

Job Description

TITLE	OPERATING DEPARTMENT PRACTITIONER	GRADE:	10
FUNCTION/AREA	BOURN HALL CLINIC NURSING		
REPORTING TO	REGIONAL LEAD / 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 sites.

EXTERNALLY: Patients, relatives, visitors, Medical Representatives, Anaesthetists.

KEY TASKS & RESPONSIBILITIES

- To provide and maintain the highest standard of care to all patients who undergo any procedure within the theatre / procedure room environment, maintaining confidentiality at all times.
- To assist in the day to day management of the Theatre department, ensuring that adequate staffing levels are maintained within theatres at all times.
- To assist in the day-to-day management of clinical activity within the theatre / procedure room environment.
- To assist in the care and management of patients undergoing a surgical procedure at other Bourn Hall clinics, when appropriate.
- To ensure information given to patients, relatives, visitors and other staff is consistent with Bourn Hall Clinics' policies.
- To be responsible for the management and implementation of the Basic Life Support training within Bourn Hall Clinic, Bourn, in conjunction with the medical staff and other Advanced Life Support trained staff.
- To assist in the Basic Life Support training at the other clinics, when appropriate.

MANAGEMENT/LEADERSHIP

- To provide the appropriate staff leadership within the theatre environment.
- To mentor all staff working within the department, ensuring adequate and up to date training is provided.
- To support such training in other Bourn Hall clinics when required and appropriate.
- To mentor staff undertaking Health Care Associate training, working alongside their external trainer and assessor.
- To be responsible for the day to day management of the theatre department at Bourn Hall Clinic.

ACCOUNTABILITY AREA

- To ensure all care is given in accordance with the agreed Bourn Hall Clinic Group's procedures.
- To be responsible for maintaining full registration with the relevant body.
- To maintain own personal and professional development in accordance with official requirements attending mandatory study/training sessions and maintaining training records file.
- To ensure that all equipment within theatres is adequately maintained and that any anomalies are reported immediately to the relevant department for correction.

ACCOUNTABILITY AREA continued

- To adhere to the HFEA code of practice.
- To perform clinical tasks within own area of expertise and experience.
- To undergo and actively participate in personal performance appraisals and competency reviews in accordance with the Bourn Hall Clinic Group procedures.
- To maintain accurate and legible patient/theatre records.
- To support the Nursing Function in achieving the clinic objectives and the introduction of specific projects and practices.

AUTONOMY & AUTHORITY

- To assist the Lead Nurse in the regular review / modification of theatre / surgical procedures and work instructions in order to ensure the highest possible standard of care is administered.
- To assist in ensuring that the relevant Health and Safety regulations are complied with within the theatre / procedure room environment.
- To assist in ensuring adequate staffing levels are maintained within the theatre / procedure room environment at all times.
- 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 complete working knowledge of the anaesthetic / sedation drugs used during surgical procedures at Bourn Hall Clinic; their effect on the patient, any possible side effects and the appropriate reversal agents that may be required.
- To have the ability to care for patients undergoing IV Sedation and to have proficient Airway Management skills.
- To maintain a thorough working knowledge of all the equipment and their functions in use within the theatre department.
- To maintain a working knowledge of the equipment and their functions within the procedure room environment at the other Bourn Hall Clinics.
- 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 / procedure room environment.
- To develop a basic understanding of issues facing patients undergoing fertility treatment.
- To develop a sound understanding of the Bourn Hall Clinic database system.
- To read and apply all appropriate Bourn Hall Clinic nursing procedures.
- To develop a basic understanding of the different treatment types available at Bourn Hall Clinics including funded and self funded patients.
- To develop a sound understanding of the financial aspects related to the theatre environment within the Clinic.
- To have complete knowledge and understanding of the Clinic's annual objectives.
- Willing to undertake further training in order to perform appropriate additional competencies relevant to role.

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 adequate supplies are maintained within the department to ensure its smooth running.
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 (and elsewhere when necessary) particularly during the administration of anaesthesia and/or sedation.

SPECIAL PROJECTS

To be able to consider appropriate changes that may be required within the theatre or procedure room environment and to assist in their implementation.
To be able to work in other Bourn Hall Clinics when required.

CANDIDATE'S PROFILE

EDUCATION/PROFESSIONAL EXPERIENCE

- A fully qualified nurse with good practical nursing skills in theatre based nursing.
- Some knowledge of care available for the infertile couple based on a good grounding in relevant anatomy and physiology.
- Have recognised anaesthetic nursing training or be a qualified Operating Department Practitioner.
- Recognition of the need to update knowledge of current procedures, techniques and regimes, in particular, the operative procedures and outcomes as well as the drugs used within the theatre setting and their possible side effects.
- Must be at Advanced Life Support level, and this skill kept up to date.

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:	