

Southgates Medical & Surgical Centre
Job description

Title:	Theatre nurse/practitioner
Band:	6a
Reports to:	The Theatre Manager (for all management and operational issues)
Accountable to:	The Practice Manager, Partners and other visiting surgeons
Job purpose:	<p>To provide safe and efficient care for those patients attending Southgates Medical & Surgical Centre requiring out patient and surgical intervention. To provide a safe working environment for medical, nursing and ancillary staff. To provide a safe clinical environment for all patient activity.</p> <p>To provide assistance to the surgeons in the delivery of direct and indirect patient care through all aspects of the surgical unit.</p> <p>To participate as a senior integral member of the theatre team, delivering a cost effective service to enable the partnership to provide surgical services at Southgates Medical & Surgical Centre.</p>

Key functions and responsibilities:

1 PATIENT CARE

- Assess, plan and evaluate the care given to patients, ensuring appropriate delivery.
- Maintain the high quality of care and patient confidentiality to comply with the Data Protection Act. Also to comply with the Health & Safety at Work Act and all other current relevant legislation
- Provide assistance to clinicians and other theatre support staff

2 THEATRE EQUIPMENT CONSUMABLES AND PREPARTION FOR THEATRE LISTS

- Ensure the smooth running of surgical lists by:
 - Cleaning of theatre and equipment as per written policies
 - Ensuring sterilisation of instruments within agreed procedures
 - Stock rotation and date checking
 - Ordering and maintaining of stock levels
 - Ensuring correct disposal of waste
 - Ensuring safe and correct despatch of specimens
 - Admission of patients to the unit
 - Scrubbing and circulating for surgery as and when required by the surgeon
 - Managing the recovery of patients post operatively as required
 - Ensuring proficiency of all equipment before use
 - Keeping up to date with advances in techniques and equipment utilised in the surgical unit

- Maintaining and utilising equipment in accordance with the manufacturer's instructions and in accordance with current technical rules and recommendations.
 - Advising surgeon of any equipment faults immediately identified and responsibility for immediate remedial action.
- 3 TEAMWORK
- Plan and evaluate the work carried out by self to ensure clinical appropriateness and safety.
 - Ensure effective communication within the surgical team and with the rest of the practice team.
 - Contribute to the implementation of change. Attend surgical meetings, discuss relevant issues.
 - Ensure surgical systems are adhered to and that effective appointment systems, list alterations, cancellations etc are utilised.
- 4 EDUCATION
- To maintain knowledge and skills within current guidelines set by the NMC, AFPP and Health & Safety Executive
- 5 FINANCES
- To work with the surgeon to co-ordinate requests for new and additional equipment, to maintain clinical excellence and efficiency.
 - To be aware of cost consequences of delivering a quality patient service.
 - To identify, where appropriate, cost savings and efficiencies.
 - Provide stocks of surgical equipment for the theatre and to purchase these consumable items in a timely manner and within allocated budgets.
- 6 CLINICAL GOVERNANCE
- To ensure ongoing appropriate audit.
 - To constructively identify areas of clinical improvement within the surgical environment.
 - To manage the critical incident/near miss/learning issues systems within the surgical team.
- 7 INFORMATION
- To assist with data collection and audit as required.
 - To maintain overall confidentiality
 - To exchange information and help solve problems with the surgeon and make decisions within the surgical team.
- 8 PROFESSIONAL RESPONSIBILITIES
- To maintain professional registration and to advise the theatre manager of any difficulties in this regard.
 - To practice with full regard to local and national policies relating to surgical provision.
 - To always work within statutory and regulatory guidelines of the professional bodies.

This job description is not exhaustive and employees are requested to be flexible in order to meet the needs of the service which may change at short notice. The employer will offer a similar level of flexibility. Any permanent amendments to the job description will only be made after consultation with the post holder

Agreed by post holder:

Signature:

Date: