



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

Job Title	Senior Scrub Practitioner/Surgical First Assistant RGN/ODP
Department	Theatre
Reports to (job title)	Theatre Manager
Direct and Indirect Reports	No
Job Grade	C

Who we are

At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, *“to be the most innovative and best quality provider of niche health and social care services.”*

Our **Purpose** is, *“to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.*

We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.

We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.

We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.

We will deliver care and clinical interactions compassionately and tailor them to individual needs.”

We achieve this by living our business **Values** each and every day:

- We are **caring**
- We are **enterprising**
- We are **resourceful**
- We are **authentic**
- We are **accountable**

As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, *“Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”*



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What you'll be doing (your job purpose)

The Senior Scrub Practitioner will manage the day-to-day running of the theatre by being accountable for their own professional practice and leading a team to ensure that service users experience a very high standard of care.

As part of the theatre senior team, they will work to meet departmental objectives by contributing, developing and supporting the work of the theatre service. This will include staff training and development, process improvement and project management.

They will be competent to scrub for all specialties and complexity of cases and will hold qualifications that allow them to act in the role of Surgical First Assistant.

To support the Theatre Manager/Deputy Theatre Manager in the delivery of patient care within the Theatre Department

Provide visible and strong clinical leadership, developing staff and critiquing and updating processes in theatre.

Act as role model and supervise practice within the theatre department

Your key accountabilities and responsibilities

1.	Contribute to development and maintenance of a supportive working environment, which is conducive to uphold morale, well-being and efficiency of all staff.
2.	Develop effective communication skills and strategies within the department.
3.	Liaise with Theatre Management regarding issues that affect staffing and the provision of high-quality care to service users.
4.	Effective interpersonal and listening skills enabling optimum communication with patients, their carers and the multi-disciplinary team.
5.	Contribute to planning and allocation of staff, skill mix matrixes and management for sickness as necessary.
6.	Working within budgetary restraints, co-ordinate stock/equipment. Including leading on trials in line with hospital policy, reviewing and updating stock and equipment requirements within the department.
7.	Initiate the procurement and/or maintenance of assets
8.	Keep up to date and disseminate as appropriate, local and national peri-operative initiatives.
9.	Contribute to the development and update of Policy and Procedures
10.	Implementation of guidelines (e.g. NICE, AfPP) where appropriate, in line with Clinical Governance.

Choose an item.



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11.	Exhibit advocacy and decision-making skills autonomously in relation to patient care.
12.	Contribute to, and maintain, an integrative theatre service offering flexibility where appropriate to patients, their carers and the multidisciplinary team.
13.	Can identify and react appropriately to changing demands, situations and pressures in the department and prioritise accordingly, leading the team to be flexible and accommodating as appropriate.
14.	Act as a scrubbed member of the nursing team, carrying out safety checks of swabs, instruments and needles in conjunction with a second person and immediately acting on any discrepancies.
15.	Scrub for all specialities and complexity of cases.
16.	To act as Surgical First Assistant demonstrating assessed skills and competencies, with underpinning knowledge working under the direct supervision of the operating surgeon. Performing a dual role as per hospital policy following risk assessment of each situation in order to ensure patient safety.
17.	Act as a circulating member of the Theatre team.
18.	Assisting with other members of the team in the preparation and clearing of Theatres.
19.	Assisting with the labelling and dispatch of the theatre specimens.
20.	Assisting in the compiling of the operations register. Maintain accurate patient documentation.
21.	To use the correct procedure when handing a patient into the care of another nurse, giving the correct information and instruction.
22.	To undertake 'on call' sessions as required.
23.	Work within the remit of HMT and local Policy and Procedures
24.	Strive to stay up to date with evidence-based practice and peri-operative initiatives.
25.	Continue to develop own practice
26.	Facilitate and participate in clinical supervision
27.	Supervise the practice of other members of the team, identify gaps in knowledge and skills, facilitate professional development and identify learning opportunities.
28.	Lead developments of programs of care, change initiatives and new ways of working

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29.	Participate, contribute and develop plans of action based on quality improvement activities (audit, feedback, inspection findings etc.)
30.	Ensure safe use of equipment within the department, undertaking, organising and delivering training where necessary.
31.	Contribute to performance review, performance management and appraisal programs within the hospital.
32.	Participate in recruitment and retention activities.
33.	Be responsible for induction and mentorship of staff new to the department.
34.	Be responsible for induction and mentorship of students in the department
35.	Contribute to the disciplinary process when necessary.
36.	Attend and disseminate information gathered at study days, course, conferences and meetings as appropriate.
37.	To provide a safe environment for the safety and welfare of patients and staff by complying with:- - Health & Safety At Work Act - Fire Prevention and Management - COSHH
38.	Ensure that staff within the department work to provide a safe environment by complying with Governmental, HMT and Local policy and recognised guidelines.
39.	Use risk assessment processes to ensure safety is maintained to staff, patients and visitors in the department.
40.	Using reporting systems effectively to highlight any untoward incidents
41.	Investigate using Root Cause Analysis methods untoward incident as delegated.
42.	Comply with and supervise compliance with manual handling principles, techniques, policy and guidelines
43.	Comply with and supervise compliance with Infection Prevention and Control principles, techniques, policy and guidelines.

Your knowledge, skills and experience	
Experience as a leadership role and Registered Nurse/Health care professional	Essential
NHS or Independent sector experience	Essential
Experience of working closely with clinicians of varying seniority	Essential

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Able to scrub for all specialities and complexities of surgery. (Orthopaedics, Ophthalmology, Gynaecology, Urology, Spinal, Plastics, General Surgery, Minor Vascular and ENT)	Essential
Audit experience	Essential
Must be able to teach and assess others on technical aspects of the scrub role	Essential
Must be able to help staff develop soft skills	Essential
Carry out audit and act on findings	Essential
Contribute to the development of programs of competency	Essential
Ability to analyze and prioritise	Essential
Ability to work under pressure to tight and competing deadlines	Essential
Time management skills	Essential
Ability to use initiative and make decisions	Essential
Analyses problems and implements effective and appropriate solutions	Essential
Effective leadership skills	Essential
Excellent communications skills, written and oral	Essential
Able to motivate and support others and encourage effective team working	Essential
Understands the importance of confidentiality and dealing with sensitive information	Essential

Your training and qualifications	
Educated to Diploma/Degree level or equivalent	Essential
Registered NMC or HPC Healthcare qualification	Essential
Evidence of recent professional development	Essential

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Surgical First Assistant Qualification	Essential
Leadership qualification	Desirable
Completion of training/development programs (relevant to role)	Desirable
Teaching / Mentoring experience and /or qualification	Desirable

The way we do things at HMT (our Behaviours)
<i>*See Appendix 1 attached</i>

This job description provides an outline of the role, detailing the main responsibilities and tasks the post holder may be required to undertake. It is not exhaustive, and the post holder may be required to carry out other duties as reasonably requested. The job description may also be updated from time to time to reflect the changing needs of the business

All staff are required to comply with the organisation's policies, procedures, and standards at all times, participating in mandatory and role-specific training, supervision, and appraisal processes. They are expected to uphold a professional approach to work, demonstrating respect, integrity, and accountability in all interactions, and to contribute to a safe environment for patients, residents, colleagues, and visitors in line with Health & Safety regulations. Staff have a duty to safeguard and promote the welfare of vulnerable adults and children, raise concerns in accordance with statutory and organisational procedures, and support the principles of Equality, Diversity, and Inclusion. Confidentiality must be maintained at all times, and information handled in accordance with GDPR and organisational requirements.

Staff are also expected to be flexible, undertaking other reasonable duties within their competence to meet the needs of the service, and to contribute to continuous improvement by engaging positively with feedback and change initiatives. The wellbeing and dignity of patients and residents should remain central to all aspects of work, with staff demonstrating commitment to professional standards and the overall goals of the organisation.

Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.

I have received a copy of this Job Description; read it, understood it and agreed to it.

Signed.....

Date.....

Job Holder

Choose an item.