

Job title Clinical unit Base Managed by Accountable to	Anaesthetic and Recovery Practitioner (Registered Nurse or ODP) Theatre Sancta Maria Hospital Theatre Manager Theatre Manager/Deputy Theatre Manager
About HMT	
At the Healthcare Management Trust we are committed to delivering the highest quality healthcare and understand that our well-trained, passionate team of employees lie at the heart of delivering the service our patients and residents expect. Our team of employees share our vision to provide world class healthcare, and we continuously improve the skills within our workforce to ensure we maintain our position within the healthcare sector. We know our team have a wealth of knowledge and experience, and by working together we develop an exciting and innovative workplace.	
Job Summary	
The post holder will act as Anaesthetic Assistant or Recovery practitioner for surgical cases over a variety of specialties. The post holder will also support the provision of Endoscopy services within the department under the guidance of the Endoscopy Lead. The post holder will supervise and support less experienced and unqualified members of staff and act as role model. They will take an active role in identifying their and others learning needs and be proactive in closing knowledge and skills gaps, creating and sustaining a firm foundation within in the department to underpin practice. The post holder will take an active role in identifying and contributing to process improvement and participate in quality monitoring activities. They will act as Team Leader on occasion, when appropriate and safe to do so and dependent on progress within the post.	
Main Duties and Responsibilities	
Communication • Liaise with the Team Leader and Theatre Co-ordinator as appropriate to ensure seamless episodes of care and to identify and communicate any issues or potential problems as early as possible. • Instigate/Participate in WHO safety checks, team briefs and debriefs • Liaise and communicate with other departments as necessary e.g. Ward, Radiology, Inpatient Bookings • Liaise and communicate with external services as necessary e.g. Laboratory Services, Sterile Services. • Establish clear communication with patients, their families and care givers, using interpersonal skills to invoke empathy and reassurance regarding, assessment, care and treatment. • To ensure accurate and comprehensive nursing / theatre records, in all formats, are maintained using appropriate documentation. • Contribute to a supportive working environment, which is conducive to uphold morale and well-being all staff.	

Planning & Organising

- Check and maintain stock levels within the department, communicating effectively with stores department and Pharmacy, using established processes for procurement of stock and equipment.
- Receive, check and sign-off medication deliveries.
- Keep up to date with local and national peri-operative initiatives.
- Contribute to the development and update of Policy and Procedures.
- Comply with implementation of guidelines (e.g. NICE, AfPP) where appropriate, in line with Quality Governance.

Analytical

- Exhibit advocacy and decision-making skills autonomously in relation to patient care.
- Contribute to, and maintain, an integrative theatre service offering flexibility where appropriate to patients, their carers and the multidisciplinary team.
- Reacts dynamically or takes direction, to changing demands, situations and pressures in the department and prioritise accordingly.

Quality Governance

- Participate in investigations of accidents, incidents and complaints, contributing to planning and implementation of improvements.
- Ensure confidentiality and safeguarding of patient records in accordance with policies and guidelines around GDPR.
- Attend and contribute in departmental meetings and other forums as delegated.
- Demonstrates understanding and adheres to the organisations Safeguarding Policies

Tasks Specific Skills

- Assess patient care needs and develop, implement and evaluate plans of care, ensuring high standards of evidence-based practice using established models of care.
- Act as a circulating member of the Theatre team when required.
- Ensure all that all relevant equipment is checked as suitable for use prior to each patient's operation
- Assisting with other members of the team in the preparation and clearing of Theatres.
- Assist in the safe handling, transfer and positioning of patients between all areas of the theatre department
- Assisting with the labelling and dispatch of the theatre specimens.
- Assisting in the compiling of the operations register. Maintain accurate patient documentation.
- To use the correct procedure when handing a patient into the care of another healthcare professional, giving the correct information and instruction.
- To undertake 'on call' sessions as required.
- Work within the remit of HMT and local Policy and Procedures.

Training and Professional Development

- Strive to stay up to date with evidence-based practice and peri-operative initiatives.
- Continue to develop own practice
- Participate in clinical supervision
- Participate, contribute and develop plans of action based on quality improvement activities (audit, feedback, inspection findings etc.)
- Ensure safe use of equipment within the department undertaking/delivering training where necessary.
- Participate in performance review, performance management and appraisal programs within the hospital.
- Be responsible for induction and mentorship of staff new to the department as allocated.
- To act as a resource, supporting and motivating staff members. Prepare, teach and demonstrate theatre practice, applying theory to research based practice.
- Be responsible for induction and mentorship of students in the department as allocated.
- Participate in the disciplinary process when necessary.
- Attend and disseminate information gathered at study days, courses, conferences and meetings as appropriate.
- To support the dissemination of information regarding new or updated clinical practices, guidelines and policies to all theatre practitioners and contribute to facilitation of their implementation
- To participate in training needs analysis for own specialty or specialty group.

Professional

- Act in accordance with NMC 'Code of Professional Conduct' or equivalent guidelines from governing body for profession, with particular reference to limitations of competence and conduct.
- Responsible for own awareness of current developments in Nursing, the Health Service and relevant specialist clinical practices.
- To be responsible for his/her own professional development and participate in own 'Performance and Development planning'.
- Act as link person for specific specialty as agreed with Theatre Management and to be able to demonstrate proactivity/productivity in this role.

Health & Safety

- 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
- Use risk assessment processes to ensure safety is maintained to staff, patients and

visitors in the department.

- Using reporting systems effectively to highlight any untoward incidents
- Participate in investigations of any untoward incidents as delegated.
- Comply with manual handling principles, techniques, policy and guidelines
- Comply with Infection Prevention and Control principles, techniques, policy and guidelines.

General

Equality & Diversity

Be aware of need for own personal development and be prepared to attend and undertake any necessary training, being aware of the need to develop oneself and to strive to increase personal knowledge.

Contribute to making the clinical environment conducive to learning and development where individuals feel able to discuss ideas and action as well as showing initiative.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all patient records effectively in line with all the Health Record Keeping Policies and Procedures in order to meet the Hospital's legal, regulatory and accountability requirements.

Health & Safety

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging HMT policies and procedures with regard to health and safety matters.

To immediately, report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident / incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the hospital is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a willful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Safeguarding

Sancta Maria Hospital is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Employee Benefits

27 Statutory days' holiday plus bank holidays

Contributory pension, private medical insurance.
We regularly review our employee benefits package, which includes our group personal pension plan and private medical cover.

Notes

This is an outline job description setting out general responsibilities and tasks the post-holder may be required to undertake. It is not comprehensive and the post-holder may be required to carry out other duties and responsibilities from time to time as determined by HMT. The job description will also be subject to change in-line with the needs of the Hospital and the Organisation.

Staff will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the staff handbook and will be required to follow HMT policies and procedures and as stated in the NMC / HPC

Staff have a contractual duty to ensure that mandatory training is current and will be expected to participate and undertaken further developmental training specific to their role.

Skills/Competencies/Qualifications

- A Registered Healthcare Qualification and a relevant post-registration qualification.
- Excellent clinical skills relevant to the role; sound knowledge of current professional issues and evidence of on-going professional development.
- The ability to lead, motivate, support and develop staff.

Candidate Profile

Criteria	Essential	Desirable
Qualifications & Training	• Educated to Diploma/Degree level or equivalent • Registered NMC or HPC Healthcare qualification • Evidence of recent professional development	• Post graduate qualification in peri-operative practice/Anaesthetics/Recovery (Nurses) • Advanced Life Support
Experience	• Experience as a Registered Nurse/Health Care Professional, ideally in Anaesthetics and Recovery. • NHS or Independent sector experience	• Experience of working closely with clinicians of varying seniority • Experience of working with the peri-operative environment, particularly in Anesthetics and Recovery • Audit experience
Knowledge & Technical Ability	Able to:	

	• Able to act as anaesthetic assistant or recovery practitioner for a variety specialities and complexities of surgery. • Ability to analyze and prioritise • Ability to work under pressure to tight and competing deadlines • Act as a circulating member of the Theatre team. • Assisting with other members of the team in the preparation and clearing of Theatres. • Assisting with the labelling and dispatch of the theatre specimens. • Assisting in the compiling of the operations register. • Maintain accurate patient documentation. • To use the correct procedure when handing a patient into the care of another healthcare professional, giving the correct information and instruction. • To undertake 'on call' sessions as required.	
Skills	• Able to prioritise and meet deadlines effectively • Time management skills • Ability to use initiative and make decisions • Act as link person in specific specialist area as agreed by Theatre Management, based on the needs of the department. To be able to demonstrate proactivity/productivity in that link role	• Analyses problems and implements effective and appropriate solutions • Effective leadership skills • Post graduate qualification in specialist link specialty
Communication	• Excellent communications skills, written and oral	• Able to motivate and support others and encourage effective team

	• Understands the importance of confidentiality and dealing with sensitive information	working
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Job Description Agreement:

Job Title: Anesthetic & Recovery Practitioner

Department: Theatre

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

Signature _____ Date: _____