JOB DESCRIPTION

THEATRE PRACTITIONERS (RGN/ODP) – DAY SURGERY YEovIL/YEATMAN

<table>
<thead>
<tr>
<th>Band</th>
<th>Agenda for Change, Band 5</th>
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<tbody>
<tr>
<td>Hours of Work</td>
<td>07.00-22.00 Monday-Sunday full time, part-time minimum 37.5 hours per week</td>
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<tr>
<td>Department</td>
<td>Day Surgery Unit</td>
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<tr>
<td>Reporting to</td>
<td>Lead for Day Surgery</td>
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<tr>
<td>Accountable to</td>
<td>Matron Theatres</td>
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1. Purpose

The Day Surgery and Endoscopy Unit play a critical role in enabling Yeovil District Hospital (YDH) to achieve its operational targets.

Day Theatres and Endoscopy provide services to adults and children undergoing
- Elective surgery: orthopaedics, general surgery including laparoscopic surgery, ophthalmology, ambulatory trauma, urology, plastics, maxilla-facial, dermatology, community dentals
- Elective and emergency endoscopy: the Endoscopy service provides both day case and in-patient diagnostic and therapeutic GI endoscopy; ERCP lists, flexible cystoscopy and bronchoscopy lists are also undertaken.

- Day Theatres and Endoscopy services are provided with planned sessions over a Monday to Friday, with extra sessions run at weekends and evenings
- The Day Surgery and Endoscopy Units provide high quality care for patients in a safe and supportive, patient focused environment throughout admission, day-case surgery, endoscopy, recovery and discharge processes
- The Day Surgery and Endoscopy Unit ay YDH also accept patients from other hospital departments requiring daycase facilities.

2. Scope and Accountability

- The practitioner is directly accountable to the Matron of Theatres and will have daily communications and line management by the Lead Practitioners for Day Theatres and Endoscopy as well as associated team leaders.
- The practitioner will have daily contact with theatre practitioners, endoscopy practitioners, ward staff, Anaesthetists and other members of multi-disciplinary teams. This will include a range of clinical and non-clinical staff.
- The post holder will co-operate and develop multi-disciplinary team working with all endoscopy, main and gynaecological theatre surgery staff and establish and maintain good relationships across the critical care directorate.
The post holder will develop good working relationships with hospital departments and wards throughout the Trust.

**Budgetary:** The post holder will not have any direct budgetary responsibility and will not be an authorised signatory.

**Staffing:** The practitioner may be accountable for other team members and also theatre care assistants and theatre portering assistants.

3. Trust Profile Summary

One of the top performing trusts in the country, Yeovil District Hospital provides a full range of inpatient and outpatient services to a growing population of 180,000. These services are delivered from the main hospital site and from a number of outlying community facilities including the Yeatman Hospital. As a major employer within the local community, with an annual turnover in excess of £100 million, the Trust’s diverse workforce comprises of some 2,300 multi-professional staff. The Trust consistently attracts high levels of satisfaction from patients and staff, alike, and enjoys excellent relationships with its principal commissioners.

4. Principle Duties and Responsibilities

- To work within the YDH and Yeatman Day Theatres across the range of clinical specialties as required and following appropriate training.
- To plan, deliver and evaluate skilled practical care to all patients within theatre, demonstrating dexterity, accuracy and physical effort as required.
- Scrub for a variety of specialties principle but not exhaustively General Surgery, Orthopaedic, Ophthalmology, Plastics, ENT and urology.
- To provide support to other specialist areas within the Day Surgery and Endoscopy unit including the ward, anaesthetic, recovery and endoscopy rooms.
- To provide specialist clinical support and knowledge to patients within the theatre units.
- Act as an effective role model and demonstrate organisational and leadership skills, acting up for senior staff during their absence in the clinical area.
- To contribute towards developing and maintaining a suitable and stimulating learning environment for ongoing professional development of all staff and students within the unit.
- To support the Team Leaders and Lead Nurse in the establishment of a good working atmosphere and in making the most efficient and effective use of all resources, to the benefit of the service and the Trust.
- To rotate to all areas within the theatres as required and following appropriate training.
- To ensure all patient and department documentation is completed to the agreed standard.
- To be aware of clinical governance issues within the department and work within agreed Trust policy.

**Systems**

- To participate in stock control and ensure understanding of stock processes.
• To always observe health and safety regulations.
• To operate any machinery required in line with departmental guidelines.
• To report any equipment requiring repair or service in line with departmental guidance.
• To handle and store specimens in line with Trust policy.

Decisions and Judgements

• To attend departmental meeting as requested.
• To follow the daily routine organised by departmental leads
• To use own initiative and acts within the bands of existing knowledge and skills
• To work within existing guidance, policy and protocols
• To adopt and develop the concept of customer care and challenges any interaction which fails to deliver a quality services to all patients within the theatre environment.
• To report any untoward circumstances to the department lead for the shift.
• To have a deep understanding of infection control policies and their importance in-patient care.
• To have an awareness of health and safety requirements of the position and to work within parameters of these.
• To be punctual and report absence and sickness in accordance with local policy.

General

• The position will expect the job holder to work within all department areas of the Day Theatres and this role also covers shifts Castleton Day Unit Theatres at the Yeatman Hospital in Sherborne
• On Occasion you may also be required to work within Endoscopy, Main and Gynaecological Theatres at YDH
• You may be required to work other areas of the Trust as needed.
• The post holder will be expected to work all shifts between 07:30 and 22:00 hours Monday to Sunday. Although the main shifts are Monday to Friday at present
• Be professional in manner and appearance.
• Be punctual and report absence and sickness in accordance with local policy.

5. Key Working relationships

• The practitioner will have daily contact and communication with theatre practitioners, endoscopy practitioners, ward staff, Specialist Consultants, Anaesthetists and other members of multi-disciplinary teams. This will include a range of clinical and non-clinical staff.
• The post holder will co-operate and develop multi-disciplinary team working with all main and gynaecological surgery staff and establish and maintain good relationships and communication across the critical care directorate.
• The post holder will develop good working relationships and communication with hospital departments and wards throughout the Trust.
6. Organisational and Reporting Structure

Theatre practitioners may also work within endoscopy, recovery and the ward areas in DSU and the Main or Gynae theatre.

The Day Surgery and Endoscopy Unit has:
- 2 operating theatres/anaesthetic rooms
- 2 endoscopy rooms
- 5 bed first stage recovery area
- 15 trolley admission Ward and Second stage recovery/discharge

The Castleton Day Unit at the Yeatman Hospital has:
- 1 operating theatre
- 1 clean room
- Admission ward and second stage recovery/discharge

7. Organisational Expectations and Shared Corporate Responsibilities

In the course of their duties, and in the execution of their responsibilities, the post holder is expected to:

- uphold and actively promote the iCARE principles;
- significantly contribute to the successful overall performance of the Trust;
- act as an ambassador for the Trust and its contribution to the wider Health Service,
through the creation and maintenance of strong and effective partnerships and relationships with stakeholders;

- support and help develop the Trust culture of collaborative, flexible cross-team working and commitment to delivering high quality services and outcomes;

- set and maintain the highest personal and professional standards;

- work effectively to achieve results and develop and maintain effective working relationships with others;

- work with sensitivity and an understanding of the issues facing those working to deliver health services to the local and UK population;

- comply with the Corporate Governance structure, in keeping with the principles and standards set out by the Trust;

- maintain integrity and manage Trust resources in a manner that represents appropriate use of public monies;

- be aware of and follow all Trust infection control guidelines and procedures relevant to their work, and participate in associated mandatory training and updates;

- as a role model to other members of staff, follow consistently high standards of infection control practice, especially with reference to hand decontamination and adherence to the Trust dress code;

- maintain personal and professional development to meet the changing demands of to conduct annual appraisals for all direct reports in a timely manner, and to report this back to the Workforce Information Team (as appropriate to the role);

- ensure that all Mandatory and Statutory training is completed and maintained, in addition ensure all direct reports are fully compliant with their Mandatory and Statutory training (as appropriate to the role);

- observe and promote the Trust's policies and procedures, including those in respect of conduct, health and safety, and equality of opportunity.

- respect the confidentiality of all matters they may learn relating to their employment and other members of staff;

- respect the requirements of the Data Protection Act 1998;

- as an employee, under the Health and Safety at Work Act, take reasonable care for their health and safety and that of others who may be affected by their acts or omissions at work, and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;

- be aware of the Trust's health and safety policies and to report any accidents or incidents in the time frame stipulated in the Trust and divisional policy;

- provide as far as is reasonably practical, a working environment and practices across the areas they manage that will ensure the health, safety and welfare of all staff and visitors engaged in departmental activities is in line with the Trust's Health and Safety Policy;
• ensure they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust;

• comply with the Trust’s Smoke Free Policy;

• ensure all actions taken by them and the team (if they are a manager) are in line with guidance from the Safeguarding Team in respect of vulnerable adults and children.

8. Disclaimer

This job description does not purport to cover all aspects of the post holder’s duties, but is intended to be indicative of the main areas of responsibility. Duties will vary in detail in the light of changing demands and priorities, and therefore the roles identified will be subject to periodic change/review, in consultation with the post holder.

9. Job Description Agreement

Day Theatre Practitioner  Band 5:

Name (print):

Signature:        Date:
## PERSON SPECIFICATION

THEATRE PRACTITIONERS (RGN/ODP) – DAY SURGERY YEOVIL/YEATMAN

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>Qualifications and Experience</strong></td>
<td>A Registered Nurse on part 1,3,5 or 8 of the NMC register.</td>
<td>Specific Theatre Course</td>
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<td></td>
<td>Operating Department Assistant C&amp;G 752.</td>
<td>Teaching / WBA Qualification</td>
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<td></td>
<td>Operating Department Practitioner NVQ Level III/Dip (HE)</td>
<td>ENB 998 or WBA Qualification</td>
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<td>C&amp;G 730 / WBA Qualification</td>
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<td>Mentorship</td>
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<tr>
<td><strong>Skills and Knowledge</strong></td>
<td>Demonstrate an ability to work within theatres in scrub and circulating roles.</td>
<td>Demonstrate speciality skills within key areas</td>
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<tr>
<td></td>
<td>Demonstrate a knowledge and understanding of the scrub and circulating roles</td>
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<td>Demonstrate a desire to work within theatres in a variety of areas</td>
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<td>Demonstrate an ability to support work within theatres in anaesthetic / recovery role.</td>
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<td>Demonstrate an ability to support work within theatres in endoscopy room and ward areas.</td>
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<td></td>
<td>Communicates articulately and sensitively with good written English</td>
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<td></td>
<td>Demonstrate basic IT knowledge and / or qualification</td>
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<td>Demonstrate effective team working</td>
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<td>Demonstrates a wider range of professional knowledge for theatre core competencies</td>
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<tr>
<th>Personal Qualities</th>
<th>Demonstrated accountability for practice and a key knowledge of patient safety</th>
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<tr>
<td><strong>Personal Qualities</strong></td>
<td>Personable</td>
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<td></td>
<td>Tactful and diplomatic</td>
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<td>Reliable and consistent</td>
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<td>Flexible</td>
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<td>Motivated and able to motivate others</td>
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<td>Able to undertake research and clinical audit</td>
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<td><strong>Special Requirements</strong></td>
<td>Car owner/driver or suitable transport arrangements to enable you to undertake the job at dual sites</td>
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