

## **JOB DESCRIPTION**

**JOB TITLE: Scrub Nurse Practitioner**

**LOCATION: Mid and South Essex NHS Foundation Trust**

**DIVISION: 6**

**DEPARTMENT: Theatres**

**GRADE: Band 5**

**RESPONSIBLE TO: Band 7 Registered Nurse/ODP**

**ACCOUNTABLE TO: Theatre Matron**

### **JOB SUMMARY**

We have an exciting opportunity for a Band 5 Scrub Nurse to join our internationally renowned St Andrews Centre for Burns and Plastic Surgery, which is a regional centre of excellence covering a population of 3.2 million with a regional burns service serving a population of 9.8 million.

You will have the opportunity to work across our five dedicated plastics surgery theatres which undertake elective plastics and regional trauma. We are a leading area for breast reconstruction, and we are also privileged to have an internationally renowned burns unit, serving the local population and some international patients.

So, if you are looking for a new challenge and want to develop your skills and expertise within this interesting and rewarding area of theatres, we want you to apply to join our friendly, dedicated and innovate team today.

### **MAIN DUTIES & RESPONSIBILITIES**

The post holder is expected to work closely with the multidisciplinary team ensuring perioperative patients receive a quality evidence-based nursing care.

Some of your duties and responsibilities will include:

#### **1. Communication**

- Maintain and promote effective communication between colleagues, patients, relatives, and visitors
- Collaborates and communicates with all members of the health care team to ensure safe, high quality patient care

- Collaborates with the Theatres Floor charge nurse/ ODP as needed to ensure smooth running of a theatre list
- Resolves problems in a timely and appropriate manner, elevates areas of concern in a timely way to the theatres charge nurse/ ODP.

## **2. Analytical and Planning**

- Maintain a safe working environment for patients, visitors, and staff
- Plan and prepare equipment according to patients needs and procedures
- Implement and evaluate care plans as appropriate to surgical requirement and patient's condition
- Assess, plan, implement, evaluate, holistic, high quality and individualised care which respects patient personal dignity and beliefs
- Monitor and assess patient's condition, responding to changes in condition, proposing / making changes to care plan as required
- Co-ordinates all resources and activities for a theatre, within the theatre session

## **3. Clinical Duties**

- Undertakes Band 5 Competency Framework
- Undertakes ISO generic equipment and service specific equipment competencies
- To be aware of the management of drugs and to adhere to local policies and administer drugs as prescribed
- Direct and participates in the manoeuvring and the positioning of both conscious and unconscious patients
- Effectively undertakes operational responsibility for a Theatre, as delegated, on a day to day basis
- Act as a clinical and professional role model demonstrating specialist knowledge and high standards of clinical practice and provide support when necessary

## **4. Policy and Service Development**

- Follow Trust policies and assist with service development within the department.
- Maintain a professional profile and develop skills, knowledge and competencies adhering to Code of Conduct, Policies and Procedures

## **5. Financial and Physical Resources**

- Assist in the management of the Theatre budget and ensure appropriate stock levels are maintained

## **6. Staff Management**

- Act as a mentor to students and newly qualified staff, teaching and assessing to ensure evidence-based practice

## 7. Information Resources

- Maintain accurate paper and electronic patient and theatre records
- Handover and transferring responsibility of care to colleagues, ensuring appropriate information and care is relayed

## 8. Effort, Skills and Working

<b>Physical Skills</b>	Ability to adhere to manual handling policies and procedures. Ability to participate in the manoeuvring and the positioning of both conscious and unconscious patients Standard keyboard skills.
<b>Physical Effort</b>	Moderate physical effort
<b>Mental Effort</b>	There is frequent requirement of concentration where work pattern is unpredictable
<b>Emotional Effort</b>	Frequent direct exposure to distressing situations and emotional circumstances
<b>Working Conditions</b>	Operating theatres

This job profile is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder.

The post holder will be expected to perform any other duties or responsibilities as assigned by management, within scope of the role.

### **KEY WORKING RELATIONSHIPS**

#### **Key Relationships:**

Theatre staff and personnel  
External Trusts and Agencies

### **GENERAL STATEMENTS**

### **COMPETENCY BASED APPRAISAL**

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

## **TRAINING**

All staff will undertake such training as is necessary to perform the duties allocated.

## **EQUALITY, DIVERSITY AND INCLUSION**

Mid and South Essex NHS Foundation Trust (MSEFT) is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, diversity, inclusion, and human rights.

## **NO SMOKING POLICY**

Mid and South Essex NHS Foundation Trust (MSE) operates a non-smoking policy. The restrictions will apply to patients, staff and visitors alike. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line on 08001690169 to find details of your local stop smoking service.

## **DATA PROTECTION ACT 2018**

All employees are required:

- To ensure compliance with all Trust's policies, and those procedures relevant to the area of work.
- To maintain high levels of confidentiality and information security at all times, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.
- To ensure that the data is of good quality, accurate and relevant for purpose, where any processing of information takes place (paper records or electronically).

## **CODE OF CONDUCT – For Managers**

As an NHS Manager, you are expected to follow the Code of Conduct or NHS Managers (October 2002), observing the following principles:

- Making the care and safety of patients your first concern and act to protect them from risk.
- Respecting the public, patients, relatives, carers, NHS staff and partners in other agencies.
- Being honest and acting with integrity.
- Accept responsibility for your own work and the proper performance of the people you manage.
- Showing your commitment to working as a team member by working with your colleagues in the NHS and wider community.
- Taking responsibility for your own learning and development.

## **INFORMATION GOVERNANCE**

- All staff must be familiar with and comply with the contents of the Information Governance Handbook, a personal copy will be provided at Induction to all staff.
- All staff are required to maintain confidentiality of patient and Trust's information as set out in the Trust's Confidentiality Policy.
- All staff are required to read and comply with all policies that are issued relating to the electronic security of Trust's information.
- All staff who create, access, transfer, modify sensitive Trust's records have a responsibility to be both accurate and timely and ensure that all the information that they record either on paper or electronically is complete.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

All matters relating to patients' diagnosis and treatment, staff or the Financial or contractual position of the Trust are strictly confidential and under no circumstances is such information to be divulged or passed to any unauthorised person(s) under penalty of summary dismissal.

All staff should take particular care relating to the electronic storage and transfer of confidential information. This should only be done in accordance with the Trust's Information Security Policy.

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **QUALITY IMPROVEMENT**

The Trust embraces quality as the overarching principle for the organisation and aims to nurture a learning culture that gives all our colleagues and service users an opportunity to

develop, innovate and improve. Quality Improvement is a core competence for Trust staff, and the post-holder will attend quality improvement training and support improvement initiatives in their area of work, as well as empowering and enabling others in their efforts to improve service and care quality.

## **INFECTION PREVENTION AND CONTROL**

All employees are required to:

- Make themselves aware of their responsibilities for Infection Prevention and Control.
- Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.
- Maintaining a high standard of infection control practice.

## **SAFEGUARDING CHILDREN**

All employees of the Trust, regardless of the work they do, have a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services, it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet sites. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

## **SAFEGUARDING ADULTS**

All employees of the Trust, regardless of the work they do, have a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

## **LOCATION**

You will be based at an agreed location within Care Group (1, 2, 3 or 4)\* which is hosted by Basildon, Southend, or Broomfield)\*. You will generally be expected to undertake your normal duties at the principal place of work, however, in the course of your duties you may also be required to work at any of the sites within the Mid and South Essex NHS Foundation Trust areas as well as other NHS sites as part of the delivery of the service.

**NOTE**

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract.

This job description is a reflection of the present requirements of the post and the content may be subject to review and amendment in light of changes and developments.

All Staff will also be expected to abide by the relevant code of professional practice relating to their discipline.

**Review date - Yearly**

Signed .....  
Employee

Dated .....

Signed .....  
Manager

Dated .....

**PERSON SPECIFICATION**

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**LOCATION: Mid and South Essex NHS Foundation Trust**

**DIVISION: 6**

**DEPARTMENT: Theatre**

**GRADE: 5**

**RESPONSIBLE TO: Band 7**

**ACCOUNTABLE TO: Theatre Matron**

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW TESTED*
<b>Qualifications</b>	Registered Nurse/ Registered Operating Department Practitioner with sound clinical knowledge and evidence of Continuing Professional Development	ENB 998, MIPS, Practice Supervisor & Assessor course	A, I, C
<b>Knowledge and Experience</b>	Recent theatre experience/placement	Knowledge of current NHS and social care issues	A, I
	Have a strong desire to work as a scrub practitioner	Leadership skills	A, I
	Ability to prioritise and demonstrate decision making skills		A, I
	Demonstrate ability to provide high quality patient care and presents a professional image which inspires confidence		A, I

<b>Communication Skills</b>	Effective oral/written communication and interpersonal skills		A, I
<b>Personal and People Development</b>	Ability to motivate a team, and act as a mentor to teach staff		A, I
	Willing to undertake and complete ISO & Theatre competencies in allotted time frame		A, I
	Committed to own and others personal and professional development		A, I
<b>Physical Requirements</b>	Physical ability is required for this post		
<b>Other</b>	Enhanced DBS clearance		
	Computer/keyboard skills, or willing to undertake training		A, I
	Able to consistently adopt behavior that demonstrate a commitment to and understanding of the Trust values towards everyone who uses or delivers our patient services		A, I

**\*Assessment will take place with reference to the following information:-**

**A=Application form**

**I=Interview**

**C=Certificate**