

# Theatre Practitioner/ODP

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

**Post – Theatre practitioner/ODP**

**Division – Weston**

**Department – All adult theatre suites (including Surgical Day Case Unit)**

**Band – 5**

**Salary – £28,407- £34,581 pa pro rata**

**Location – Weston General Hospital**

**Hours of work – 37.5 per week**

**Contract length – Permanent**

**Annual leave – Up to 33 days, pro rata, dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Main Duties and Responsibilities

The post holder will work with the Theatre manager and multidisciplinary team members in monitoring and maintaining policies, standards of nursing/HCP care and staff development, as part of the perioperative team.

As a Band 5 nurse/ODP you should act as a role model, showing evidence of the specialist skills and knowledge that will enable you to deliver prescribed treatment and care for patients in an individual and sensitive manner.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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### Main Duties and Responsibilities cont.

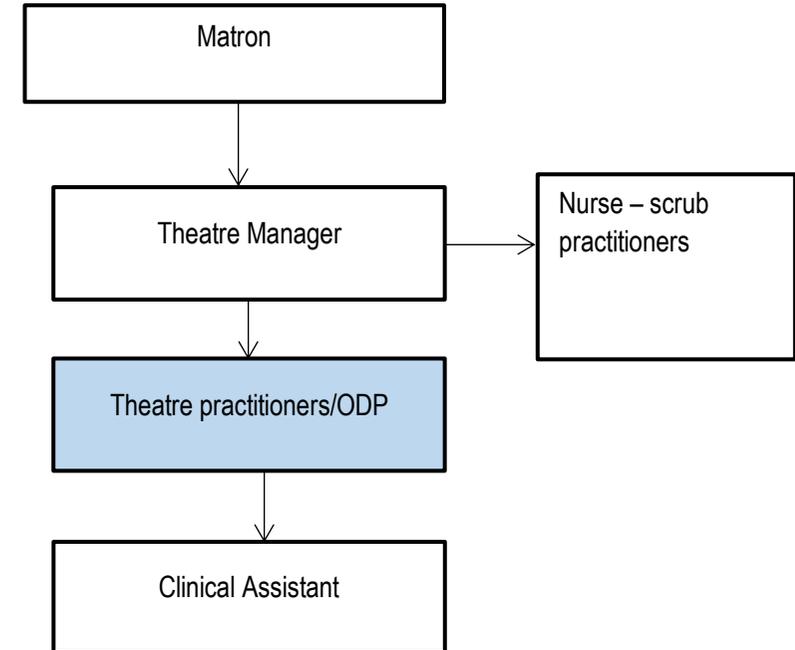
In the absence of a senior member of staff you will take charge of the clinical area. You should be able to liaise with the multidisciplinary team to ensure care is provided in a co-ordinated and collaborative manner. The nurse/ODP should maintain contact with the patient's relatives and friends and provide access to information and support.

Following the orientation period the post holder is expected to carry out all relevant forms of care without direct supervision and is required to demonstrate procedures, supervise unqualified staff whilst maintaining a safe working environment

To be flexible in approach to the clinical area and provide cover for any area specified.

To lead the planning and co-ordination of effective timely transfer/safe discharge of patients to their next area of care

### Organisational Structure



### Key Relationships

- Theatre team
- Surgical & anaesthetic teams
- CSSD
- Wider surgical teams
- Patient access team
- Pre-operative assessment

### Main Duties and Responsibilities

#### Clinical

- In partnership with other professionals and disciplines, develop measurable patient care plans/goals. The process should include assessment, planning, implementation and evaluation of patient care from admission to timely transfer or discharge.
- Take charge of the clinical needs of a group of defined patients on the ward /department prioritising workload according to changing clinical need over a 24 period.
- Work towards regularly taking charge of the ward/department on occasion prioritising workload according to changing clinical need over a 24 period.
- Delegate tasks and activities to a range of team members in relation to patient care (for example when taking charge or as link nurse)
- Ensure nursing documentation is maintained, accurate and timely in line with the Trust standard
- To demonstrate awareness and compliance with Trust policies, procedures, guidelines and standards. To work towards promoting this to others.
- Promote and maintain a safe environment for patients
- Administer medicines in accordance with Trust policy.
- Promote a clean environment and the prevention of hospital acquired infection
- Respond positively and act promptly to resolve problems/issues for patients/carers, utilising complaints procedures and PALs where appropriate.
- Identify record and report all incidents/complaints involving staff, patients and visitors in accordance with UHBW NHS Foundation Trust policies and assist in any investigations as required.

- Assist with the smooth running of the clinical area by carrying out other duties such as unpacking stores, tidying and cleaning up equipment.
- Ensure that the nursing/HPC practice of the area comply with the Trust's nursing/HPC policies and procedures.
- Demonstrate politeness, courtesy and sensitivity in providing compassionate care for patients, visitors/relatives and colleagues.
- Contribute towards sharing good practice within the ward/department and Trust wide.
- Promote a positive image of University Hospitals Bristol and Weston NHS Foundation Trust at all times.
- Work cohesively with all members of the ward team and promote effective liaison with all members of the multi-disciplinary team in ensuring that the very best services to patients are provided at all times.
- Communicate effectively within the team, participate in motivating and supporting team members and maintain confidentiality with patients and carers. Give written and verbal advice/teaching to patients and carers.

#### Leadership and Management

- Act as professional role model/team leader setting standards of practice promoting clinical effectiveness and opportunities for teaching others as part of a 24hour service
- Act as a role model including mentor for learners and junior staff.
- Take day to day responsibility for the clinical area or sub team in a Ward or Department setting or for the total patient care or care of a group of patients in a critical care setting as required and prioritise effectively
- Develop clinical reasoning skills, ensuring that when a patient's condition is deteriorating this is communicated to other members of the healthcare team and acted upon in a timely manner.
- Participate in the collection of audit and research data as required.

- Support the sister/charge nurse with effective use of resources e.g. staffing, supplies, stores.
- Work with senior nurses to develop management skills.
- Actively manage own annual leave in line with Trust and local Policy and Procedure.

### Professional Development and Education Responsibilities

- Maintain, update and develop personal and professional knowledge and skills by participating in the Trust's appraisal and review processes.
- Undertake training to extend current skills and to expand the scope of professional practice for the clinical care and patient care.
- Participate in staff education and development, including utilising appropriate learning opportunities and to act as a mentor and resource for student nurses/ODPs, adaptation and unqualified members of the theatre team.
- Participate with link roles as appropriate, e.g. Tissue Viability, Mental Health, Infection Control.
- During the first year post registration, act as an associate mentor for student nurses/ODPs and other learners in the clinical environment, progressing to acting as a mentor / assessor one year post registration
- Act as a preceptor to newly registered nurses/ODPs after one year, post registration
- Demonstrate through an holistic approach to nursing care and day to day clinical issues an understanding of evidence based practice.

### Research Responsibilities

- Demonstrate an understanding of the interplay between research and practice to ensure patient care is supported by best evidence and continues to improve.
- Demonstrate the ability to access up-to-date evidence to inform care practices
- Support the collection of mandatory national clinical audit data
- Be informed regarding the relevant research studies being undertaken within clinical specialty and any specific responsibilities relating to ward/unit nurses.
- Facilitate patient and staff involvement in research studies as part of promoting excellent care through research

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Personal Profile - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Experience of caring for sick adults in a variety of settings – this could be as a student - E
- Experience of working in the perioperative environment - D
- Experience of taking charge of an individual theatre - D

### Qualifications and Training

- Registered Nurse level 8 or C or C+G 752/ NVQ level 3 Operating Department Practitioner/ Dip HE in Operating Room Practice - E
- Training Qualification or equivalent experience - D
- Relevant post registration course - D

### Skills / Abilities / Aptitudes

- Good basic level of English language demonstrated through effective written and verbal communication skills - E
- Ability to solve problems and use initiative - E
- Ability to develop own clinical skills and a willingness to participate in continuing professional development - E
- Competency in medication administration including IV drug administration or willingness to undergo training - E
- Basic IT skills (e.g. Microsoft packages) - E
- Ability to take the lead, initiate and ensure appropriate action in response to the deteriorating patient - E
- Interpersonal skills – E
- Willingness to develop teaching skills - E
- Able to prioritise and meet deadlines - E
- Able to manage difficult situations. - E
- Awareness of audit & research - E
- Self-motivated - E
- A team player - E
- Recognition of own limits - E
- Flexible working practices to support the service - E
- Resilient with an awareness that the role can be stressful and emotional at times. - E

Version Issued: November 2020

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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