposure to emergency situations.
- Responsible to Clinical Co-ordinator.
- Act as patients advocate and seek advice from Team Leader

### **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*