

THE DEEPINGS practice

JOB DESCRIPTION

JOB TITLE:	THEATRE NURSE (BANK)
HOURS:	AS REQUIRED
SALARY:	DEPENDANT ON EXPERIENCE
REPORTS TO:	GP Lead for AQP CSS/SENIOR NURSE

THIS POST IS SUBJECT TO AN ENHANCED DBS CHECK

Overall Objectives:

- To provide nursing care in the Operating Department and as a skilled member of the theatre team.
- To act as the scrubbed or circulating nurse during surgical procedures.
- As a Registered Nurse, have responsibilities involving the storage, checking and administration of drugs.

Clinical Responsibilities:

Professional:

- Providing nursing care for patients within the Operating Department.
- Performing Operating Department work in accordance with agreed policy, eg.
 - (a) Participating as a scrubbed member of the theatre team and carrying out safety checks of swabs, instruments and needles, in conjunction with a second nurse and reporting on the same to the surgeon.
 - (b) Acting as a circulating member of the theatre team.
 - (c) Assisting with other members of the team in the preparation and cleaning of theatres.
 - (d) Labelling and despatch of laboratory specimens.
 - (e) Providing assistance to the surgeon as required.
 - (f) Checking, witnessing and administering controlled and scheduled drugs.
 - (g) Co-operating with appropriate departmental staff in sending for patients to the Operating Department.
 - (h) Advising senior nurse of proposed changes in the order of the operating lists.
- Participating in the supervision of junior staff.
- Discussing departmental policies and developing and discussing new procedures with the Senior Nurse. Communicating policy changes to relevant staff.
- Assisting in the compilation of procedure manuals.

- Ensuring that appropriate stock levels are maintained in the Operating Department.
- Reporting to the senior nurse incidents of accidents, complaints, defects in drugs, supplies or equipment.
- Participating in trials of new equipment and supplies and evaluation and serviceability of existing equipment.
- Assisting when required in bacteriological investigations in the Operating Department.
- Assisting medical and para-medical staff from other departments with procedures carried out in the Operating Department as required.

Personnel Responsibilities

- Assisting with the orientation of new staff.
- Assisting senior staff in the assessment of junior and new staff members.
- Participating in teaching programmes for staff.

Administrative Responsibilities

- Ensuring the maintenance of good relationships, communications and teamwork with all disciplines within the department and other departments of the surgery concerned with Operating Department work.
- Participating in regular meetings of Operating Department staff.

Self-Preparation

- Ensuring correct dress: scrubbing up, gowning and gloving.
- Preparation of theatre prior to commencement of lists to include assembling and function testing of necessary electro-medical equipment.
- Preparation of instruments, trolleys and sterile supplies requested for the surgery.
- Maintaining a sterile environment, thus ensuring aseptic technique.
- Performing swab needle and instrument counts with the circulating practitioner as per local policy.
- Ensuring specimens are correctly dealt with by the circulating practitioner.
- Completing documentation as per local policy ie. care plans/operating registers.
- Procurement of room equipment/instruments for operative procedures.

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Implementing safety measures in relation to swabs and instrument and needle counts, storage and administration of drugs, static electricity/explosion hazards, fire.
- Ensure safety for patients and colleagues.
- Be totally aware of the Health and Safety at Work Act and it's full implications.
- Be totally aware of emergency fire drills and position of all fire alarms and emergency exits.
- Maintain clear corridors and emergency exits at all times.
- Attend fire lectures and fire drills in accordance with the Law.
- Maintain safe working conditions at all times.
- Report mishaps, accidents and complaints immediately in accordance with surgery policies.
- Ensure all nursing staff are aware of and conversant with the Health and Safety at Work Act and comply with the regulations set down.
- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified.

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development:

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that NMC professional development requirements for PREP are met, the post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Quality:

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of quality and risk

- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources.

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

The post-holder will:

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.