

Isle of Man
Public Service
Careers



Scrub & Recovery Theatre Practitioners

Scheduled Care Group

Job Information



MANX CARE

JOB DESCRIPTION

Job Title:	Theatre Scrub Practitioner
Location:	Noble’s Hospital Operating Department, Surgical Division
Accountable to:	Surgical Division Manager
Reports to:	Operating Department Manager
Pay Band:	5
Job Evaluation Reference No:	0884/JE/14
Organisation Chart: (attached)	<pre> graph TD CGM[Clinical General Manager] --- ODManager[Operating Department Manager] CGM --- PDM[Practice Development Facilitator] CGM --- TL[Team Leader] CGM --- TP6[Theatre Practitioner Band 6] CGM --- TP5[Theatre Practitioner Band 5] ODManager --- PDM ODManager --- TL ODManager --- TP6 ODManager --- TP5 </pre>

JOB PURPOSE

As part of a multidisciplinary team the post holder will possess or develop specific skills and knowledge required for professional practice and individual progress to prepare them to undertake the role of the scrub and circulating practitioner in the theatre unit, Maternity and ITU.

The post holder will assess, develop, implement and evaluate programmes of care for patients undergoing theatre procedures and deliver peri and post-operative care.

The post holder will keep records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures.



KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- Registered Nurse current NMC registration
- Maintain and improve professional knowledge, skills and competence to ensure the delivery of evidence based practice in line with the Nursing and Midwifery Council (NMC)
- Following appropriate training and education be able to demonstrate progression from novice to competent theatre nurse
- Attend, demonstrate and maintain competence in mandatory training such as CPR, Moving and Handling, and attend up dates as appropriate, in line with hospital policy
- Develop and maintain a professional portfolio in accordance with Post Registration Education and Practice (PREP) requirements as defined by NMC (2002)
- Attend and participate in a personal review interview and identify own educational and training needs and incorporate them within the needs of the Division and the Organisation.
- Be familiar with and adhere to all divisional / organisational / Manx Care policies
- Demonstrate consistent clinical credibility by ensuring that all practice, professional activity and behaviour meets with NMC Standards for conduct, performance and ethics for nurses and midwives
- Show commitment to and evidence of on-going professional and practice development and maintaining acquired skills
- Demonstrate effective listening and interpersonal skills such as when dealing with relatives, healthcare professionals and during assessment of patients in the holding bay, anaesthetic room and recovery
- Demonstrate effective use of time of self and others
- Demonstrate the ability to work using own initiative
- Demonstrate the ability to work in a team

MAIN DUTIES & RESPONSIBILITIES

- Maintain professional registration
- Ensure that all practice, professional activity and behaviour meets with NMC Standards for conduct, performance and ethics for nurses and midwives
- Must not, by act or omission, endanger the safety of themselves or others and must report all untoward occurrences
- Demonstrate or develop skills and knowledge to allow you to competently assess perioperative care needs ensure delivery of a high standard of individual nursing care
- Demonstrate or after appropriate training and skills assessment provide competent scrub and circulating skills to ensure patients receive a high standard of care in a safe environment
- Maintain safe custody of all drugs and controlled drugs within locally and nationally agreed policies ensuring all legal aspects of their administration is adhered to, ensuring safe management of patients within Manx Care



- To be aware and assist Theatre Team Leaders in the economic use of resources in order to help the Manx Care manage the budget
- Assist in maintaining a safe environment for yourself and others, taking reasonable care to avoid injury
- Will maintain patient healthcare records to agreed standards in line with Professional and organisational guidelines
- Learn to and demonstrate the ability to organise own workload to ensure that the interests of the perioperative patient are met

CLINICAL

- Demonstrate or after appropriate training and skills assessment act as patient's advocate in promoting, and delivering the highest standards of nursing care, ensuring all fundamentals of care are addressed, and current, relevant policies and procedures are adhered to
- Demonstrate or under direction develop skills and knowledge to assume responsibility and accountability for the assessment, planning, implementation and evaluation of the care needs for patients ensuring safe practice and maintaining high standards of care
- Demonstrate or after appropriate training and skills assessment safeguard the unconscious patient at all times, e.g. safe transfer and positioning of patients with attention to patient comfort, dignity and safety with regards to circulatory, respiratory, musculoskeletal and neurological structures at all times whilst providing optimum exposure for the operative procedure
- Demonstrate or after appropriate training and skills assessment check theatre equipment and environment are functioning appropriately and ready for use, preparing in relation to the requirement of the operating list for both routine, emergency and complex cases
- Demonstrate or after appropriate training and skills assessment assembles specialised surgical equipment, for example, drills, retractors, laparoscopes
- Demonstrate or after appropriate training and skills assessment be able to interpret and anticipate the needs of the patient when dealing with emergency situations and unknown problems which may arise during the perioperative phase
- After appropriate training and skills assessment take responsibility for all swabs, needles and instruments used in clinical invasive procedures are accounted for at all times to prevent foreign body retention and subsequent injury to the patient in line with Manx Care policy
- Demonstrate or after appropriate training and skills assessment demonstrate responsibility for the correct care, handling, documentation and despatch of tissue specimens, and other product specimens, in accordance with Manx Care policy
- Demonstrate or after appropriate training and skills assessment apply and maintain a high standard of aseptic technique to prevent contamination of an open wound, isolate the operative site from the surrounding unsterile physical environment and create, maintain and promote a sterile field to provide a safe environment for the patient
- Ensure effective communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met
- Assist in the reception, transfer and discharge of patients in accordance with Manx Care policy



- To be responsible for the checking of Manx Care controlled drugs and to ensure that local policy is adhered to and be aware of Professional responsibilities
- Write reports, record observations and maintain care plans, including electronic data storage; and other appropriate records, accurately, legibly and concisely
- After appropriate training and skills assessment assist with the provision of on call cover for theatre
- Demonstrate or after appropriate training and skills assessment ensure all theatre equipment and machines are in good working order, report defects or repairs required immediately to Theatre Team Leader / Theatre Co-ordinator
- Maintain accurate, legible, contemporaneous written records of patient care maintaining confidentiality and in line with relevant legislation, guidelines, policies and procedures
- Incorporate health education and health promotion, as appropriate, within clinical practice through providing verbal and written information to patients / relatives / carers

PROFESSIONAL

- Maintain professional registration in line with NMC requirements
- Comply with NMC The Code, Standards of conduct, performance and ethics for nurses and midwives
- Work within agreed Manx Care philosophy
- Act in such a manner as to promote and safeguard the interests and well being of patients
- Be able to build and sustain professional relationships as both an independent practitioner and collaboratively as a member of the team
- Establish and maintain effective communication channels with all members of the multi professional team
- Adhere to Manx Care and hospital policies and procedures
- Maintain full and accurate clinical records and be aware of the legal implications of these documents
- Demonstrate or after appropriate training and skills assessment maintain accurate records relating to traceability of medical devices
- Act at all times as a professional role model to patients / relatives / carers / staff / general public in order to promote public confidence

TRAINING, EDUCATION & RESEARCH

- NMC Registration
- Demonstrate or after appropriate training and skills assessment will demonstrate experience in patient safety procedures and measures relating to the pre, peri and post operative care of the patient
- Recognise and plan to meet own educational and professional development needs through personal study and through the use of available opportunities
- Under direction and supervision of Team Leaders / Practice Development Facilitator / Operating Department Manager participate in clinical trials, clinical audits and surveys in line with National /



organisational audit tools

- Contribute to the writing of shared policies / guidelines / protocols for care through comment and suggestion.

PLANNING & ORGANISATIONAL SKILLS

- Able to adapt to changing situations and is calm in challenging, stressful situations such as perioperative death of a patient / unexpected surgical complications e.g. haemorrhage
- Demonstrate or after appropriate training and skills assessment check theatre equipment and environment are functioning appropriately and ready for use
- Take an active part in the team and recognise the contributions of all of the teams within the operating department including theatre, recovery, medical and anaesthetic, housekeeping, clerical, portering and other allied healthcare professionals
- Support and assist with the planning and co-ordination of patient care for routine operating lists and the accommodation of emergency patients onto an operating list during hours and out of hours
- Organise own workload to ensure that the needs of the patient are met

COMMUNICATION

- Attend and participate through opinion / comment / suggestion in unit meetings on a weekly basis to ensure an awareness of developments and initiatives within the area of practice
- Ensure that all communication is performed clearly and accurately to ensure information is relayed accurately and in a timely manner to the appropriate personnel
- Ensure written communications are legible and the information is stated clearly for recipients to understand
- Maintain accurate, legible, up to date written records of care, ensuring that all entries are dated, timed and professional status stated
- Adhere to Noble's Hospital record keeping policy
- Provide and receive sensitive and confidential information by telephone, written, electronically and verbally from all healthcare professionals regarding patient care
- Maintain effective two way communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information, relating to patients medical condition, is shared and the patient needs are met
- Be able to modify communication methods to address and take into account factors such as age, physical and learning disability
- Maintain patient confidentiality and is discreet when communicating sensitive information to patients (adults and children) / relatives / carers and healthcare professionals



MANAGERIAL/LEADERSHIP

- Be a professional role model for the patient and the team
- Demonstrate economic use of resources by maintaining prescribed Manx Care stock/ stores levels, storage and rotation of stock
- Practice good time management
- Supervise student nurses, junior RN's and HCA's and act as a source of advice to ensure their learning objectives are met, such as nursing procedures

CLINICAL GOVERNANCE

- Report and record untoward incidents / complaints / accidents involving staff, patients or visitors in accordance with the organisation's risk management strategy and hospital's complaint procedure.
- Comply and participate in Manx Care framework of Clinical Governance within Manx Care, seeking advice or guidance where necessary
- The post holder is aware of, has read and complies with Manx Care and hospital policies, procedures and guidelines. This will include the identification of risk (clinical, health and safety and security)
- Adhere to Infection Control Manual policies at all times
- Comply with the need for patient confidentiality, including requirements of the Data Protection Act

SYSTEMS & EQUIPMENT

- Attend equipment training and up-date sessions to ensure correct use and knowledge of all sophisticated and non-sophisticated medical equipment and medical devices used in Manx Care and in accordance with manufacturer's instructions
- Assist and ensure accuracy is maintained in the ordering, storage and administration of medications in accordance with local hospital policy
- Will co-operate with management to maintain safe systems and safe workplaces
- Always check that equipment is safe to use and clean prior to use to prevent harm to yourself, other colleagues or the patient in accordance with Infection Control Manual / Manx Care / hospital policies
- Responsible for removing faulty equipment from area of use, attaching a fault notice and reporting promptly to the theatre Co-ordinator
- Demonstrate or after appropriate training and skills assessment assembles specialised surgical equipment
- Examples of equipment and machinery used following appropriate training and skills assessment:
 - **Very Specialised:** surgical video monitoring; diathermy machines; tourniquet machine; rigid and flexible endoscopes; rigid telescopes; endoscope disinfection machine; operating tables & attachments for positioning of patients for operative procedures; laser; microscopes; Phacoemulsification machine, colposcope, complex medical devices e.g. anastomosis stapling guns / oesophageal stents / TVT devices; highly complex surgical instrumentation e.g. spinal surgery instrument / joint replacement



instruments / laparoscopic surgery instrumentation

- **Specialised:** patient monitoring; operating light;, Image Intensifier; Airpal; Flowtron anti-embolist equipment
- **Generic:** Alaris volumetric and syringe pumps; defibrillators; electric beds; Flowtron anti-embolist equipment; bedpan washer
- After appropriate training and skills assessment demonstrate a working knowledge of IT systems, e.g. Patient Administration System (MEDWAY) / Picture Archive Computer System (PACS / Theatreman)
- Ensure own timesheet is completed and accurate

DECISIONS & JUDGEMENTS

- Demonstrate or after appropriate training and skills assessment assess, plan, prioritise, implement and evaluate nursing interventions to meet patient perioperative care needs.
- Demonstrate or after appropriate training and skills assessment evaluate patient condition to establish any change, report to Surgeon or Anaesthetist and act accordingly
- Recognise own limitations in the provision of clinical care and refer to other health care professionals accordingly
- Demonstrate or after appropriate training and skills assessment be able to anticipate and initiate resolution of problems e.g. unexpected haemorrhage and be able to exercise personal initiative in providing for the needs of the surgeon

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

Health & Safety/Security

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person’s responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all Manx Care policies relating to safeguarding.

CARE

In Manx Care we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what



we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

JOB DESCRIPTION AGREEMENT

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

Job Holder's name (please print)

Job Holder's signature:

Line Manager's name (please print)

Line Manager's signature:

Date:

Date:



JOB DESCRIPTION APPENDIX 1

PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS

THEATRE NURSE

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

Physical Effort

- High frequency activity using medium to heavy weights for frequent short periods of time per daily shift for each patient on the operating list. This constitutes a high percentage of time worked and occurs every day for every patient
- Regularly required to stand for long periods, which could be in excess of four hours e.g. scrubbed at the operating table
- Physical ability to carry out manual handling duties e.g. movement and positioning of patient in excess of 15 kilos
- High frequency activity manoeuvring of equipment involving pushing, pulling and manipulating of operating tables; heavy instrument trays; video monitor machine; endoscopy workstation; Image Intensifier. This constitutes a high percentage of time worked and occurs every day for every patient
- High frequency working in a confined position in-between an operating table and sterile instrument trolley for every patient scheduled to the operating list. This constitutes a high percentage of time worked and occurs every day for every patient
- High physical dexterity which will require eye to hand co-ordination for the preparation and use of surgical instruments and medical devices
- Frequently kneel, crouch, twist, bend and stretches in the provision of perioperative care, correct machine and equipment positioning and cleaning and maintenance of equipment following surgery
- Physically active at all times due to constantly moving around Manx Care between holding bay, anaesthetic room, theatre and recovery
- Frequently active in the theatre suite maintaining the needs of the surgical team for each patient operative procedure
- High frequency cleaning and tidying following each patient operative procedure e.g. cleaning all trolley surfaces; mopping the floor; cleaning scrub sinks
- Less frequent daily task of replenishing of stock used in the theatre on a daily basis
- Less frequent daily task of equipment cleaning, storage and maintenance
- Frequent daily task of tidying and cleaning theatre room following completion of operating list



Mental Effort

- High frequency predictable concentration required for carrying out the responsibilities of the Theatre nurse per patient scheduled on the operating list during the invasive procedure
- Occasional requirement for prolonged concentration required for carrying out the responsibilities of the theatre nurse for major, prolonged operative procedures and in the event of complications of anaesthesia / surgery occurring
- High frequency predictable concentration required during the setting up of complex and sophisticated equipment e.g. laparoscopic equipment under supervision
- High frequency concentration for maintaining the correct care and handling of tissue specimens under supervision
- Subject to regular interruptions and demands from colleagues, medical staff, patients and other health care professionals
- Weekly supervised on-call commitment for out of hours emergency surgery sessions weekdays and weekends when competent to do so

Emotional Effort

Occasional:

- exposure to distressing circumstances due to the death of a patient during surgery, due to major trauma, death of a child, an unexpected death, organ retrieval or unexpected complication of surgery resulting in critical patient condition
- Caring for critically ill patients whose condition may not improve despite surgical intervention

Working Conditions

- Frequent exposure to highly unpleasant working conditions in theatre – contact with body fluids, faeces, vomit and foul linen
- Daily frequent exposure to contaminated equipment and instruments from body fluids used in the anaesthetic / recovery care of a patient
- Working in increased theatre temperatures (30 degrees Celsius) during paediatric surgery
- Working in a controlled environment under artificial light and may be required to wear protective clothing e.g. lead aprons / masks / goggles
- Frequent controlled exposure to sharps e.g. needles; syringes
- Controlled exposure to infectious illness / conditions
- Controlled contact with hazardous chemicals on a daily basis (anaesthetic volatile agents, formalin, cold disinfection agents)
- Possible exposure to chemical spills (i.e. formalin, cold disinfection agents)
- Controlled handling and preparation of human tissue for either pathology specimens or for disposal



- Burnt flesh e.g. diathermy procedures
- Occasional exposure to hostility / verbal / physical aggression from patients / staff / relatives
- Daily use of visual display unit e.g. Picture Archive Computer System (PACS)

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder's Name (please print)

Job Holder's Signature:

Date:

Line Manager's Name (please print)

Line Manager's Signature:

Date:



MANX CARE

OPERATING DEPARTMENT / SURGICAL DIVISION

Theatre Scrub Practitioner Band 5

PERSON SPECIFICATION

CRITERIA FOR SELECTION (Justifiable as necessary for safe and effective performance)	ESSENTIAL REQUIREMENTS (A clear definition for the necessary criteria)	DESIRABLE REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)	METHOD OF ASSESSMENT (Application, CV, Portfolio, Pre-employment Checks, Interview)	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	Registration with NMC Intermediate Life Support		Application Form CV Pre-employment Checks Portfolio	
KNOWLEDGE & EXPERIENCE	Maintain or develop competent scrub and circulating skills and gain experience in patient safety procedures Evidence of continuing educational and professional development Understanding of professional accountability Current professional profile Awareness of current issues in nursing		Application Form CV Interview Portfolio	
SKILLS & ABILITIES	Demonstrate effective communication and interpersonal skills Willingness to develop competent scrub / circulating skills	Innovative practitioner	Interview Portfolio	



	<p>Supportive team member</p> <p>Ability to assist with the implementation of change</p>			
PERSONAL ATTRIBUTES	<p>Professional role model</p> <p>Flexible and adaptable to meet the needs of the role</p> <p>Commitment to undertake on-call</p> <p>Friendly disposition</p> <p>Motivated</p>		Interview	
OTHER RELEVANT REQUIREMENTS	<p>A keen interest in the speciality and to attain competence in the speciality</p> <p>A commitment towards quality in nursing and patient care</p> <p>Satisfactory Police Check</p>	<p>Able to cope with potentially stressful situations</p> <p>Isle of Man Worker</p>	<p>Interview</p> <p>Portfolio</p> <p>Application Form</p>	