

Title: Theatre Management & Anaesthesia Associates

Reference Number: RDF1025-22

Date of Response: 06/12/22

Further to your Freedom of Information Act request, please find the Trust's response(s) below:

We are very interested to learn more about the theatre structure and DSU / Elective Hub configuration of within Trust and to understand your use of Anaesthesia Associates and ODPs.

With regards to Theatres:

Please can you share with us the following information:

- 1. How many theatres do you have? (please clearly identify if these are Day Surgery Unit (DSU) / Elective Hub)*

Answer: Please see responses below for Royal Devon University Healthcare NHS Foundation Trust Eastern and Northern Services.

Eastern Services:

- Royal Devon & Exeter Hospital:
 - 8 theatres – Elective.
 - 2 Emergency theatres.
 - 5 Orthopaedic theatres.
 - 2 Weeu.
 - 2 Gynaecology theatres.
 - 1 Obstetric emergency.
- Community Hospitals:
 - Heavitree Hospital - 3 DSU.
 - Tiverton Hospital - 1 DSU.
 - Exmouth Hospital - 1 DSU.

Northern Services:

- North Devon District Hospital:
 - 9. 8 of which can be used for DSU patients.

- 2. Do you have an elective hub?*

Answer:

Eastern Services: No.

Northern Services: No.

- a. If you do, please can you share any available SOPs and guidance relating to the Elective Hub.*

Answer:

Eastern Services: Not applicable.

Northern Services: Not applicable.

3. *How many sessions do you run each day (within main theatres/ EH/DSU) and what are the timings of these sessions?*

Answer:

Eastern Services:

- General theatres:
 - Elective theatres Monday to Friday. 8 sessions – 08:00 -17:00 hours.
 - X1 Emergency Theatre, 7 days a week, 24 hours a day.
 - X1 Orthopaedic Trauma, 7 days a week, 08:00-17:00 hours.
 - Staff available for X2 Emergency theatre from 17:00 – 21:00 hours and an On-Call team for a second theatre overnight, 21:00 – 08:00 hours.
- Heavitree hospital
 - 2x sessions per day: 08:45-12:30 hours and 13:30-17:30 hours.

Northern Services:

- North Devon District Hospital:
 - All day or 2x session days: all day 08:30–17:30 hours, 2x session days 08:30–12:30 hours, 13:30-17:30 hours.

4. *What is the skill mix for the sessions? broken down by specialities please.*

Eastern Services:

- General Theatres:
x1 Anaesthetic Operating Department Practitioner (ODP), x2 Registered Practitioners, x2 Other theatre trained staff (either x1 registered and x1 unregistered, or x2 unregistered) - (extra staff member required for Laser or double scrub teams).
- Heavitree
Every speciality – x1 ODP/Anaesthetic Nurse B5,
x 2 Scrub Practitioners (x1 B5 and x1 B4 if available x2 B5's) plus x1 B2.
For a fast turn over list we would try and have a 2nd B2.

Northern Services:

- North Devon District Hospital:
Competent staff allocated to all lists.

With regard to Theatre management:

5. *Please can you share the Job descriptions and person descriptions for anyone in a band 8a positions and above within the theatre management structure*

Answer: Please see attached.

6. *Please share a copy of the theatre management structure*

Answer: Please see below and attached.

- **Eastern Services:** Band 8a: Clinical Matron
- Band 7's in :
 - Urology, Colorectal and Upper GI Vascular
 - Max Fax and Ear, Nose, Throat (ENT)
 - Plastics and Breast
 - Orthopaedic Trauma
 - Emergency Surgery
 - Anaesthetics
 - Practice Education (Not in post yet)
- Community Hospitals:
- Band 8a - Clinical Matron.
- Band 7 - in Exmouth, Tiverton & Heavitree Hospitals.

With regard to Anaesthesia associates and ODPs:

7. *How many WTE Anaesthesia Associates (AA's) do you have?*

Eastern Services: 7.5 WTE (including Trainees).

Northern Services: 0.

8. *Do you run an ongoing training programme for AA's?*

Eastern Services: Yes.

Northern Services: No.

a. *if you do, what is your intake each year?*

Answer:

Eastern Services: Average 4 per year.

Northern Services: Not applicable.

9. *Please can you supply details of your AA training programme*

Answer:

Eastern Services: University course through Birmingham; Regional deanery teaching for Anaesthetic Trainees, as well as in-house training from Consultant Anaesthetist

Northern Services: Not applicable.

10. *How many WTE ODPs do you have?*

Answer: 98.26 WTE ODP, plus 6.0 WTE OPD Apprentice/Trainees (for Eastern & Northern Services combined).

11. *Please can you share an ODP JD and role description*

Answer: Please see attached.

12. *How many WTE ODP vacancies do you have?*

Answer: 5 (Eastern & Northern Services combined).

ROYAL DEVON & EXETER NHS FOUNDATION TRUST

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Cluster Manager for Critical Care
Band:	8a
Reports to	Divisional Business Manager
Section/Department/Directorate:	Surgical Services

2. JOB PURPOSE

To provide managerial leadership with the support of the Divisional Business Manager and Clinical Lead for Critical Care in order to:

- Be accountable for the day to day activities of the Critical Care Cluster in accordance with Trust policies and within allocated resources.
- Manage the day to day activities of Main, PEOC, Heavitree & Community Theatres ITU and Recovery in accordance with Trust policies and within allocated resources.
- Continuously develop the most efficient and cost effective structure for the future delivery of Services within Critical Care with the involvement of clinicians, professionals and purchasers.
- Meet performance targets for quality, volume and cost.
- To take proactive role in the continuous service improvement of Critical Care.
- To be the delegated budget holder for pay and non-pay resources for Critical Care.

3. DIMENSIONS / KEY WORKING RELATIONSHIPS

Specifically the job will work with the following specialties:

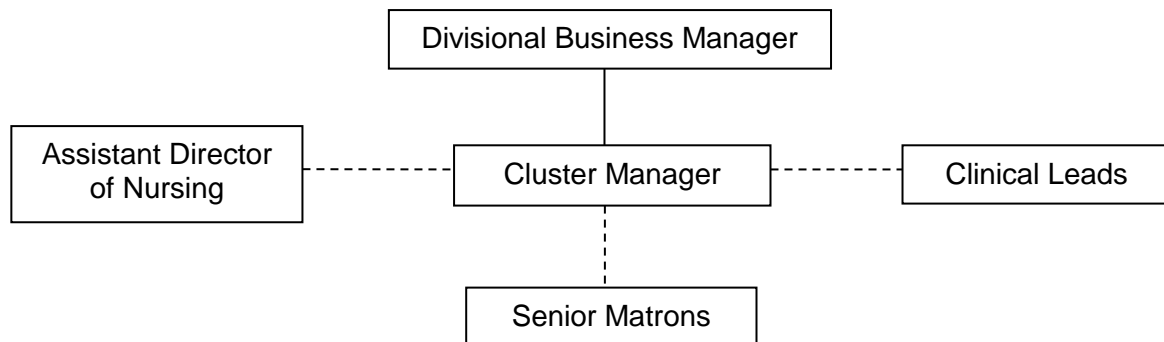
- Critical Care

Manages budget of approximately £50m. Responsible for approximately 350 WTE posts

Key working relations:

- Divisional Director
- Divisional Business Manager
- Associate Medical Director
- HR Business Partner
- Clinical Lead and Clinicians for specified Cluster(s)
- Senior Nurses/Matrons
- Assistant Director of Nursing
- Other Cluster Managers / Operational Support Team
- HR Department
- Pharmacists
- Technical Staff
- IM&T Dept
- Nursing Staff
- Service Development Team
- Divisional Management Accountant
- External Bodies: CCGs, Network and Users

4. ORGANISATIONAL CHART



_____ Managerial
- - - - - Business/Professional

5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:

Leadership/Management

Develop the Service Strategy into an operational work plan for Critical Care, adjusting and developing the plan as required.

- Support an open environment which promotes innovation and a positive approach to Service Development.
- Continuously develop the most efficient and cost-effective structure for the future delivery of Critical Care with the involvement of clinicians, professionals, users and commissioners. Interpreting policy, implementing and reviewing change as required.
- Ensure the efficient and effective day to day management of Critical Care within the Division.
- To establish and maintain appropriate links with a range of professionals in the Health Care Community.
- Plan and implement change (in conjunction with clinical staff) from a broad range of complex options in order to improve the quality of service provision the Critical Care in line with local needs and the wider NHS policy direction. Reviewing the change to ensure embedded.

Performance Management

- Monitor waiting times and related standards including the review of complex data/spread sheets and take action to ensure that performance targets for quality and volume are met.
- Provide the monthly performance review information for Critical Care which contributes to the Divisional report (e.g. PAF).

Resource Management

- To assist the Divisional Director and Senior Management Team in the successful financial management of the Division by managing within budgets, developing and delivering cost improvement programmes, maintaining/improving profitability, complying with all Trust financial rules, effectively managing charitable funds, recognising and balancing finance vs safety/quality/efficiency.
- Take responsibility for the management of the financial and physical resources allocated to Critical Care.
- Identify revenue shortfalls and provide and implement business solutions.

- Take a lead role in the planning and implementation of Capital Schemes within Critical Care This may involve holding meetings with clinical staff, architects, estates managers, building contractors and private sector managers within allocated resources.
- Ensure Critical Care delivers services agreed with commissioners within the financial constraints, including efficiency programmes.

Communication

- Establish effective communication channels to ensure all staff in the department are aware of the aims and business of the department and Trust.
- Create an environment which allows open communication at all levels amongst all staff.
- Develop effective channels of communication and working relationships with officers of organisations outside the Trust, e.g. CCG's, other local acute Trusts and Networks.
- Take a lead role when required in communicating complex, sensitive or contentious issues.

Service Agreements

- Work with the Divisional Director, Divisional Business Manager, Clinical Lead and Management Accountant to ensure that service agreements or amendments are being negotiated to ensure the best outcomes for patients and the Trust.
- Work with the Divisional Business Manager and Finance Team to monitor delivery of service agreements and ensure that appropriate income is received.

Quality and User Involvement

- Ensure application of the Trust's strategy and policy to deliver appropriate quality and timeliness of service.
- Wherever possible and appropriate seek the involvement of users in service planning and monitoring.
- Act upon findings of internal or external audits to continuously improve the quality of the service.
- Addressing both verbal and written complaints in a timely, sympathetic and professional manner.

Human Resources

- Lead on the effective implementation of good human resource management in Critical Care.
- Lead on modernisation and workforce role redesign for Critical Care.
- Develop the service strategy into a workforce plan for Critical Care.
- Ensure that Trust policies are adhered to in relation to recruitment, selection and development of all staff within the specialty including PDRs, mandatory training, absence management, disciplinary and grievance procedures.
- Health and Safety – Ensure adherence to the Trust's Health and Safety policy and management system. Ensure all staff are aware of its implication and their own roles and responsibilities. Take responsibility for risk assessment at department level.
- To take part in regular performance appraisal

Policies

- Assist in the formulation implementation and subsequent and monitoring of Cluster and Divisional policies and procedures as appropriate.

Organisation and Development

- Organise the structure and work patterns of Critical Care in order to ensure well defined line management and efficient and appropriate use of staff.

Audit/Research

- Ensure compliance with audits undertaken by external bodies such as Dr Foster, and CQC etc in a timely fashion.
- Ensure compliance with Trust Research Governance policies.

Governance

- Working with the Lead Clinician and Senior Matron ensure that Critical Care has a structure for debating, reviewing and implementing issues relating to the governance of the Cluster.
- In Critical Care ensure the implementation of the Trust's Clinical Governance, Health and Safety and Risk Management policies and plans, and monitor implementation and compliance within the Cluster
- Monitor and update, the Cluster Risk Register in conjunction with the Divisional processes
- Health and Safety – Ensure adherence to the Trust's Health and Safety policy and management system. Ensure all staff are aware of its implication and their own roles and responsibilities.
- To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling
- To contribute to and work within a safe working environment

Corporate and Divisional Responsibility

- Be aware of the Clusters' place within the Division and the responsibility each part has for the success of the whole. Ensure that effective action is taken to preserve the financial integrity of the Trust.
- Deputise for the Divisional Business Manager as required.
- Take responsibility for Division wide projects as required.
- Participate in the Trust Management On Call Rota.

THE TRUST - PURPOSE AND VALUES

We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Trust reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call 01392 207462.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

6. PERSON SPECIFICATION

POST: Cluster Manager BAND: 8A REQUIREMENTS	At Recruit ment	At annual review
QUALIFICATIONS / TRAINING Educated to degree level or equivalent Masters degree, or equivalent management experience. Management qualification or equivalent (for example, commenced formal study with known timeline) Project management qualification/experience	E E E D	E E E E
KNOWLEDGE / SKILLS Innovative, able to problem solve and make decisions from a broad range of complex options Working knowledge of healthcare service delivery issues in acute setting Ability to interpret and implement complex policy including the agenda for health and social care services arising from government policies Ability to influence and negotiate across a broad range of professions and/or organisations as appropriate. Ability to analyse/interpret a range of highly complex data in order to identify solutions to service delivery. Highly effective interpersonal, communication and people management skills when dealing with highly complex, sensitive or contentious information. Knowledge of performance management frameworks and methodologies. Advanced IT keyboard skills including Word, Excel, PowerPoint, databases and email. Proven skills of operational budgetary management within the NHS Ability to manage own time and meet deadlines.	E E E E E E E E E E	E E E E E E E E E E
EXPERIENCE Post qualification experience at a senior management level Proven experience of working within the NHS at an operational management level across a range of clinical services Experience of working with senior clinical professionals in management roles Proven experience of change management/project management Experience in demand and capacity planning Experience of financial management	E E E E E E	E E E E E E
PERSONAL ATTRIBUTES Remain calm in stressful situations Ability to work as part of a multi-disciplinary team High level of self-awareness and openness to self-improvement Awareness of diversity and equality issues within the NHS	E E E E	E E E E
OTHER REQUIREMENTS Flexible to the requirements of the role Able to undertake on-call commitments Ability to travel to external meetings	E E E	E E E

* Essential/Desirable

HAZARDS :					
Laboratory Specimens		Clinical contact with patients		Performing Exposure Prone Invasive Procedures	
Proteinacious Dusts					
Blood/Body Fluids		Dusty Environment		VDU Use	✓
Radiation		Challenging Behaviour	✓	Manual Handling	✓
Solvents		Driving		Noise	
Respiratory Sensitisers		Food Handling		Working in Isolation	
Handling Cytotoxic Drugs					

(NB. Above Hazards shown is not an exhaustive list)

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Clinical Matron
Band:	8a
Reports to:	Cluster Manager
Professionally accountable to:	Assistant Director of Nursing
Division:	Surgical Services

2. JOB PURPOSE

The overall job purpose of the Clinical Matron is to co-ordinate the clinical, managerial and educational requirements across a cluster (or clusters). The Clinical Matron will be part of the Cluster Management Team ensuring that the Cluster delivers good performance, patient safety and quality and financial management.

The Clinical Matron will be accountable for taking an overview of the clinical acuity and dependency across a cluster (or clusters) on a day to day basis and for balancing the risk between wards and departments and escalating issues appropriately.

Will provide expert support and leadership to the Clinical Nurse Managers & department heads ensuring a good environment in which all patients and carers receive a high standard of care which is compassionate and takes account of their individual needs and wishes.

To line manage the non-ward based nursing staff within the Cluster e.g. Clinical Nurse Specialists.

The job holder will be responsible for ensuring safe deployment of resources to meet and comply with professional nursing standards, governance, quality and patient safety within the budget set.

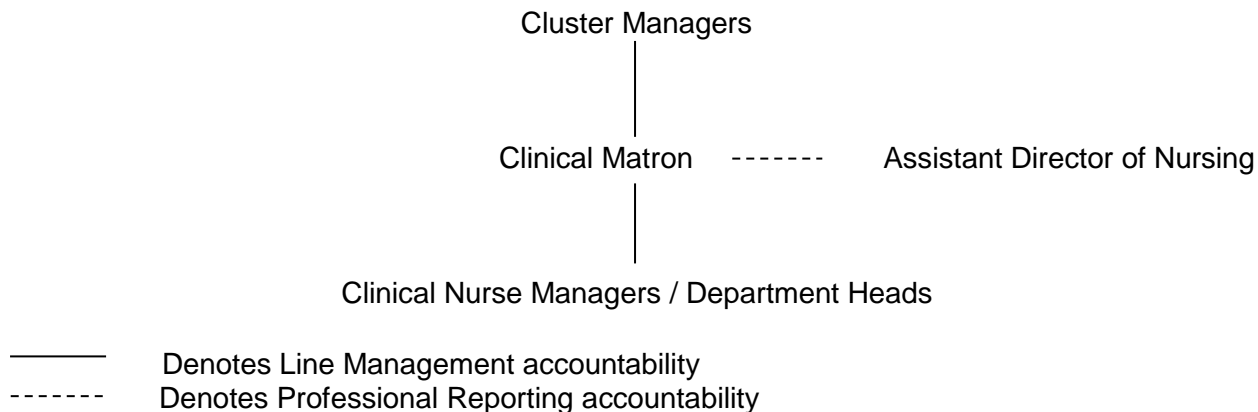
3. DIMENSIONS/ KEY WORKING RELATIONS

This post will be covering the Acute Medical Unit and Torridge.

Clinical Nurse Managers
Clinical OPD Managers
Cluster Manager
Clinical Leads
Governance Managers
Infection Control Team
Assistant Directors of Nursing
Medical Staff
Pharmacists
Allied Health Professionals
Trust Lead Nurses / Nurse Consultants

Clinical Measurements
Clinical Nurse Specialists
Preparation for Surgery

4. ORGANISATIONAL CHART:



5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:

Leadership and Professional Standards

To be visible and accessible across the cluster to the clinical team, patients and service users.

To ensure the Clinical Nurse Managers / department heads are providing an environment and processes that are responsive to the needs of patients and their carers ensuring compassionate care which recognises privacy, dignity and diversity.

Constantly review the delivery of patient care across the cluster and balance any risk between wards and departments adjusting plans and service priorities accordingly.

Give guidance and feedback to Clinical Nurse Managers / department heads on their performance on a day to day basis and formally through PDR. Identify training needs and initiate development programmes.

Constantly review the monitoring of quality of patient care to agreed standards and the implementation of change as necessary. Influencing service development and lead where appropriate.

Function as a member of the Cluster Management Team providing professional knowledge, advice and guidance, and interpreting complex situations.

Interpret Trust Policies and ensure all practice is within the Trust guidelines.

Acting as a positive role model, employ professional behaviour that encourages and coaches their team members to challenge their current competencies, whilst seeking opportunities to expand their roles.

To manage discreet projects across the cluster / clusters as requested.

Ensure that care is delivered in style appropriate to the patients' needs.

Take immediate remedial action where care falls below the required standard and escalate any concerns that cannot be addressed within the cluster.

To deputise for the Assistant Director of Nursing as requested.

The post holder will undertake clinical practice and would need to keep their professional registration.

To be part of the Duty on-call rota.

Quality and Safety

Ensure that Clinical Nurse Managers / department heads and Clinical Nurse Specialists set, monitor and develop safe standards of care.

Ensure that Clinical Nurse Managers / department heads Clinical Nurse Specialists are monitoring and maintaining all quality systems and processes including infection control within own work area ensuring all Divisional and Trust reporting requirements are met.

Ensure that Clinical Nurse Managers / department heads and Clinical Nurse Specialists are setting and maintaining high standards of patient care reflecting evidence-based practice.

Encourage a culture of openness ensuring staff report incidents and concerns and these are investigated and learning is shared and implemented.

To act as investigating officer when appropriate for complaints, serious untoward incidents or support safeguarding investigations. Lead and hear disciplinary, sickness, performance and grievance procedures as appropriate. Escalating issues in relation to NMC registration / capability / fitness to practice.

Ensure the safeguarding policies are followed and staff involved supported appropriately.

Deal with complex concerns and complaints from patients and others openly and honestly ensuring the Trust's Complaints Policy is followed.

Respond to any escalation regarding safe staffing, patient safety or quality issues. Appropriately escalate any issues which cannot be resolved within the Cluster.

Staff Management

Ensure Trust Policy is followed in the Recruitment, Selection and on-going management of staff.

Support Clinical Nurse Managers / department heads in complex Human Resources Management.

Monitor staff competence and take steps to remedy any identified deficits e.g. essential training, PDR's.

Set standards of and demonstrate acceptable behaviour for staff and make these explicit at recruitment and intervene where these are not met.

Professional Codes

Works within the NMC Code.

Is aware of own accountability and limitations.

Identifies gaps in own professional development and takes steps to address these.

Information Management

Keep clear, concise records in terms of patient documentation, staff records and own portfolio.

Ensure that accurate information is delivered to staff and feed back to the Cluster Managers or Assistant Director of Nursing any relevant issues.

Maintains effective communications systems and constantly seeks to improve such systems where appropriate.

Financial Management

As part of the Cluster Management Team to assist in the successful financial management of services as required. To guide Clinical Nurse Managers in their financial management responsibilities assisting them to manage within budgets, develop and deliver cost improvement programmes, maintain/improve profitability, complying with all Trust financial rules and effectively managing charitable funds.

As part of the Cluster Management Team attend monthly management meetings with Cluster Manager and Clinical Leads to identify areas of concern or good management.

Other Responsibilities:

To take part in regular performance appraisal.

To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling.

To contribute to and work within a safe working environment.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

THE TRUST - PURPOSE AND VALUES

We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Trust reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

PERSON SPECIFICATION

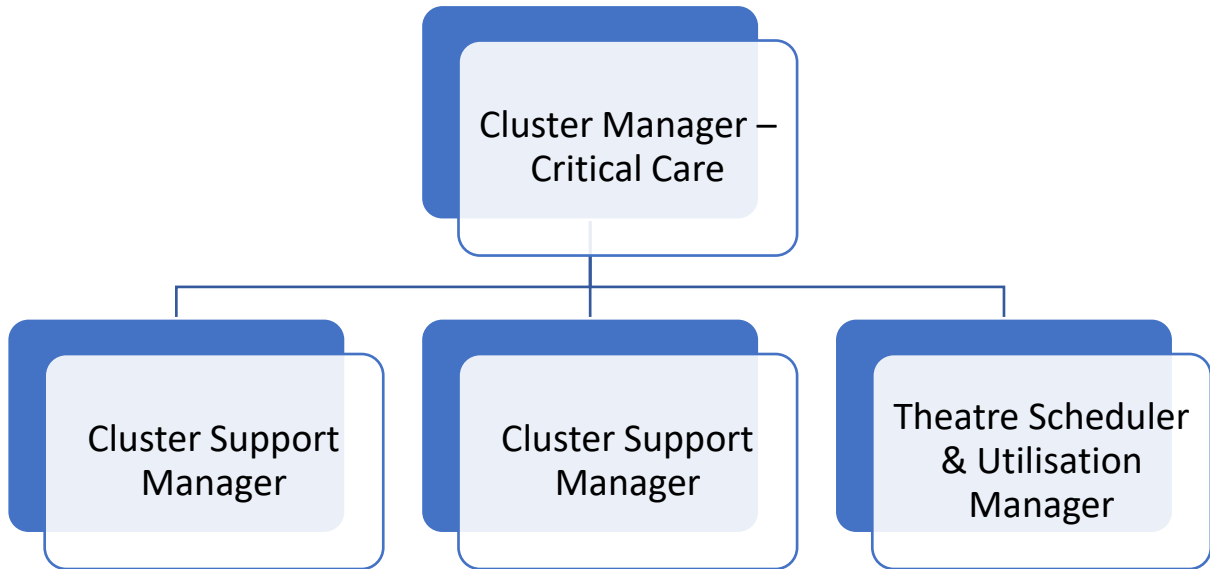
POST: Clinical Matron
BAND: 8a

REQUIREMENTS	At Recruitment	At 2nd KSF Gateway
<u>QUALIFICATIONS / TRAINING</u>		
First level registered Nurse/Midwife (or relevant professional registration)	E	E
Broad clinical experience relevant to the post, diploma level	E	E
Specialist training and experience in designated areas of Service Lines within the Cluster	D	E
Management qualification or equivalent level of experience	E	E
A proven track record of clinical service management at a senior level in an acute hospital environment, including staff management, financial management and change management	E	E
An MSc level qualification in nursing or a post graduate qualification or equivalent experience	D	E
A first level degree or equivalent	E	E
<u>KNOWLEDGE / SKILLS</u>		
Demonstrable previous success in supporting and delivering change and performance with and through clinical teams, Proven ability to analyse complex problems and to develop and successfully implement practical and workable solutions to address them	E	E
Ability to think and plan strategically, tactically and creatively, and to prioritise work programs in the face of competing demands	E	E
A strong sense of personal and team accountability coupled with a clear understanding of the boundaries around delegated authority	E	E
A good understanding of the changing NHS environment	D	E
Well developed leadership and influencing skills with the ability to enthuse, motivate and involve individuals and teams,	E	E
<u>EXPERIENCE</u>		
Extensive experience in the relevant specialist area	E	E
Demonstrable experience of leadership and management of a clinical team	E	E
Evidence of leading change in clinical practice	E	E
Experience of standard setting and audit	D	E
<u>PERSONAL ATTRIBUTES</u>		
Excellent inter-personal and communication skills with good listening skills	E	E
High level of work organisation, self-motivation, drive for performance and improvement, and flexibility in approach and attitude	E	E
Strong sense of commitment to openness, honesty and integrity in undertaking the role	E	E
<u>OTHER REQUIREMENTS</u>		
Demonstrates ambition and clear personal career planning,	E	E
Flexible to the requirements of the role,	E	E
Able to undertake on call commitments	E	E

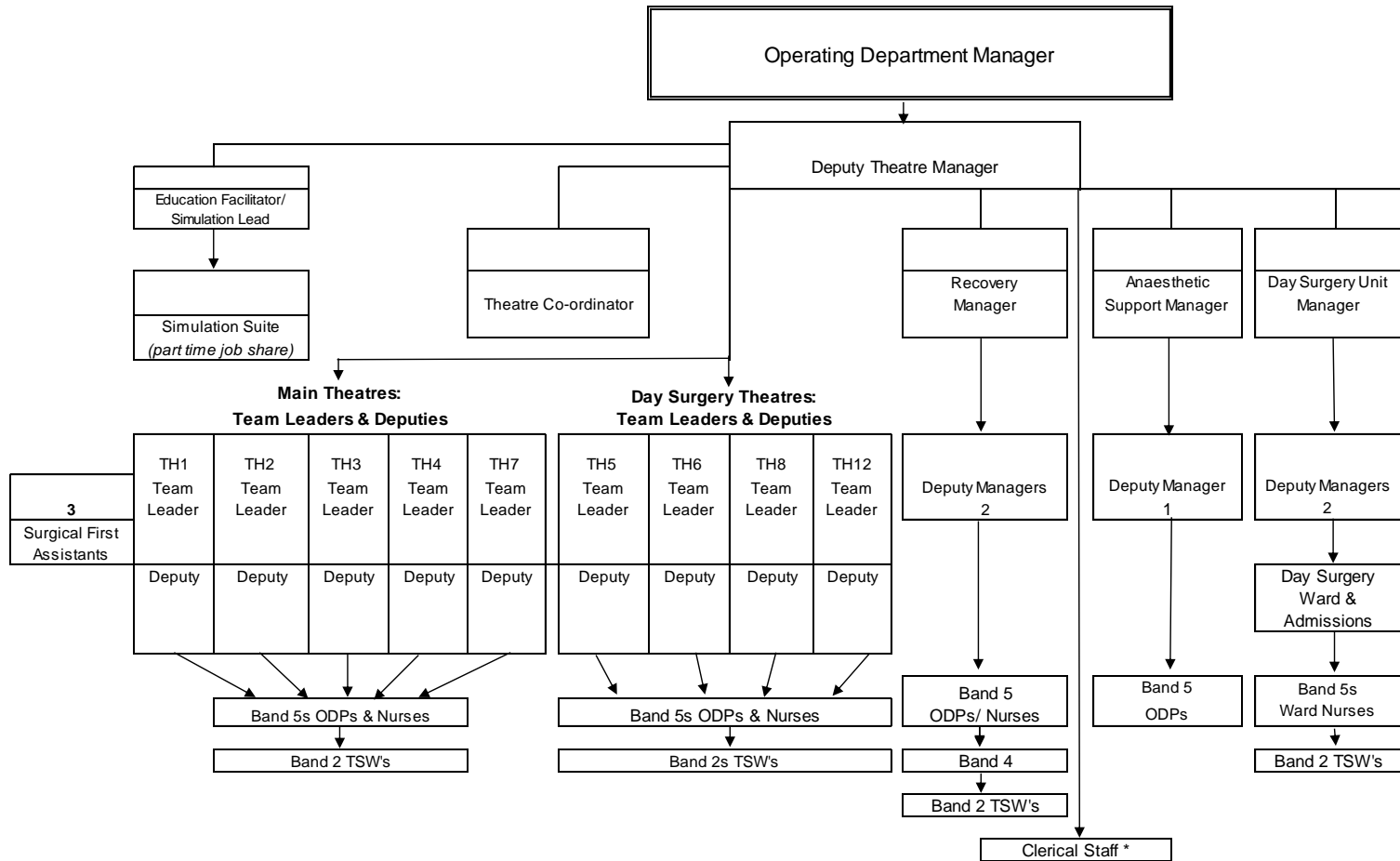
* Essential/Desirable

HAZARDS IDENTIFIED (<i>tick as appropriate</i>):					
Laboratory specimens Proteinacious Dusts	X	Clinical contact with patients	X	Performing Exposure Prone Invasive Procedures	
Blood / Body Fluids	X	Dusty environment		VDU use	X
Radiation		Challenging Behaviour	X	Manual handling	X
Solvents		Driving		Noise	
Respiratory Sensitisers		Food handling	X	Working in isolation	

Critical Care Management Structure



Management Structure for Operating Department at NDDH



* **CLERICAL STAFF:** Theatre Management Secretary, Materials Management, Theatre Reception, eRoster Co-Ordinator

NB: 3 Staff minimum in Theatre for a list - 2 scrub and 1 circulating, 1 anaesthetic support and 1 x recovery staff member for each list

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Theatre Practitioner / Operating Department Practitioner
Band:	5
Reports to:	Clinical nurse/ODP manager/ Deputy
Department / Directorate:	Theatres, Critical Care

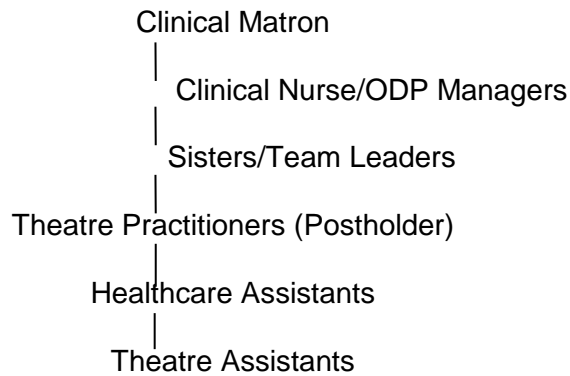
2. JOB PURPOSE

- To plan and manage the implementation of individual care programmes for patients in the perioperative period as part of the theatre team.
- To guide, instruct and monitor junior staff, students and support staff.
- Following a period of support and training the practitioner will deputise for the team leader.
- To practice in accordance with Professional Codes, and statutory requirements
- The post holder will be expected to meet objectives set out during Personal Development Review in line with the KSF outlines.
- To work flexibly within any area of the Trust as directed by the Matron/Sister to provide support according to service needs

3. KEY WORKING RELATIONSHIPS

Clinical Area	Clinical nurse/ODP manager; Sisters/Team Leaders; Theatre Practitioners; Theatre Assistants Support Staff; Recovery Staff
Multidisciplinary team	Medical staff Allied health professionals Clerical staff Ward staff

4. ORGANISATION CHART



— Denotes line management accountability

5. KEY RESULTS AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Care management

- Is responsible for assessment, planning, implementation and evaluation of peri-operative care of patients (undergoing surgery and anaesthesia in theatre)
- Identifies individual patient requirements and acts effectively on changing needs liaising with and directing relevant staff.
- Organises time, equipment and staff to deliver care.
- Gives skilled support to medical staff and other members of the multidisciplinary team.
- Administers drugs and treatments as prescribed in accordance with Trust Policies and Procedures.
- Actively promotes effective communication within Departments and multidisciplinary team.
- Participates in audits of patients care.
- Instructs patients, their carers and other staff about theatre practice
- Advises patients, their carers and other staff on the promotion of health and prevention of illness.
- Recognises situations that may be detrimental to the health and well being of the individual and institutes preventative measures.
- Identifies the priorities of care for patients, liaising with and directing relevant staff.

Quality Management

- To contribute to the implementation of improvements of working methods and practices
- To identify and act on any risk that could affect the safety of patients or staff
- To participate in and contribute to changes and improvements within the Directorate and Trust.
- Recognises situations that may be detrimental to the health and well being of the individual and institutes preventative measures.
- To comply and work in accordance with Trust Policies and Theatre Standards of care.
- Handles complaints by patients, clients, their carers and staff according to Trust policies.

Financial Management

- To contribute to the monitoring and control of the use of resources within budgetary limits
- To contribute to the analysis of staffing requirements against work load activity
- To assist with developing the financial awareness of the team so that individual staff contribute to the efficient use of resources

Information Management

- To contribute to the collection, recording and storage of information
- To make use of relevant of information in decision making, problem solving and care management

Staff Management

- To contribute to the supervision, development and coaching of individual staff so that they function effectively within their role and responsibilities
- To provide clear instructions and accurate information to junior staff, students and support workers. Monitoring and evaluating their work, to ensure standards are maintained.
- To assist with the process of allocating workload to junior staff, students and support workers which is within each individual's competence and capability.
- To develop own supervisory skills and competence.
- When required co-ordinates the care given by the Theatre team.

Professional Development

- To practice in accordance of Professional Codes and Standards
- Seeks out new knowledge of perioperative practice and health by reading, enquiring and partaking of continuing education.
- Seeks to develop new skills. Record progress in skills matrix workbooks.
- Applies validated research findings to practice.
- Facilitates the professional development needs of the theatre team and facilitates their development through Professional Development Review (PDR).
- Takes responsibility for personal development and education.
- To take part in regular performance appraisal.
- To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling.
- To contribute to and work within a safe working environment.
- The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

Other Responsibilities:

To take part in regular performance appraisal

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

To contribute to and work within a safe working environment

The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check

THE TRUST – Vision and Values

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity
Fairness,
Inclusion & Collaboration
Respect & Dignity

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

PERSON SPECIFICATION

POST: Theatre Practitioner / Operating Department Practitioner

BAND: 5

REQUIREMENTS	At Recruitment	At PDR
<u>QUALIFICATIONS/SPECIAL TRAINING:</u> C&G 752 ODA or NVQ Level 3 ODP or Registered General Nurse Diploma/Degree Level or Equivalent ENB 182/183 or equivalent C&G 730 A1 award or equivalent	E E D D	E E E E
<u>KNOWLEDGE/SKILLS:</u> Able to work within AFPP/NMC Code of conduct Full understanding of the role and its limitations as stated in job description Basic Supervisory Skills Effective written and verbal communication skills Ability to use evidenced based practice Developing leadership skill	E E E E E E	E E E E E E
<u>EXPERIENCE:</u> Recent experience in acute hospital setting Evidence of mentoring /facilitating learners Good understanding of theatre procedures Experience in Theatres	E E E D	E E E E
<u>PERSONAL REQUIREMENTS:</u> Good team member Ability to prioritise and organise own work load An understanding of Trust and relevant NHS issues Reliable and good attendance record Enthusiastic and motivated	E E E E E	E E E E E
<u>OTHER REQUIREMENTS</u> Flexible approach to work and routine shift patterns Adaptable to changing needs of the service Willingness to undertake skills training related to the speciality Shows evidence of ongoing professional development	E E E E	E E E E

*Essential/Desirable

HAZARDS:- Updated 08/01/2019					
Laboratory Specimens	✓	Clinical contact with Patients	✓	Dealing with violence & aggression of patients/relatives	✓
Blood / Body Fluids	✓	Dusty Environment		VDU Use (occasional)	✓
Radiation / Lasers	✓	Challenging Behaviour	✓	Manual Handling	✓
Solvents	✓	Exposure prone procedures	✓	Noise / Vibration	✓
Respiratory Sensitizers	✓	Food Handling		Working in isolation	
Cytotoxic Drugs	✓	Electrical work	✓	Night Working	✓

Northern Devon Healthcare

JOB DESCRIPTION

NHS Trust

1. Job Details	
Job Title:	Registered Nurse / Registered Practitioner
Responsible to:	Line Manager
Professionally Accountable to:	Line Manager
Grade:	Band 5
2. Job Purpose	
<p>The post holder is responsible for the delivery of care and the assessment, development, implementation and evaluation of individual programs of care. They are expected to take delegated responsibility in a given shift for a group of patients.</p> <p>*With experience they may be expected to take charge of the ward/department/service area in the absence of their Line Manager.</p> <p>Note: This job description outlines the Trusts expectation of a Band 5 nurse/practitioner. However, they will not be expected to fulfil the tasks marked with * until they have moved through the foundation gateway and are progressing towards the full KSF competencies.</p>	
3. Dimensions	
<p>Provide services within the boundaries of own clinical competence.</p> <p>Participates as required in internal rotation to day and night duty and unsociable hours to meet the demands of the service</p> <p>No direct budget accountability, but responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs)</p> <p>The post holder has responsibility for the safe handling of patient property/valuables in line with Trust procedures and Trust SFIs.</p> <p>* In the absence of and as delegated by their Line Manager, may be required to authorise timesheets</p>	
4. Organisational Chart	
<p>Senior Nurse/Head of Service</p> <p>Service / Unit / Ward Manager</p> <p>Band 5 – Qualified Registered Nurse/Registered Practitioner</p> <p>Supervision of less experienced Nurses, ODPs, Practitioners, Health Care Assistants, Nursing Auxiliaries and Healthcare Learners</p> <p>N.B. If the organisational structure is complicated a separate chart may be attached</p>	
5. Key Tasks/Duties and Areas of Responsibility	

5.1. Leadership/Managing Care

- 5.1.1. Responsible for the planning and assessment of care needs and development of programmes of care, including implementation and evaluation for patients within their care, ensuring that high quality evidence-based care is delivered
- 5.1.2. Delegate activities to junior team members appropriately
- 5.1.3. Cooperate and communicate clearly and professionally with all members of the multidisciplinary team to facilitate effective provision of care and treatment
- 5.1.4. Work collaboratively with the Patient Management Team in relation to decisions on patient flow issues
- 5.1.5. Review and evaluate the effectiveness of care for their area of responsibility for the shift and deliver clear, concise records and handover
- 5.1.6. As part of the multidisciplinary team be responsible for actively identifying areas of problems and risks, reporting incidents and taking immediate action utilising the relevant Trust procedures
- 5.1.7. Manage own time and respond to unexpected demands in a professional manner
- 5.1.8. Ensure all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust policies
- 5.1.9. Be fully conversant with all policies and procedures, including Major Accident/Incident, Resuscitation, Fire, Health and Safety and act accordingly.
- 5.1.10. Contribute to the effective and efficient use of Trust resources
- 5.1.11. Contribute to the safe use, checking, maintenance and storage of equipment
- 5.1.12. * Organise and deploy staff according to workload, ensuring appropriate staff cover and reporting deficiencies to Line/Senior Nurse Manager
- 5.1.13. * Supervise the delivery of care to maintain agreed standards
- 5.1.14. * Formally monitor quality of care for area of responsibility and identifying how current practice can be improved
- 5.1.15. * Initiate and / or participate in the audit process and professional and managerial projects as / when required

5.2. Delivery of Care

- 5.2.1. Responsible for carrying out all forms of patient care, for which they are competent to practice, without direct supervision, in accordance with local and Trust policies and procedures and within professional guidelines
- 5.2.2. Carry out the assessment of patients identifying care issues and needs in partnership with the patient and with appropriate members of the multi professional team
- 5.2.3. Assess risks to patients which need to be managed in relation to their health and wellbeing and within scope of professional practice
- 5.2.4. To plan, implement and evaluate individual programs of care for patients using evidence based practice and an holistic approach
- 5.2.5. Administer medications as prescribed and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust's Policy on Administration of Medicines
- 5.2.6. In conjunction with senior staff assist in ordering and controlling stocks of drugs, dressings and supplies used by the Service / Ward / Unit / Department
- 5.2.7. Ensure the maintenance of accurate clinical observations of a patient's

condition

- 5.2.8. Ensure the significance of data relating to patient's condition and any change is interpreted and acted on in a timely way
- 5.2.9. Evaluate the effectiveness of interventions and updates care plans to take account of the changing needs of the patient
- 5.2.10. Where appropriate plan the discharge needs of patients from admission, ensuring appropriate involvement of multi professionals and other agencies in the process
- 5.2.11. Ensure safe practice to minimise the risk of infection to patients and staff in accordance with national and Trust policy
- 5.2.12. Contribute to Health Promotion and raising health awareness with patients and relatives as appropriate.
- 5.2.13. Promote and contribute to the principles of Essence of Care
- 5.2.14. Assess the relevant learning needs of individual patients and/ or carers
- 5.2.15. Ensure an understanding of caring for and the protection of vulnerable people
- 5.2.16. Where appropriate be responsible for involving patients and their families / carers during the planning and delivery of care to ensure that they understand and agree with the program of care
- 5.2.17. Instruct and demonstrate procedures to patients and/or relatives/carers as appropriate
- 5.2.18.* Evaluate effectiveness of patient teaching and takes necessary action to achieve objectives

5.3. Communication and Team Working

- 5.3.1. Ensure and demonstrate effective communication takes place between patients, relatives/carers and staff
- 5.3.2. Participate and communicate effectively with the multi disciplinary team and other agencies as necessary
- 5.3.3. Ensure and demonstrate written and electronic communication through up-to-date, succinct, clear, legible, accurate and comprehensive paper and electronic documentation
- 5.3.4. Support bereaved and distressed patients, relatives and carers as appropriate.
- 5.3.5. Assist in the teaching of junior staff and learners in clinical practice, acting as link nurse, facilitator or mentor after receipt of appropriate qualifications.
- 5.3.6. Participate in the development and delivery of the induction programme for junior members of staff
- 5.3.7. Assist in the supervision, support, training and assessment of non-registered workers, appropriate to the post holders own qualifications e.g. those completing NVQ's and other forms of qualification
- 5.3.8. Demonstrate verbal communication through the ability to give basic information and support to individuals
- 5.3.9. Listen effectively and modify communication to individual needs
- 5.3.10.* Take responsibility for teaching and assessing learners in practice and encourage critical reflection as in clinical supervision

5.4. Professional Conduct and Professional Development

Under the Freedom to Act is responsible for exercising professional accountability and ensuring that:-

- 5.4.1. At all times ensure own and others practice is in line with the NMC/HcPC Code of Professional Practice and abides by the legal and statutory rules relating to practice
- 5.4.2. Patients interests and rights are respected and acts as an advocate on behalf of patients
- 5.4.3. The privacy and dignity of the patient is respected
- 5.4.4. High standards are achieved and maintained
- 5.4.5. Through working in partnership with patients ensure they are the focus of effective care
- 5.4.6. The role of other persons delivering health care is recognised and respected
- 5.4.7. Public trust and confidence is not jeopardised
- 5.4.8. Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service
- 5.4.9. Maintain an up-to-date Personal Development Plan
- 5.4.10. Promote and support innovative and evidence based practice and share knowledge and expertise with colleagues
- 5.4.11. Utilise educational opportunities to facilitate learning in the clinical situation
- 5.4.12. Demonstrate critical reflection skills and the learning gained from experience
- 5.4.13. Participate in, and promote clinical supervision
- 5.4.14. Participate in the Trust's Development & Review procedure and also act as a reviewer to junior staff and HCAs as required by your Line Manager
- 5.4.15. Contribute to service and practice development initiatives within the clinical setting
- 5.4.16. Be aware of, promote and work within **all** policies and procedures adopted by Northern Devon Healthcare Trust
- 5.4.17. Attend mandatory training relevant to post as specified by the Trust
- 5.4.18. Carry out other duties as may be required and which are consistent with the responsibilities of the post.

6. Communication and Working Relationships

- 6.1. Line Manager
- 6.2. Own and Other Services / Units / Wards / Department Teams
- 6.3. Multidisciplinary Team
- 6.4. Other Trust / PCT departments e.g. Pharmacy, Pathology, Radiology, Patient Management Team (PMT), Community Teams and Sodexo
- 6.5. Patients
- 6.6. Carers / Families

Note: To meet the needs of the service and minimise clinical risk the post holder may be required to work in other areas as appropriate and as directed by the Line Manager / Senior Nurse or Senior ODP

GENERAL

- This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
- We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.
- We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.
- Each registrant is expected to evidence as part of their KSF review the clinical audit and service level review activity undertaken by them individually or as part of a team in relation to the services they deliver. This can include a wide range of activity from more formal clinical audit activity to more routine evaluation of clinic activity or undertaking service user feedback exercises.
- We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.
- The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
- All employees must demonstrate a positive attitude to The Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.
- If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

HEALTH AND SAFETY AT WORK

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

INFECTION CONTROL - ROLE OF ALL STAFF

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

CONFIDENTIALITY

You may not process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

SAFEGUARDING

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm. Northern Devon Healthcare Trust ensures that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Manager's Signature:

Date: