

**DIRECTORATE OF GENERAL SURGERY & T&O  
(including Day Surgery Services & Theatres)**

**JOB DESCRIPTION**

**JOB TITLE:** Operating Department Practitioner

**GRADE:** Band 5

**DEPARTMENT:** Theatres

**RESPONSIBLE TO:** Clinical Lead

**ACCOUNTABLE TO:** Theatre Manager

**Key Relationships:** Surgeons

Anaesthetists

Medical Secretaries & Admin Support

Medical Representatives

Directorate general Manager

Relevant speciality Service Managers

Heads of Department

Hospital Trauma Co-ordinator

All theatre speciality Assistant & Clinical Leaders

Matrons for Surgical Services,

Directorate & Departmental Risk Officers

Theatres Manager

Assistant Theatre Manager

Due to service expansion vacancies have arisen for the above post. Basildon theatres is a dynamic, friendly and supportive department and would welcome applications from newly qualified and experienced Operating Department

Practitioners who are keen to provide a high quality level of care to patients.

**Directorate Profile:**

Surgical Services is comprised of the three clinical directorates of Surgery, Orthopaedics and Critical Care. The directorate is managed by a General Manager, has an annual budget of £34.45m for 2007/8, employs 687.7 wte staff and plans to admit over 4,500 elective inpatients, nearly 10,000 day cases and about 7,500 emergency inpatients during 2007/8.

Surgery incorporates all areas of General Surgery, including Breast, Vascular and Colorectal. The directorate also includes Urology, ENT, Oral Surgery, Audiology and Theatres. The Trust is an accredited cancer unit for breast, bowel and lung cancers and there is a dedicated breast unit that specialises in rapid assessment and diagnosis of breast cancer. There are two surgical inpatient wards for elective and emergency admissions and a 24-hour Surgical Assessment Unit for GP referred patients, or patients referred through A&E for assessment, treatment or admission. There are seven operating suites in the main theatres at Basildon and dedicated day surgery units on both the Basildon & Orsett sites.

Orthopaedics has three inpatient wards and self managed Fracture and Orthopaedic Clinics. The wards comprise of one dedicated joint replacement unit for patients requiring elective joint replacement, with the COMBAT team supporting the early safe discharge of patients through the provision of community care for patients following hip and knee surgery. The two other wards specialise in the diagnosis and treatment of traumatic injuries of the bone and soft tissue and care of patients admitted for elective procedures.

Critical Care includes Intensive Therapy and High Dependency, Pain Management service and Anaesthetics. All patients for planned surgery attend a pre-assessment clinic prior to admission. The anaesthetic service is delivered across a wide range of settings including main theatres, the day surgery units, A&E, maternity and imaging, as well as the mental health unit. The consultants have sub-specialty interests including specialised anaesthesia for trauma, maternity, paediatrics, critical care and pain management. A Nurse Consultant leads the Critical Care Outreach service

(Patient at Risk Service) to support patients in general ward areas, with complex acute needs. The pain service assesses and manages inpatients and outpatients with acute and chronic pain and has links with many other of the hospital's services, including physiotherapy and psychology.

### **JOB SUMMARY**

The Surgical Service covers all aspects of theatre, operating theatres, recovery and anaesthetics working alongside our clinician colleagues. The Day Surgery Service is completely nurse led when working in areas such as pre-assessment, discharge and management of post discharge problems via a dedicated help line in hours and out of hours. This will also include the management of post operative patients (i.e. review of dressing, dressing change etc). It caters for adult, paediatric and special needs patients, and has overnight facility and the Orsett site functions as a stand-alone unit (no inpatient facilities on site). Patients having surgery in the main operating theatres are cared for within the service, as are patients transferred from A & E and other areas of the hospital. Inpatients can be cared for prior to transfer to an inpatient ward when there is a need.

The Trust has a busy in patient block of Theatres as well as maternity theatres and ECT suite, supporting a 24 hours a day, 7 days a week activity profile. With all disciplines other than neurology carried out at Basildon Hospital.

### **OVERALL OBJECTIVES**

1. To provide and maintain the highest possible standard of patient care.
2. To develop and maintain excellent theatre and organisational skills.
3. To provide an environment conducive to the education of all staff.

The post holder will be expected to:-

1. Maintain an awareness of the need for good housekeeping and helping to ensure the theatre expenditure is within budgetary limits.
2. Exercise sound leadership at all times and maintain a professional demeanour whilst carrying out nursing duties.
3. Participate fully in Quality Assurance initiatives.

4. To report accurate, legible documentation of patient and theatre records as required.

The quality of patient care and the efficient use of theatre resources are wholly dependent on the effectiveness of the clinical speciality theatre and day surgery teams. The purpose of this post is to provide a practitioner working at an independent level within the team structures.

Following the appropriate preceptorship/development the post holder will work as a competent member of the theatre team, performing a wide range of duties in all areas and across both sites. The postholder will be responsible for assessing patient care needs and the development, implementation and evaluation of programmes of care. The postholder will also have to take charge of a theatre area, when required, following appropriate preceptorship/development.

It will be necessary for the post holder to undertake the training and mentorship of other junior and other staff as well as educating clinicians new to the department on the workings of both units following a period of induction.

The post holder will be required to participate in the 'on call' rota for theatres, following successful completion of the development programme.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Following successful completion of development programme undertake the full range of duties appropriate to their work allocation without supervision.
2. Ensure all patients receive a high standard of care in line with evidence based practice.
3. Ensure adherence to Trust/local policies, guidelines and other legislation and support National and local initiatives e.g. Essence of Care.
4. Take part in rotation through all areas of the departments and across both sites to meet the needs of the service on 24hour basis.

5. To take charge of a clinical area on a regular basis following successful completion of development programme.
6. To work within the multi disciplinary team ensuring good professional relationships.
7. Be aware of and use best practice.
8. Make best use of all the resources of the service and support service planning initiatives.
9. Ensure adherence to Trust/local policies, guidelines and under legislation with particular reference:
  - Clinical practice
  - Infection control
  - Health & Safety
  - Moving and Handling
  - COSHH
  - BLS
  - Fire
  - Major disaster

### **RESEARCH AND EDUCATION RESPONSIBILITIES**

1. Facilitate a welcoming and supportive work and learning environment.
2. Take on the role of work based assessor and/or mentor following completion of appropriate training.
3. Train more junior staff and take part in the induction and orientation of new staff following appropriate training.
4. Participate in clinical supervision/appraisals/audits.
5. Participate in supporting evidence based practice, helping to implement, evaluate and improve standards
6. Take every opportunity to sustain and improve your own knowledge and professional competence, reporting to senior staff any deficits that impinge on practice in a timely fashion whilst meeting the needs of the service.

## **MANAGEMENT/COMMUNICATION & ORGANISATION**

1. Ensure you are aware of all relevant guidelines and act in a manner in line with these.
2. Record and report any accidents, incidents and defects in equipment or environment.
3. Maintain accurate patient records and other documentation.
4. Regularly have lead responsibility for an area of the service as your expertise allows and be pro active in correcting any deficiencies you may have in other clinical areas.
5. Take part in audit work.
6. Contribute to reviewing and updating professional and local policies/guidelines.
7. Provide professional advice to senior staff when changes of practice affect service delivery and the use of resources.
8. Professional approach to individual and team tasks

## **SCOPE OF PROFESSIONAL PRACTICE**

1. Support all staff in whatever area you are taking a clinical lead in.
2. Maintain professional competence and encourage others to do so.
3. There may be a requirement for the post holder to perform other clinical duties in line with evidence based development e.g. venepuncture.

## **APPRAISAL**

In line with Government recommendations the Trust is proposing Personal Development Plans for all staff and the Day Surgery & Theatre Services will be supporting this.

## **PENSION SCHEME**

This post entitles you to join the National Health Service Pension Scheme. You will automatically become a member of the scheme on appointment unless you request to opt out of the scheme.

## **HOURS OF WORK**

37.5 hours per week Job share posts and/or alternative working patterns are negotiable subject to service needs and mutual agreement between the manager and post holder.

## **HOLIDAYS**

202.5 working hours per annum on appointment, rising to 212.5 hours after 5 years NHS service and 247 hours after 10 years NHS service, plus Ban and Public Holidays (pro rata for part time)

## **SICK PAY**

You will be entitled to an amount of sick pay depending on your length of service as long as you comply with the Trust rules on sickness absence.

## **GENERAL HEALTH**

As an integral part of our selection process you will be required to complete a confidential Health Questionnaire and if necessary, you may also be asked to attend our Occupational Health Department for a confidential health interview to check your fitness in respect of employment.

## **CRB DISCLOSURE**

**All appointments are subject to a satisfactory check by the Criminal Records Bureau. Failure to disclose any previous convictions or cautions may result in the withdrawal of the post or termination of contract.**

## **WORKING TIME DIRECTIVE**

Under the Working Time Directive 1998 staff will be required to comply with the Trust Policy by declaring hours worked and breaks taken by completing written records if required and reporting any instances where your pattern of working hours may constitute a health and safety risk.

You are required to disclose any additional work you undertake or are planning to undertake for another employer. This is unlikely to cause problems, providing that the Trust is satisfied that this does not conflict with the interests of the Trust, performance of your normal duties or the requirements of the Working Time Regulations.

### **STAFF FACILITIES**

Basildon and Thurrock University Hospitals NHS trust boasts excellent staff facilities, including restaurants and access to subsidised sports facilities.

**If you wish to know more about any of the above items or any further matters, please contact the Personnel Department where a member of staff will be happy to help you.**

### **COMPETENCY BASED APPRAISAL**

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

### **TRAINING**

**All staff will undertake such training as is necessary to perform the duties allocated**

### **EQUAL OPPORTUNITIES**

**The Trust has an Equal Opportunities Policy. The aim is to ensure that no individual receives less favorable treatment on the grounds of age, gender, sexual orientation, marital status, disability, religion, creed, color, race, or is disadvantaged by conditions or requirements, which cannot be shown to be justifiable. Whilst the Trust recognizes specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.**

## **NO SMOKING POLICY**

This is a smoke free Trust. Smoking is not allowed in any of our hospital buildings or grounds at Basildon University Hospital, Orsett Hospital, and St Andrews Centre Billericay. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line on 08001690169 to find details of your local stop smoking service.

## **QUALITY**

**The Trust aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.**

## **DATA PROTECTION ACT 1998**

To ensure compliance with all Trust policies, and those procedures relevant to the area of work.

At all times maintain high levels of confidentiality and information security, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.

Where any processing of information takes place (paper records or electronically) ensure that the data is of good quality, accurate and relevant for purpose.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection

Act.

**HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

This job description is an outline only and may be subject to change according to the needs of the service and in consultation with the post holder.

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**Review date -      Yearly**

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Signed Marcie Tunbridge..... Dated 28/11/08.....