

TETBURY HOSPITAL TRUST LTD

JOB DESCRIPTION

Title:	Day Case Practitioner (RGN / RODP)
Grade :	Depending on experience
Responsible to:	Day Surgery Unit Manager
Accountable to:	Matron
Liases with:	Hospital Director, Surgeons, Anaesthetists Nurses, ODPs, HCAs, Out-patients department, receptionists, co-ordinators, bookings office, support services manager, HSSD, external organisations
Tetbury hospital	Tetbury Hospital is a stand-alone unit with one operating theatre with visiting consultant surgeons and Anaesthetists for multiple specialities, therefore the day surgery staff at times will be solely responsible for all patient care with no doctor on site.

Job Summary:

As a member of the day surgery team to perform all the tasks of a registered ODP/theatre nurse including scrub, theatre runner and recovery/anaesthetics, following all checks and procedures as laid down in National and Trust Policy. The post holder is expected to carry out all relevant forms of care without direct supervision whilst maintaining a safe working environment. All staff will be expected, at times, to work in the outpatient Department.

Principle Duties

First and second stage recovery. AND/OR Theatre nurse / RODP

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| <ul style="list-style-type: none">• To participate in running of Pre op assessment .• To carry out all duties in 1st and 2nd stage recovery, and take a lead.• To implement and evaluate New And current documentation. | <ul style="list-style-type: none">To participate and lead in all areas of scrub , anesthetics, recovery.To implement and evaluate New and current documentation. |
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1 Clinical

- 1.1 To participate in the assessment of peri-operative patient care needs, plan, implement and evaluate care delivery according to changing health care needs / technology and varying levels of complexity.
- 1.2 Collect, collate, evaluate and report information, maintaining accurate patient records and theatre documentation including use of the Theatre System.
- 1.3 Involve where possible patients, multidisciplinary team and carers/relatives in the planning and delivery of services within the theatre area.

- 1.4 Work collaboratively with other professionals and departments to ensure patient care needs are met, especially with regard to efficient enhancement of the patient journey within the speciality.
- 1.5 Establish and maintain effective communication with multi-disciplinary team, patients, carers/relatives and other wards and departments.
- 1.6 Recognise and respond appropriately to urgent and emergency situations within theatres, maternity and other departments in Trust when required following appropriate training.
- 1.7 Treat all information regarding clients and patients as confidential.
- 1.8 Participate in local decontamination and sterilisation procedures as per Trust policy
- 1.9 Ensure patient records, theatre IT system and theatre documentation are maintained and that documentation reflects care provided.
- 1.10 Maintain safe custody of drugs in compliance with Trust policy.
- 1.11 Fulfil all mandatory training requirements

2 Management

- 2.1 Support the Day Surgery Unit Manager to maximise best use of clinical resources, implementing best practice in patient flow, and the patient's journey.
- 2.2 Ensure the effective and efficient use of physical and financial resources,
- 2.3 Promote the development of services within the speciality area and assist the Day Surgery Unit Manager to implement change
- 2.4 Monitor health, safety and security of self and others and implement best practice within the theatre suite.
- 2.5 Responsible for stock control, liaising with internal/external auditors
- 2.6 To adhere to systems that facilitate the appropriate admission and timely discharge of patients and support the delivery of Nurse led discharge.
- 2.7 To ensure that the patient's valuables and possessions are cared for in accordance with Trust policy

3. Education and Development

- 3.1 Develop own clinical knowledge
- 3.2 Ensure own compliance with mandatory training and National requirements.
- 3.4 Participate in multi-disciplinary meetings.

4 Clinical Governance

- 4.1 Participate as required in the annual departmental audit.

- 4.2 Ensure compliance with policies, procedures and clinical guidelines; participate in the development of the same.
- 4.3 Continually monitor standards of care and assist in the improvement of care, take part in benchmarking, audit and research within the specialty.
- 4.4 Act in a prompt & timely manner of incident reporting, investigation & provision of information to day surgery unit manager
- 4.5 Promote people's equality, diversity and rights.
- 4.6 To be aware of duties and responsibilities in relation to risk management.

5 RESEARCH

- 5.1 Actively keep up to date with research based changes, ensuring they adhere to all new protocols, policies and guidelines.
- 5.2 Participate in local research and projects as directed by senior members of the team.
- 5.3 To be aware of all current medical research relating to the operating department.

Responsibilities of Registered Theatre Nurses/ODP's:

- Maintain Active Status on the NMC / HPC Register
- Act always in accordance with NMC / HPC Code of Conduct and guiding documents
- Adhere to Trust Policy and Procedure.
- Maintain up to date skills and knowledge and maintain awareness of professional issues.
- Maintain a professional portfolio.
- Maintain recent evidence of relevant competencies for use of all equipment used.
- Adhere to Trust Policy and Procedure

Confidentiality

As an employee you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Tetbury Hospital Trust

Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act and subsequent relevant legislation.

Health & Safety

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors,

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training

Quality Assurance

As an employee of the Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

Equal Opportunities

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse effect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

General Notes

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the role specification will be reviewed on a regular basis. Changes will be subject to consultation with the postholder.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular 1:1s and appraisals with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

PERSON SPECIFICATION

This document describes the qualities required for a post-holder that are not captured by the JD.

SPECIFICATION	DESCRIPTION	
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i>	<ul style="list-style-type: none"> • First level Registered Nurse / HPC registered ODP 	<ul style="list-style-type: none"> • Teaching and assessing qualification
Experience/Skills (Type and level of experience required to fulfil duties)	<ul style="list-style-type: none"> • Good level of clinical skills within one or more of the perioperative disciplines • Able to provide assistance to all disciplines, including anaesthetist, surgeon prior to, during and following surgical procedures • Ability to plan and prioritise own workload • Evidence of ability to work collaboratively in a multi-disciplinary team • Knowledge of current practice, research and development within theatre areas • Work within the latest Code of Professional Conduct 	<ul style="list-style-type: none"> • Experience of delivering change management initiatives • Audit skills
Communication Skills (Indication type of communication and audience. e.g. face-to-face with patients, presentations to colleagues, etc.)	<ul style="list-style-type: none"> • Ability to work as part of a team and in collaboration with others using effective verbal, written and interpersonal skills 	<ul style="list-style-type: none"> • Excellent communication skills <ul style="list-style-type: none"> – verbal, written, presentation
Flexibility <i>(Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</i>	<ul style="list-style-type: none"> • Adaptable to change • Working as a team member to provide support and cover for periods of annual leave and sickness 	
Other <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i>	<ul style="list-style-type: none"> • Demonstrates attention to detail • Self-motivated • Enthusiastic and assertive • Polite • Approachable 	

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification

	Name	Signature	Date
Post Holder			

	Name	Signature	Date
Line Manager			