

Job Description

TITLE	BANK OPERATING DEPARTMENT PRACTITIONER (ODP) – (CAMBRIDGE)	GRADE:	N/A
FUNCTION/AREA	BOURN HALL CLINIC NURSING		
REPORTING TO	LEAD NURSE		

PURPOSE OF THE ROLE

To ensure the best possible care and assistance is given to all patients attending Bourn Hall Clinics in accordance with the philosophy of the Bourn Hall Clinic Group.

MAIN INTERFACES

INTERNALLY: All staff at all Bourn Hall Clinic (BHC) sites.

EXTERNALLY: Patients, relatives, visitors, and anaesthetists.

KEY TASKS & RESPONSIBILITIES

- To support the Nursing Function in achieving the clinic objectives and the introduction of specific projects and practices.
- To provide and maintain the highest standards of care to all patients who undergo any procedure within the theatre department maintaining confidentiality at all times.
- To assist in the day to day management of the theatre department.
- To assist in the day to day management of clinical activity within the theatre environment.
- To ensure information given to patients, relatives, visitors and other staff is consistent with Bourn Hall Clinics' policies.

MANAGEMENT/LEADERSHIP

N/A

ACCOUNTABILITY AREA

- To ensure all care is given in accordance with the agreed BHC Group's procedures.
- To ensure reading of appropriate procedures at BHC is kept up to date.
- To perform clinical tasks within own area of expertise and experience.
- To maintain accurate and legible patient/theatre records.
- To assist in ensuring that all equipment within theatres is adequately maintained and that any anomalies are reported immediately to the relevant department for correction.
- To maintain own personal registration and professional development in accordance with Health and Care Professional Council (HCPC).
- To undertake annual review of role within BHC with Theatre Sister or Lead Nurse – when and if appropriate.
- To adhere to the HFEA code of practice.
- To maintain personal log of I/V sedation cases at BHC.

AUTONOMY & AUTHORITY

- To assist in ensuring that the relevant Health and Safety regulations are complied with within the theatre environment.
- To provide support to the medical and anaesthetic staff.

FUNCTIONAL KNOWLEDGE/BUSINESS EXPERTISE

- To have an in-depth understanding of the tasks permitted within the role, in particular a total working knowledge of the anaesthetic drugs used within the department and their effect on the patient and any possible side effects and the reversal agents that may be required.
- To have the ability to assist the anaesthetist in providing care for patients undergoing General Anaesthesia and to have proficient Airway Management skills.
- To have the ability to administer and care for patients undergoing IV Sedation and to have appropriate skills – as above.
- To maintain a thorough working knowledge of all the equipment and their functions in use within the theatre department.
- To maintain a detailed understanding of all Bourn Hall Clinic procedures carried out within theatres/procedure rooms.
- To maintain a full understanding of the infection control and hygiene issues which apply within the theatre environment.
- To develop a basic understanding of issues facing patients undergoing fertility treatment.
- To develop a good understanding of the Bourn Hall Clinic database system.
- To read and apply all appropriate Bourn Hall Clinic nursing procedures.

PROBLEM SOLVING

To be pro-active in dealing with any potential problems and to report them to their line manager or to the appropriate person.
To provide appropriate input in solving any problems within relevant areas.

NATURE & AREA OF IMPACT

To ensure that the highest standards of hygiene are maintained within the working area.

INTERPERSONAL SKILLS

- To work as part of a multidisciplinary team providing support to patients and colleagues across all functions.
- To demonstrate an empathetic approach in understanding the patients' problems and anxieties throughout their treatment process.
- To develop the ability to communicate effectively at all levels.
- To develop the ability to instil a sense of confidence in the patients being treated.
- To develop a calm approach when working within the operating theatre department, particularly during the administering of anaesthetics, and elsewhere when necessary.

SPECIAL PROJECTS

N/A

CANDIDATE'S PROFILE

EDUCATION/PROFESSIONAL EXPERIENCE

- Be a fully qualified Operating Department Practitioner.
- Have good practical skills in theatre based care.
- Recognition of the need to update knowledge of appropriate procedures and techniques within a theatre environment.
- Have the ability to administer Intravenous Sedation safely with the appropriate monitoring and to provide the associated care in case of problems arising from such.

LANGUAGES

Excellent command of both written and spoken English

SKILLS & COMPETENCIES

- The ability to work as an effective part of a multidisciplinary team and communicate well at all levels.
- To have a calm and flexible approach and to be able to work methodically and accurately to published procedures.

APPROVALS

JOB HOLDER:		DATE:	
LINE MANAGER:		DATE:	