

**‘CENTRAL MANCHESTER AND MANCHESTER CHILDREN’S  
UNIVERSITY HOSPITALS TRUST**

**Core Job Description**

<b>Post:</b>	Theatre Practitioner (Band 5)
<b>Responsible to:</b>	Team Manager/Team Leader
<b>Accountable to:</b>	Theatre Manager/Team Manager/Team Leader
<b>Key relationships:</b>	Patients and families – (Adults & Children). Clinical Nurse Leader/Modern Matron, Lead Nurse/Modern Matron, Senior and junior nurses within the department. Education Leads, Consultant and junior medical staff, support and ancillary staff including nursing students. Community Nursing Services, GP’s and Social Services. Clinical Governance team and teams of nursing specialists based in the hospital and outside the hospital setting. All members of the multi disciplinary team to ensure a co-ordinated service is provided.

**Summary of Role:**

The post holder will work primarily within Manchester Royal Infirmary Theatres.

The post holder is responsible for ensuring immediate care to the client group and will work primarily within the Theatre Department. The post holder will prioritise, assess, plan, evaluate and deliver all relevant aspects of care to an agreed and expected high standard. Work closely with the multi-disciplinary team and contribute to the clinical governance process. Act as a mentor/preceptor to junior staff, with specific responsibility for pre registration students. Participate fully in a structured competency based programmes, as required.

The post holder will take delegated responsibility for the management of the clinical team on a shift basis, taking overall responsibility for effective management of the team and the maintenance of high standards of quality care to the client group.

Newly qualified post holders will undergo a period of structured preceptorship and will participate fully in achieving the KSF foundation post outline for this post during the first 12 months in post. All post holders development will be supported and individuals will be expected to participate fully in developing the knowledge and skills identified in the Full KSF outline for this post and where relevant participate in a structured competency based programme prior to the 2<sup>nd</sup> KSF gateway.

**Key Result Areas:**

**Clinical:**

- Take overall responsibility for the coordination and safe effective management of the ward/clinical area on a shift-by-shift basis as delegated by the Team Manager/Theatre Practitioner - 3. (*KSF Dimensions:1, 2, 3, 5, HWB2, HWB5,G6*)

- On a shift-by-shift basis, be responsible for the delivery clinical expertise in all aspects of patient care in the relevant clinical setting. (*KSF Dimensions: 1, 2, 3, 4, 5, HW2, HW5, G6*)
- Collaborate with other health care professionals in the delivery of high standards of effective health care. (*KSF Dimensions: 1, 4, 5, HW5,*)
- Develop knowledge and skills relevant to the clinical setting to enhance patient care. (*KSF Dimensions: 2, 4, 5, HW5*)
- Contribute to the delivery of care, by ensuring individual programmes of care are assessed, implemented and evaluated. (*KSF Dimensions: 1, 5, HW2, HWB5, G6*)
- Demonstrate awareness of legislation regarding client group and families for example Child Protection issues, mental health issues and act appropriately when required. (*KSF Dimensions: 1, 3, 5, HWB1*)
- Practice in accordance with the Nursing and Midwifery Council (NMC), Health Professions Council (HPC) and Trust Code of Professional Conduct in order that a safe and quality service is provided. (*KSF Dimensions: 2, 3, 5, HWB 2, HWB 5*)
- Promote the shared objectives of the multidisciplinary team by working closely to ensure that best practice is achieved utilising both Clinical Benchmarking and Essence of Care processes to achieve this. (*KSF Dimensions: 1, 4, 5, HW5*)
- Promote the interface between hospital and community to provide a seamless service for the client group. (*KSF Dimensions: 1, 4, 5, HW5*)
- Promote and collaborate in developing good working relationships with departments to ensure the patient journey is effective and efficient. (*KSF Dimensions: 1, 4, 5, HW5*)
- Promote an evidence based culture through pathways and protocols of care within an interdisciplinary approach. (*KSF Dimensions: 4, 5, HWB1, HWB2, HWB5*)
- Ensure that patient documentation is accurate and defensible in accordance with Trust, NMC and HPC policies, disseminating all relevant changes in the patient's condition to the MDT. (*KSF Dimensions: 5, HWB1, HWB2, HWB 5*)
- Participate in the implementation and delivery of the standards set within the Trust Nursing and Midwifery Strategy. (*KSF Dimensions: 1, 4, 5*)
- Contribute to the development of clinical governance including adverse incident reporting, as per Trust policy. (*KSF Dimensions: 3, 4, 5*)
- Promote health education in the client group attending the clinical ward/department. (*KSF Dimensions: 1, 6, HWB1, HWB2*)
- Incorporate CNO '10 key roles' within practise as discussed and agreed with line manager. (*KSF Dimensions: 2, 3, 5, HWB5*)

- Undertake, perform and assess enhanced skills within the clinical area, to improve the patient experience and journey (i.e. venepuncture, cannulation, etc) (*KSF Dimensions: HWB 2, HW5*)
- Be competent in the correct use of all equipment used in the clinical setting in accordance with instructions and department procedures, reporting any faults as necessary. (*KSF Dimensions: 3, 5*)

### **Leadership/Professional:**

- Provide visible leadership to the nursing team and encourage all staff to lead by example in their individual roles. (*KSF Dimensions: 1, 5, HW2, HW5, G6*)
- Continuously uphold the core values and beliefs set by the clinical team. (*KSF Dimensions: 4, 5, 6*)
- Act as a professional role model, through commitment to the integration into practise of Trust policies and procedures (i.e. Uniform policy). (*KSF Dimensions: 2, 4, 5, HW2, HWB5, G6*)
- Contribute to formulating policies and strategies within area of practice, as directed by ward manager. (*KSF Dimension: 4, 5*)
- Contribute to the Clinical Governance processes, within the ward/department. (*KSF Dimension: 4, 5*)
- Demonstrate an overall awareness of quality issues and a commitment to continuous quality improvement. (*KSF Dimensions: 4, 5, 6*)
- Act in a manner to consistently support equality and diversity in all interactions. (*KSF Dimensions: 1, 6*)

### **Managerial:**

- Develop and maintain effective communication systems both within and outside the Trust and create an environment that encourages open communication and trust. (*KSF Dimensions: 1*)
- Be actively involved in all aspects of admission and discharge process. (*KSF Dimensions: 1, HWB1, HWB2, HWB5*)
- Develop and maintain organisational and managerial skills relevant to the unit facilitating a satisfactory interface with the MDT and all ward areas. (*KSF Dimensions: 1, 6, HWB2, HWB5, G6*)
- Be aware of cost implications associated with the service and ensure effective use of all resources including staff and medical and surgical sundries. (*KSF Dimensions: 4, 5*)

- Participate in objective setting and performance management; ensure ongoing staff development and achievement of Trust strategic objectives, as delegated by the team managers. *(KSF Dimensions: 2, G6)*
- Act as a support to the Theatre Practitioner - 3 and deputise when necessary to ensure continuity of the delivery of a high standard of care. *(KSF Dimensions: 5, 6, G6)*
- Undertake staff appraisals as requested by Team Managers/Leaders/Theatre Practitioners - 3. *(KSF Dimensions: 2, G6)*
- Attend and contribute to ward/clinical team meetings. *(KSF Dimensions: 1, 4, 5)*

### **Educational:**

- Act as a mentor/preceptor and resource person for all nursing and support staff encouraging a high level of motivation in all involved. *(KSF Dimensions: 2, 4, 6, G6)*
- Ensure clinical environment is conducive to supporting the education and learning of all staff and students *(KSF Dimensions: 2, G6)*
- Ensure that mentorship training is updated annually. *(KSF Dimensions: 2, 5)*
- Contribute to the clinical development of staff, supporting the teaching of practical skills to agreed competency levels for staff as identified in departmental action plans. *(KSF Dimensions: 2, G6)*
- Maintain own continuing professional development in accordance with CPD requirements and contribute to formulation of own objectives and personal development plan. *(KSF Dimensions: 2, HWB5)*
- In conjunction with the Team Managers/Leaders/Theatre Practitioners - 3 and Education Team contribute to the delivery of orientation programmes for new staff and students *(KSF Dimensions: 2, G6)*
- Promote awareness of current developments in the speciality and seek opportunities to further own knowledge, and that of other staff. *(KSF Dimensions: 2, 4)*
- Provide educational and supportive opportunities to pre registration nursing students to ensure placements satisfy all requirements of their learning agreements. *(KSF Dimensions: 2)*
- Develop skills to act in a support / advisor role to all members of staff and carers involved with the client group. *(KSF Dimensions: 2, HWB1, G6)*
- Provide an environment that encourages client centred involvement where clients ask for help, advice and education *(KSF Dimensions: 1, 2, HWB1)*

### **Research and Audit:**

- Demonstrate awareness of research process and resources available. (*KSF Dimensions: 4, 5*)
- Ensure an up-to-date knowledge of current evidence based practice. Support the implementation of research findings where appropriate to ensure quality of service and effective practice. (*KSF Dimensions: 2, 4, 5*)

**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.**

**Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.**

### **Health and Safety**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

### **Security**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **Confidentiality**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

### **Team Briefing**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **Smoking Control Policy**

The Trust operates a smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will only smoke in designated areas.

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

Signed (Employee):

Date:

Signed (Manager):

Date:

**CENTRAL MANCHESTER AND MANCHESTER CHILDREN'S UNIVERSITY HOSPITALS NHS TRUST**

**PERSON SPECIFICATION**  
**Theatre Practitioner – Newly Qualified (Band 5)**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	First level registration - (RN(Adult)/RN(Child)/RSCN Operating Department Practitioner	
<b>EXPERIENCE</b>		Previous experience of other clinical areas Experience of care giving in either acute or community setting.
<b>SKILLS, ABILITIES AND KNOWLEDGE</b>	Good written and verbal communication skills. Ability to organise workload and delegate tasks appropriately. Supports and contributes to team approaches and working. Problem solving – able to analyse and resolve issues on own initiative. Decision making within limitation of role, and demonstrates an awareness of own limits Able to demonstrate partnership working with patients/children and families. Able to demonstrate ability to negotiate and work our problems with patients/children/families and MDT.	
<b>PERSONAL ATTRIBUTES</b>	Motivated to personal and professional development of self Willingness to be flexible and adaptable. Open minded, treats colleagues and the general public with dignity and respect. Capacity to work with colleagues at all levels Exemplary personal standards of conduct and behaviour. Enthusiasm and motivational skills.	

**PERSON SPECIFICATION**  
**Theatre Practitioner 2 – Experienced (Band 5)**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	First level registration - (RN(Adult)/RN(Child) Operating Department Practitioner Qualified to function as mentor for pre registration students.	Teaching qualification D32/33 or A1 modules. 1 <sup>st</sup> Degree or working towards
<b>EXPERIENCE</b>	Minimum of 9 months – 1 years experience within relevant clinical setting. Evidence of professional development Evidence undertaking a mentor/preceptor role Experience in relevant area of practise	Evidence of teaching
<b>SKILLS, ABILITIES AND KNOWLEDGE</b>	Excellent written and verbal communication skills. Evidence of teaching and assessing skills/ability. Ability to organise workload and delegate tasks appropriately. Able to work as part of a team Ability to supervise and support junior staff. Proven ability to problem solve. Demonstrates awareness of own limits Good analytical and clinical decision making skills within the role of E grade Proven clinical skills Knowledge of relevant NSF/legislation relevant to clinical area Knowledge of current health policy Knowledge of clinical governance	IT/word processing skills
<b>PERSONAL ATTRIBUTES</b>	Motivated to personal and professional development of self and other junior colleagues. Willingness to be flexible and adaptable. Open minded, treats colleagues and the general public with dignity and respect. Capacity to work with colleagues at all levels Exemplary personal standards of conduct and behaviour. Enthusiasm and inspirational skills.	