



University Hospitals Birmingham  
NHS Foundation Trust

# Join us at UHB



Building healthier lives

# Welcome from our CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

**Kind:** the kindness that people show to each other every day

**Connected:** the connections we build with everyone around us

**Bold:** the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Brotherton'. The signature is fluid and cursive, written over a light blue horizontal line.

Jonathan Brotherton  
Chief Executive Officer

## JOB DESCRIPTION

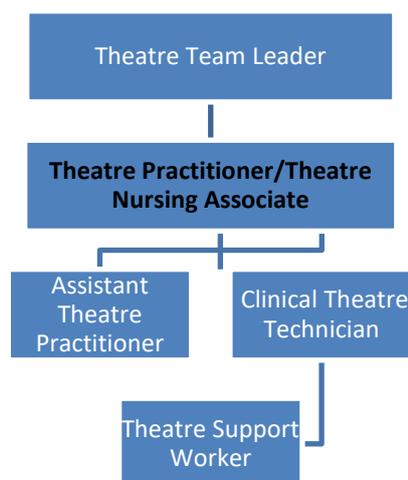
<b>Job Title</b>	Theatre Practitioner
<b>Pay Band</b>	5
<b>Department</b>	Theatres & Peri operative practice settings
<b>Division</b>	
<b>Reports to</b>	Lead Theatre Practitioner
<b>Professionally Responsible to</b>	Director of Nursing – Division 1

### JOB SUMMARY

The post holder will practice autonomously and be responsible and accountable for safe, compassionate person centred evidence based care that respects and maintains dignity and human rights. The post holder is responsible for assessment of care needs of patients and planning programmes of peri-operative care, implementation and the evaluation of these programmes without direct supervision. At times they will have management responsibility for non-medical staff supervision and coordination within the practice setting which includes supervising junior members of staff.

The post holder will practice in a holistic, non-judgmental, caring and compassionate manner that avoids assumptions, supports social inclusion and recognises and respects individual choice and acknowledges diversity. They will work in partnership with other health and social care professionals, students and trainees, agencies, service users, their carers and families. The post holder will contribute to the practice development within their clinical care setting and work in accordance with Trust Policies, Procedures and Guidelines and will be responsible for completing any work based training associated with their role.

### TEAM/DEPARTMENT STRUCTURE CHART



## KEY SKILLS

- The post holder will work according to the NMC/HCPC Code of Professional Standards of practice and behaviour and relevant professional guidelines, independently/autonomously and at times without direct supervision, accountable for their own professional actions.
- The post holder must use up to date knowledge and evidence to assess, plan, deliver and evaluate peri-operative care, communicate findings, influence changes and promote health and best practice.
- To achieve and maintain competence in identified mandatory and statutory training, develop and maintain clinical competencies, skills and knowledge which relate to the area of clinical practice.
- To respond to patients, relatives and carers concerns as they arise and take remedial action as required.
- As required on a shift by shift basis take charge of the non-medical workforce / coordination within an operating theatre/ practice setting as required.
- To assume responsibility for undertaking tasks delegated by the nominated line/shift manager. This may include representing your theatre/theatre cluster at meetings, link practitioner responsibilities, audit, clinical governance initiatives and supervision and role competency assessments for unregistered practitioners and students.
- Contribute to the development of service and quality improvement initiatives within a collaborative framework to enhance patient experience and outcome and ensure standards of care are monitored and maintained at the highest level.
- To delegate and supervise the work of other staff registered, unregistered and students. To undertake supervision, teaching, mentorship and assessment of junior staff to agreed levels of skill competence.
- Staff will be expected to rotate between practice setting which will include difference specialities and areas of practice including anaesthetics, scrub and recovery and participate in on call duties.

## KEY RESPONSIBILITIES

### Clinical Practice

- Responsible for carrying out clinical practice within designated clinical areas, ensuring that high quality, current evidence based care underpins all their actions and interactions with patients.
- Responsible for completing / undertaking relevant nursing / clinical procedures and practice underpinned by theoretical knowledge and practical experience.
- Must use up to date knowledge and evidence to assess, plan, deliver and evaluate care, communicate findings, influence changes and promote health and best practice. They must make person centred, evidence based judgements in partnership with others involved in the care process to ensure high quality care.

- Act as advocate for patients within the operating theatre department/ practice setting, to ensure a patient focused approach to the delivery of care.
- Ensure patients receive high quality clinical care and a good patient experience, having regard to their customs, beliefs and doctrines. Promote a clean and safe environment for staff, patients and visitors by ensuring compliance with legislation / policies and procedures, health care associated infection prevention, Clinical governance, including risk management and critical incident reporting. Take steps to act upon and escalate areas of concern or risk.
- Recognise and act to avoid situations that may be detrimental to the health and wellbeing of patients.
- Advise on the promotion of health and the prevention of illness.
- Take an accurate clear and concise pre-operative check from patients which includes past and present medical history by assessing their health and well-being, complete documentation (paper based and electronic systems) ensuring all entries are accurate, legible and timely.
- Carry out those activities required to conduct a comprehensive assessment of a person's care requirements.
- Undertake a range of physical observations appropriate to the scope of practice using a range of equipment, record and report and escalate exceptions as required
- Recognise significant observations made, and use them to develop and initiate assessments and devise plans of care.
- Monitor patients progress, ensuring accurate records of all relevant observations and clinical assessments are kept and take appropriate action as indicated.
- Work towards safe and timely discharge plans from the Recovery Area and ensure barriers to discharge are identified and acted on appropriately. Escalate all barriers to discharge to the Divisional Representative for the Division.
- Supervise, carry out, and assist with clinical procedures/practice as required ensuring optimal recovery to health for the patient, in accordance with the Royal Marsden Manual and other Trust policies/expanded practice protocols relevant to the scope of practice within the practice setting, delegating these tasks as appropriate.
- Work alongside other health care professionals to ascertain necessary treatments equipment, instrumentation and supplementary items for procedures and advise on priorities. Participate in clinical discussion/meetings, team briefs, case conferences, board rounds etc.
- Have accountability for the correct administration and custody of medicines according to the Trust Policy to include the safe administration of medicines, controlled drugs, intravenous

drugs, transfusion of blood and blood products where this is a requirement of the clinical area.

- Ensure that all documentation is completed prior to the span of duty ending. Entries should be legible, updated and in accordance with Trust/professional standards (including electronic records).
- Ensure effective handover of patients between shifts / health care professionals using a range of communications aids such as verbal handover/written documentation/referral letters and requests.
- To be accountable for co-ordinating patient care and the management of patients in the anaesthetic phase and/or as scrub practitioner in the operating room environment and/or recovery practitioner in the recovery areas. To achieve and maintain clinical competencies specific to the post / department / role including equipment training.
- Ensure the Theatre Information System is updated accordingly, to ensure effective theatre utilisation time.
- Complete and facilitate new starters to understand and complete the World Health Organisation Safe Surgery Checklist. Highlighting concerns where necessary, acting as the patient advocate and ensuring surgery site and other essential information is confirmed and checked.
- Follow Trust Standard Operating Procedures associated with the practice setting.
- Management, leadership, organisation, team working and decision making
- Use professional judgement to intercede and act as patient advocate to clarify plans of care and treatment. Observe changes in patient's attitude, behaviour and emotional state, physiological observations and report/escalate findings to other relevant health care professionals.
- Facilitate patient flow, including bed and pathway management, theatre / list operation and case load coordination through liaison with the practitioner in charge. Identify changes to the bed state/flow promptly, report and escalate appropriately to enable and support patient flow and theatre capacity. Facilitate an efficient discharge/ admission / clinical review and communication process within the Operating Theatre Department.
- Communicate with patients and their relatives/carers, making reports and liaising as required with medical staff and other members of the multidisciplinary team both verbally and in writing. Ensure instructions/information is understood; observe changes in patient's attitude, behaviour and emotional state, physiological observations and report findings as required. Be mindful of own and others body language and barriers which may affect communication. Apply the principles of safeguarding to practice and consider assessment of Mental Capacity when communicating.

- Report and raise concerns about safeguarding, accessing advice and support at the point of need. Be conversant with Trust policies, procedures and systems for safeguarding including the assessment of Mental Capacity, the process for requests for Deprivation of Liberty Safeguards (DOLS) and demonstration of the principles of Prevent (counter terrorism awareness).
- Promote team working and collaborative working practices to maintain a harmonious working environment. Ensure effective communication and liaison with all members of the multi-disciplinary team including active participation in ward rounds, case discussions and multidisciplinary team meetings. Liaise with inter-hospital departments/personnel.
- When requested, be a responsible representative of the operating theatre team you represent.
- Whilst on duty, act as a point of contact for other members of nursing/theatre or multi-professional team member who require advice on the care and management of patients within the Trust, referring on where appropriate
- Abide by and ensure compliance with Trust policies, procedures, guidelines and standards.
- Actively participate in and facilitate operating theatre department projects, audits, quality initiatives and statutory accreditation processes. In collaboration with senior staff, ensure care is planned and delivered to ensure standards are maintained and targets are reached. Participate and contribute to initiatives that are aimed at improving patient quality of care and patient experience. Appropriate suggest changes which are aimed to improve standards.
- Maintain a safe, clean environment. Ensure that hazards in the operating theatre department are reported to the appropriate hotline and all equipment required is in good working order and report appropriately when defective.
- Ensure through good practice that patient experience initiatives are supported. Address any immediate concerns or complaints as they arise and escalate as required. Report any untoward incidents, within agreed time frames using the Datix incident reporting system
- Actively contribute to the evaluation and feedback of equipment and consumables ensuring economic use
- Where required undertake the leadership / management and coordination of the practice setting in the absence of senior staff and co-ordinate the multi-disciplinary team. Plan, organise and deploy staff according to ability and workload in order to meet patient needs and service demands. Ensure appropriate staffing levels and skill mix is scheduled to reflect the workload and meet the needs of the patients. Escalate staffing concerns using the approved process.
- Maintain a high standard of personal behaviour and ensure effective communication with all members of the multidisciplinary team, patients carers and relatives. Act with personal and

professional integrity within professional, ethical and legal frameworks and process to maintain and improve standards, adhere to the dress code and uniform policy and procedures.

- Assess the needs of patients, relatives and carers and junior staff; provide them with information as requested.
- Understand, be fully conversant with Trust safeguarding practices and apply current legislation to all service users, paying particular attention to the protection of vulnerable people, including those with complex needs arising from ageing, cognitive impairment, long term conditions and those approaching end of life.
- Be aware of and take appropriate action in regard of clinical deterioration of patient, clinical emergencies, cardiac arrest, fire, internal and major incidents which affect service continuity
- Develop and maintain competence in the use of electronic records, information and communication systems as required by the service.
- The post holder may be deployed/ expected to work in any part of the organisation
- Should the need arise, to ensure patient safety is maintained.
- Provide and accept constructive feedback and use it to reflect on personal practice.
- Recognise the emotional impact of practice in self and others, and take appropriate
- Action, escalating to line manager where this may be impacting on personal
- Performance or the performance of others.

**Working Conditions**

- The post holder may have to travel across sites within the organisation, as appropriate in order to meet service needs.
- Be able to work flexibly as appropriate in order to meet service needs using a rostering process

**BUDGETARY AND RESOURCE MANAGEMENT**

n/a

**MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES**

- Induct, orientate, supervise, train and assess unregistered nursing staff helping them to achieve their learning outcomes. Support Nursing students/ trainee Operating Department Practitioners/ trainee nursing associates who are working within the department team.
- When agreed act as a mentor / assessor to newly registered staff and or those new to the department.
- Ensure all appropriate training documentation, is maintained and up to date. Where required

act as a mentor for students/trainees.

- Teach, train and assess others in aspects of clinical practice appropriate to the practice setting to agreed levels of skill competence.

#### RESEARCH AND DEVELOPMENT

- The post holder is wholly accountable for their practice in line with the NMC Code of Professional standards of practice and behaviour for nurses and midwives (current version); or (HCPC) Health Care Professionals Council Standards of Conduct, Performance and Ethics for operating department practitioners
- Recognise the limits of individual competence and knowledge, undertake further training and academic qualifications as relevant to the role and service requirements.
- Take personal responsibility for attendance at mandatory training and updating as per Trust statutory and mandatory training requirements and informs the manager if there is any deviance from training attendance at mandated.
- Assist in the development, implementation and monitoring of practice standards, guidelines, policies and care pathways.
- Undertake link practitioner responsibilities as required and participate in appropriate training and cascade of information.
- Where required assist with clinical trials and research. To promote a progressive attitude to the continual improvement of patient care through research and evidence based practice.
- Contribute to the setting and monitoring of clinical standards within the area of work.
- Practice in a cost effective and cost aware manner.
- Participate in annual appraisal, Continued Professional Development and maintain a professional

#### EFFORT

##### Physical Effort

- Frequently pushes trolleys / wheel chairs with patients on throughout the hospital and within the department.
- Undertakes manual handling of patients , items and equipment,
- Required to stand for long periods of time.
- Ability to respond to urgent and emergency situations in a timely manner and recognising own limitations
- Must be able to kneel to perform basic life support practice.
- Computer literate with standard IT / keyboard skills.

##### Mental Effort

- Post holder will follow routine and standard operating procedures and practices and will escalate non-routine matters to a more experience practitioner / supervisor.
- Requires ability to concentrate for personal care procedures.
- There is a frequent requirement for concentration where the work pattern is unpredictable and subject to frequent interruptions for urgent reasons.
- There is a requirement for the post holder to practice with a degree of initiative outside of standard operating procedures within their level of competence / training and education.
- Will require concentration with communication when dealing with patient who has impaired ability to communicate or understand due to impaired consciousness / Mental Capacity / Learning Disability whilst assessing, planning and implementing care and treatment.
- Concentration whilst documenting complex confidential information.

#### Emotional Effort

- Exposure to patients with chronic illness and conditions and those who have experienced sudden traumatic injury or illness.
- Will participate in direct clinical care of patients who are semi – clothed or naked who cannot maintain their own privacy and dignity.
- Will observe intimate procedures including surgical incisions and procedures and will be exposed to bodily fluids, blood and the removal of human tissue including body parts.
- Exposed to patients with life threatening conditions, will be exposed to death and dying and the provision of resuscitation procedures.
- The post holder may be expected to work in a variety of practice settings within the service according to service needs.
- Responsibility to supervise / support and develop junior staff.

#### TRUST VISION & VALUES

##### *DO NOT AMEND THIS SECTION*

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

**Kind:** The kindness that people show to each other every day

**Connected:** The connections we build with everyone around us

**Bold:** The ability to be bold in how we think, speak and act

#### ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: .....

### PERSON SPECIFICATION

<b>JOB TITLE:</b>	
<b>TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Registered Adult Nurse/Operating Department Practitioner on the NMC/HCPC Register</li>   <li>• Evidence and ability to revalidate as required by the NMC/HCPC</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Previous/recent experience of working in an acute / NHS care setting (can include student/ trainee placements within the last 12 months)</li> <li>• Evidence of achievements and career development in current post of On-going professional development/competence.</li> <li>• Experience of working on own and in a team in a health care environment delegating others within a team/providing supervision to others</li> <li>• Can articulate willingness &amp; demonstrate knowledge in relation to student supervision and assessment</li> <li>• (Can include experience as student Nurse registered nurse for newly qualified applicants)</li> <li>• Understanding and knowledge of the NMC/HCPC code of conduct</li> <li>• Awareness of current relevant NHS policy context in relation to the role</li> <li>• Can demonstrate an understanding / experience of the principles of Safeguarding and Mental Capacity and how this related to the role</li> <li>• Awareness of health and safety issues</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in a theatres environment pre or post registration</li> </ul>
<b>SKILLS &amp; ABILITY</b>	

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Ability to read/write, speaks, receive and understand instruction in English.</li> <li>• Good IT skills ability to record information electronically</li> <li>• Ability to communicate articulately and motivate others</li> <li>• Competent in a range of clinical skills / practices relevant to the scope of practice required, demonstrates willingness to learn specific skills associated with the practice setting.</li> <li>• Evidence of or the ability to demonstrate a clear understanding and passion of the following.</li> <li>• Time management / Delegation of duties and orientation of new / temporary staff</li> <li>• Professional behaviour / relationship management</li> <li>• Clinical audit / learning from incidents</li> <li>• Care of a group of patients/shift management and clinical leadership relevant to the practise setting.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>OTHER SPECIFIC REQUIREMENT</b>	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Displays genuine interest in the post applied for and can articulate this when questioned</li> <li>• Caring and approachable</li> <li>• Punctual, reliable</li> <li>• Ability to work a varied shift pattern including nights / weekends unsocial hours, public holidays and on call where required.</li> <li>• The applicant can describe why the</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<p>Trust may deploy them to a different practice setting for a span of duty.</p> <ul style="list-style-type: none"><li>• Ability to travel to all hospital sites as required by the role.</li></ul>	
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