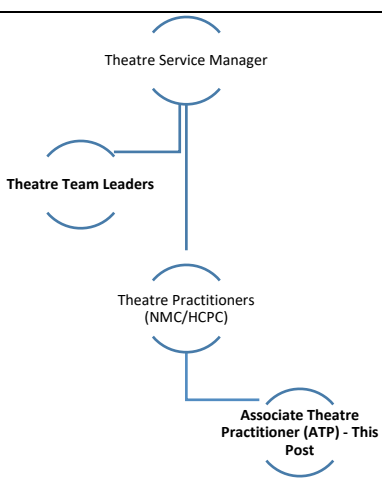


**JOB DESCRIPTION**

<b>Job Title</b>	Associate Theatre Practitioner
<b>Division</b>	Surgery, Theatres, Critical Care & Anaesthetics
<b>Reports to</b>	Theatre Manager
<b>Pay Band</b>	4
<b>Job Evaluation Reference No.</b>	1369/JE/24
<b>Organisation Chart</b>	 <pre> graph TD     TSM[Theatre Service Manager] --- TTL[Theatre Team Leaders]     TTL --- TP[Theatre Practitioners (NMC/HCPC)]     TP --- ATP[Associate Theatre Practitioner (ATP) - This Post]         </pre>
<b>Overview</b>	Theatre Services is comprised of Theatres, Endoscopy and Sterile Services and is predominantly focused on the provision of perioperative and post-operative care. The role of the Associate Theatre Practitioner is intended to bridge a gap between Healthcare Assistants and Registered Nurses.
<b>Job Purpose</b>	The Associate Theatre Practitioner (ATP) will function as part of the multi-disciplinary team within Theatres working under the direct supervision of a Registered Practitioner. The ATP will use the knowledge and expertise gained through their experience of acting in a senior Healthcare Assistant role across a variety of surgical specialities. They will be able to demonstrate this knowledge and experience through proficiency and competency within the role of the circulatory practitioner. It is anticipated that the role of the ATP will continue to develop through further development of their skills, knowledge, and competence as part of the annual performance development process and based on departmental need and scope of practice.
<b>Communication &amp; Relationship Skills</b>	<ul style="list-style-type: none"> <li>Communicate clearly sensitive and confidential information in an appropriate manner with patients, carers, relatives, and all members of the multi-disciplinary team (e.g. completion of Consent Form, proposed surgical procedure and any relevant information that may impact patient care/outcome.)</li> <li>Where communication is difficult, communication aids are used as per care plan. May be required to liaise with multi professional staff to acquire the most appropriate aids and demonstrates a basic knowledge of the aids and how to use them</li> </ul>

	<ul style="list-style-type: none"> <li>• Aware of the need to maintain verbal and non-verbal communication, even when there is no apparent response from the patient and demonstrate the ability to understand non-verbal responses from patients</li> <li>• Maintain a professional appearance and always behave in a professional manner</li> <li>• Maintain accurate, legible, contemporaneous written records of patient care maintaining in line with relevant legislation, guidelines, policies, and procedures</li> <li>• Participate in departmental meetings</li> <li>• Act always in a manner that illustrates respect, dignity, privacy, and confidentiality</li> <li>• Follow and demonstrate the Manx Care Values in all areas of clinical work</li> <li>• Work collaboratively with all members of the multi-disciplinary team.</li> </ul>
<b>Knowledge Training &amp; Experience</b>	<p>The essential knowledge, training and experience requirements of this role are:</p> <ul style="list-style-type: none"> <li>○ The ability to circulate competently in a minimum of 2 specialities</li> <li>○ A minimum of 2 years' experience working within an operating theatre as a senior healthcare assistant</li> <li>○ Ability to acknowledge development areas and adopt a proactive approach to professional development</li> <li>○ Understanding of the PDR process and how this can impact personal and professional development, whilst improving service delivery</li> </ul> <p>The desirable knowledge, training and experience requirements of this role are:</p> <ul style="list-style-type: none"> <li>○ The Care Certificate</li> <li>○ A keen interest in delivering excellence whilst working in the perioperative environment.</li> </ul>
<b>Main Duties &amp; Responsibilities</b>	<p>As an Associate Theatre Practitioner (ATP) your duties and responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Working within the scope of practice as delegated by a registered NMC/HCPC practitioner and the ATP remit</li> <li>• Working within the parameters of policies, protocols and procedures set to outline the role and responsibilities of the ATP</li> <li>• Practicing within the boundaries of a scrub practitioner role, whilst under the direct supervision of a registered practitioner and in line with HCPC/NMC standards</li> <li>• Working towards the development of skills that will contribute towards the safe delivery of care in relation to the perioperative patient</li> <li>• Preparing the operating theatre for the operating list, including damp dusting</li> <li>• Demonstrate knowledge and competence in the use of medical equipment and medical devices used in different operating theatres</li> <li>• Ensure theatre equipment is in good working order and is ready for use in relation to routine, emergency, and complex cases</li> <li>• Reporting faulty equipment through the correct escalation channel</li> </ul>

	<ul style="list-style-type: none"> <li>• Reducing waste by undertaking stock rotation, ensuring stock is used before the expiry date</li> <li>• Ensuring correct and safe stock levels of sundries are maintained and the theatre is re-stocked of depleted supplies at the end of each operating list</li> <li>• Using appropriate cleaning products and having an awareness of the hazards to health associated with various chemical products used</li> <li>• Following local policy in accordance with consent and obtaining consent</li> <li>• Always safeguard the unconscious patient in relation to the safe transfer and positioning of patients</li> <li>• Ensuring patient dignity and safety with whilst providing optimum exposure for the operative procedure</li> <li>• Acting as patient’s advocate in promoting and delivering the highest standard of care</li> <li>• Maintaining a sterile field, and use aseptic principles in hand washing, gloving, and gowning</li> <li>• Demonstrating an understanding of invasive surgical procedures and techniques across different specialities</li> <li>• Ensuring responsibility for all swabs, needles and instruments during clinically invasive procedures and always remain accountable and in accordance with departmental policy requirements and under the direct supervision of a registered NMC/HPCPC Practitioner</li> <li>• Being able to interpret and anticipate the needs of the operating surgeon when dealing with routine and emergency situations</li> <li>• Ensuring the correct care, handling, documentation and despatch of tissue specimens, and other product specimens, in accordance with departmental policy</li> <li>• Maintaining accurate, legible, contemporaneous written records of patient care maintaining in line with relevant legislation, guidelines, policies, and procedures</li> <li>• Maintaining and improve professional knowledge, skills, and competence to ensure the delivery of evidence-based practice in line with hospital policy</li> <li>• Demonstrating and maintain competence in mandatory training such as CPR, Moving and Handling, and attend up-dates as appropriate and in line with hospital policy.</li> </ul>
<b>Analytical &amp; Judgemental Skills</b>	<ul style="list-style-type: none"> <li>• Work as part of the perioperative MDT, as a band 4 Associate Theatre Practitioner</li> <li>• Ensure consent form for patients are completed correctly, identifying areas of concern, and escalating to the Registered Practitioner accordingly</li> <li>• Under supervision report clinical incidents and document appropriately and using the Datix system</li> <li>• Formulate a personal development plan and take part in the appraisal process</li> <li>• Take ownership for own professional continuing educational needs</li> <li>• Maintain compliance with mandatory training.</li> </ul>

<b>Planning &amp; Organisational Skills</b>	<ul style="list-style-type: none"> <li>• Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for the perioperative patient</li> <li>• Deliver excellence in patient care working within the boundaries of the role and the guidance of a Registered practitioner</li> <li>• Recognise and apply knowledge of commonly encountered mental, physical, behavioural, and cognitive health conditions when delivering care in the perioperative environment</li> <li>• Undertake risk assessments associated with patient care and patient positioning in the perioperative environment and manage risk using local policy and set procedures.</li> </ul>
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>• High physical dexterity which will require eye to hand co-ordination for the preparation and use of surgical instruments and medical devices and equipment</li> <li>• High physical dexterity in relation to a variety of patient positions for surgical procedures</li> <li>• 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</li> <li>• Basic level word processing skills to include use of the Patient Administration systems (e.g. Theatreman, Word)</li> </ul>
<b>Patient/Client Care</b>	<p>Associate Theatre Practitioners act in the best interests of the patient, putting them at the forefront of their practice and providing care that is person-centred, safe, and compassionate. They always act professionally and use their knowledge and experience to make evidence-based decisions and solve problems. They recognise and work within the limits and boundaries of their competence and are responsible for their actions.</p> <p>As an Associate Theatre Practitioner, you will:</p> <ul style="list-style-type: none"> <li>• Develop an understanding of all elements of the perioperative process in relation to patient care and be able to assist in the delivery of that care, under the direct supervision of a Registered Practitioner</li> <li>• Provide support patients during their perioperative journey</li> <li>• Recognising areas of concern in relation to skin integrity, recording and escalating as per policy</li> <li>• Recognising signs of abuse or self-harm and escalating to the Registered practitioner</li> <li>• Administer basic physical first aid, including basic life support</li> <li>• Prepare and assist in the application of a variety of wound dressings</li> <li>• Ensure the correct care, handling, documentation and despatch of tissue specimens, and other product specimens, in accordance with departmental policy</li> <li>• Ensure the privacy, dignity and safety of patients is always maintained</li> <li>• Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professional</li> <li>• Assist in the implementation of appropriate action to meet the specific physical, emotional, and psychological, social, cultural, and spiritual needs of patients</li> <li>• Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities in order to improve the delivery of perioperative care</li> <li>• Assist with the implementation and monitoring of clinical standards as set out by local policies and protocols</li> <li>• Engage in reflective practice including management of self and reflection on own reactions, asking questions, and reflecting on answers given</li> <li>• Demonstrate good understanding of the principles of consent and ensure valid consent is obtained prior to undertaking any perioperative care</li> <li>• Understand the principles of protecting health through applying the principles of infection prevention and control, including communicable disease surveillance and antimicrobial stewardship and resistance in the perioperative environment</li> <li>• Demonstrate the ability to recognise the effects of medicines, allergies, drug sensitivity, side effects, contraindications, and adverse reactions in the perioperative environment</li> <li>• Recognise the different ways by which medicines can be prescribed.</li> </ul>
<b>Policy &amp; Service Development</b>	<ul style="list-style-type: none"> <li>• Audit compliance of the use of the WHO Safer Surgery Checklist</li> <li>• As instructed by Theatre Co-ordinator/or Department Manager, participate in the audit process/audit reviews and contribute to any remedial actions identified from the audit. In addition, collate and disseminate audit information</li> <li>• Promote health and safety maintaining best practice in health, safety, and security</li> <li>• Share ideas with colleagues to improve care and suggest areas for innovation</li> <li>• Contribute to the improvement of service by reflecting on own practice</li> <li>• Adhere to legislation, policies, procedures, and guidelines both local and national</li> <li>• Regularly attend workplace, staff engagement meetings, and contribute positively to discussions about the improvement of care and service delivery</li> <li>• Understand what constitutes to a near miss, a serious adverse event, a critical incident, and a major incident and know how to escalate via local policy</li> <li>• Understand when to seek appropriate advice to manage a risk to avoid compromising quality of care and health outcomes</li> <li>• Take an active role in the development of standard operating procedures, policies, and guidelines.</li> </ul>
<b>Financial &amp; Physical Resources</b>	<ul style="list-style-type: none"> <li>• Exercise personal duty of care in the safe use and storage of equipment for the safety of all theatre personnel</li> </ul>

	<ul style="list-style-type: none"> <li>• Be environmentally aware and prudent in the use of resources and energy</li> <li>• Perform equipment monitoring and maintenance to ensure reliability</li> <li>• Appropriate use of personal protective equipment</li> <li>• Use equipment safely and in accordance with Health and Safety at Work Act</li> <li>• Ensure theatre is appropriately stocked with equipment and sundries needed for each speciality (e.g. general surgery).</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Act in ways which support and promote equality and value diversity</li> <li>• Demonstrate own duties to new or less experienced staff</li> <li>• Adopt an inclusive approach and practice accordingly.</li> </ul>
<b>Information Resources</b>	<ul style="list-style-type: none"> <li>• Develop skills to maintain professional standards of record keeping (e.g. patient operation profile)</li> <li>• Take responsibility for the correct care, handling, documentation and despatch of tissue specimens, and other product specimens, in accordance with departmental policy</li> <li>• Follow all information governance guidance and policies</li> <li>• Maintain confidentiality as outlined within data protection policies</li> <li>• IT skills required to use various computer systems necessary for duties of the post</li> <li>• Use of Electronic Systems such as Theatreman.</li> </ul>
<b>Research &amp; Development</b>	<ul style="list-style-type: none"> <li>• Participate in audit activities being undertaken in area of practice.</li> </ul>
<b>Freedom to Act</b>	<ul style="list-style-type: none"> <li>• Work within standard operating procedures with Registered Practitioners available for reference</li> <li>• Work within the organisational policy, procedures, and guidelines of Manx Care</li> <li>• Work within the trainee Associate Theatre Practitioners parameters of practice</li> <li>• Be responsible and accountable for own practice, working within the limitations of competence and professional boundaries</li> <li>• Raise any concerns to a registered care professional or appropriate person in an appropriate timeframe</li> <li>• Comply with the use of the WHO Safe Surgery Checklist.</li> </ul>
<b>Confidentiality</b>	<p>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.</p>

<b>Health &amp; Safety</b>	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.
<b>Safeguarding</b>	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 health and social care policies relating to safeguarding.
<b>CARE</b>	In Manx Care we pride ourselves on being Committed and passionate, Accountable and Reflective, Respectful and Inclusive and Excellent and Innovative. <b>CARE</b> represents what we are about, what we stand for and what we value. All our recruitment, performance management and development are based on our <b>CARE</b> ethos.
<p><b>JOB DESCRIPTION AGREEMENT</b></p> <p>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.</p> <p><b>Job holder's name (please print)</b>  .....</p> <p><b>Job holder's signature</b>  .....</p> <p><b>Line manager's name (please print)</b>  .....</p> <p><b>Line manager's signature</b>  .....</p> <p style="text-align: right;"><b>Date</b>  .....</p> <p style="text-align: right;"><b>Date</b>  .....</p>	





### JOB DESCRIPTION APPENDIX 1

#### Physical, mental & emotional demands of the job and working conditions

Physical effort	<ul style="list-style-type: none"> <li>• Daily moderate effort when undertaking carrying out the manual handling of patients and equipment in line with organisational guidelines</li> <li>• Use a combination of standing, walking bending and stretching throughout the shift (daily)</li> <li>• Standing for periods of time as a scrub practitioner sometimes in a restricted space and for lengthy periods of time in excess of 1 hour a day</li> <li>• Daily moving and handling of patients using moving and handling protocols</li> <li>• Positioning patients for surgery (daily)</li> <li>• Lifting instrument sets from SSD delivery trolleys and subsequently storing them for use on shelves or placing them in the clinical area (daily)</li> <li>• Unpacking and putting stores away, fluids, drapes, and gowns (daily)</li> <li>• Cleaning the clinical environment, including the mopping of floors and high-level cleaning (daily)</li> <li>• High level physical dexterity which will require eye to hand co-ordination for the preparation and use of surgical instruments and medical devices (daily)</li> <li>• Physically active, moving around the theatre department between the holding bay, anaesthetic room, theatre, and recovery area (daily)</li> <li>• Actively involved in maintaining the needs of the surgical team whilst undertaking the role of the circulating practitioner (daily)</li> <li>• High frequency cleaning and tidying following each patient operative procedure e.g. cleaning all trolley surfaces; mopping the floor; cleaning scrub sinks (daily)</li> <li>• Replenishing stock used in the theatre daily on a daily basis</li> <li>• Daily task of tidying and cleaning theatre room following completion of operating list</li> </ul>
Mental effort	<ul style="list-style-type: none"> <li>• Challenging Medical clinicians to conduct the 'Surgical Pause'</li> <li>• Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour</li> <li>• Using initiative to find workable solutions when faced with challenging or demanding situations</li> <li>• Maintain a high level of concentration when carrying out the role of the scrub practitioner</li> <li>• Occasional requirement for prolonged concentration required for carrying out the responsibilities of the Associate Theatre Practitioner for major, prolonged operative procedures and in the event of complications of anaesthesia / surgery occurring</li> </ul>



	<ul style="list-style-type: none"> <li>• High levels of concentration required during the setting up of complex and sophisticated equipment e.g. laparoscopic equipment under supervision</li> <li>• High levels of concentration for maintaining the correct care and handling of tissue specimens under supervision</li> <li>• Subject to regular interruptions and demands from colleagues, medical staff, patients, and other health care professionals</li> <li>• Supervised on-call commitment for out of hours emergency surgery sessions weekdays and weekends when competent to do so and under the direct supervision of a Registered Practitioner</li> </ul>
Emotional effort	<ul style="list-style-type: none"> <li>• Ability to act professionally and with integrity in difficult, distressing and/or demanding situations</li> <li>• Ability to adopt a professional approach to work, regardless of our own values and beliefs</li> <li>• Infrequent 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</li> <li>• When necessary, caring for critically ill patients whose condition may not improve despite surgical intervention</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>• Regular exposure to highly unpleasant working conditions in theatre – contact with body fluids, faeces, vomit, and foul linen</li> <li>• Daily exposure to contaminated equipment and instruments from body fluids used in perioperative care of the patient care</li> <li>• Working in a controlled environment under artificial light and may be required to wear protective clothing e.g. lead aprons/masks/goggles</li> <li>• Frequent exposure to sharps e.g. needles; syringes</li> <li>• Exposure to infectious illness/conditions</li> <li>• Contact with hazardous chemicals daily (anaesthetic volatile agents, formalin, cold disinfection agents)</li> <li>• Possible exposure to chemical spills (i.e. formalin, cold disinfection agents)</li> <li>• Controlled handling and preparation of human tissue for either pathology specimens or for disposal</li> <li>• Exposure to diathermy procedures</li> </ul>
<p><b>Agreement of above description</b></p> <p>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.</p> <p><b>Job holder's name (please print)</b> .....</p> <p><b>Job holder's signature</b> ..... <b>Date</b> .....</p> <p><b>Line manager's name (please print)</b> .....</p> <p><b>Line manager's signature</b> ..... <b>Date</b> .....</p>	



### Person Specification

Criteria for selection	Attributes	Essential (E) or Desirable (D) requirements	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE in Maths &amp; English or skills level 2 or equivalent</li> <li>Level 2 qualification in Health and Social Care or equivalent</li> </ul>	D  D	Application
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in teams under appropriate supervision as part of the multi-disciplinary team</li> <li>Experience of working within an Operating Theatre for a minimum of 2 years</li> <li>Experience of handling complex sensitive information, adhering to GDPR principles</li> <li>Has awareness of own limitations and practices within current professional boundaries</li> <li>Can circulate competently within a minimum of two specialisms</li> <li>Understands the role of the ATP and how the ATP role contributes to perioperative care</li> </ul>	E  E  E  E  D  D	Application Interview
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Awareness of how the role of the ATP can contribute to service development</li> <li>Understanding of how the NMC and HCPC professional standards underpin practice</li> <li>Knowledge of when to seek advice and escalate a concern to the appropriate professional for expert advice and help</li> <li>Understands the importance of following</li> </ul>	E  E  E  E	Application Interview



	<p>procedures, instructions, policy guidelines and treatment plans as defined by the Registered Healthcare Professional</p> <ul style="list-style-type: none"> <li>• Ability to evidence/demonstrate behaviours/practice underpinned by the CARE values</li> <li>• Ability to take part in reflective practice and clinical supervision</li> <li>• Ability to deal with non-routine and unpredictable nature of workload and individual patient contact</li> <li>• Ability to communicate effectively (written, verbal, and non-verbal) with patients and all members of the multi-disciplinary team</li> <li>• Ability to develop effective and appropriate relationships with patients and all members of the multi-disciplinary team</li> <li>• Awareness of the need for confidentiality</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<b>CARE</b>	<ul style="list-style-type: none"> <li>• This role will demonstrate COMMITMENT &amp; PASSION by building positive relationships with patients and the multi-disciplinary team (Collaborate)</li> <li>• This role will demonstrate ACCOUNTABILITY &amp; REFLECTION by showing commitment, and being willing to take initiative (Ownership)</li> <li>• This role will demonstrate RESPECT &amp; INCLUSION by being open and honest, and shows loyalty (Honesty)</li> <li>• This role will demonstrate EXCELLENCE &amp; INNOVATION by remaining calm and positive in</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	Application Interview

	demanding / stressful situations (Resilient)		
<b>Circumstances &amp; Interests</b>	<ul style="list-style-type: none"> <li>• Satisfactory Police Check</li> <li>• Isle of Man Worker</li> </ul>	E D	Application Pre-employment checks