

# Job Requirements

Job Ref No: OCL005



Job Title	Reporting to	Responsible for
Perioperative Practitioner	Operating Department Manager Deputy Manager Operating Department Lead Nurse Lead Midwife	-

This is an outline job description, intended to give the post holder an appreciation of the role and the range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

## Job Purpose

To assess, plan, evaluate and implement evidence based and clinically effective care for clients, whilst maintaining high standards of care within the operating department/treatment unit.

## Principle Duties and Responsibilities

### 1. Key Responsibilities

- 1.1. To undertake the care, support and observations of the client during the peri / post operative period, reporting any abnormal recordings to the person in charge; including airway management and care of the unconscious client where appropriate.
- 1.2. To fully understand and implement the principles of asepsis within the operating department, including the role of the scrub practitioner as required.
- 1.3. To undertake counts of swabs, instruments and needles in conjunction with another member of the multi-disciplinary team.
- 1.4. To administer and / or supply medications within the operating department/treatment unit as required as per Professional guidelines.

### 2. Additional Responsibilities

- 2.1. To deliver high standards of care.
- 2.2. To promote the safety and well-being of clients at all times.
- 2.3. To be responsible for promoting good and effective communications within the department.
- 2.4. To understand clients individual needs and maintain a helpful, courteous approach to clients, visitors and colleagues.
- 2.5. To maintain and respect the privacy, dignity and confidentiality of clients at all times.
- 2.6. To provide comfort, support and reassurance to clients in times of anxiety and distress.
- 2.7. To check and prepare the operating department environment and equipment prior to use, between clients and at the end of the list.
- 2.8. To oversee the transporting, loading and unloading of the sterile services trolley ensuring the tracking system is maintained.
- 2.9. To ensure the relevant sections of the 'bpas safe surgery checklist' is completed before and after the procedure.
- 2.10. To assist in the safe movement of clients throughout the operating department/Treatment Unit.

- 2.11. To assist with the positioning of the client before, after and during the surgical procedure as necessary.
- 2.12. To complete the Operating Department/Treatment Unit register as required.
- 2.13. To oversee, complete and sign off relevant documentation, ensuring it is accurate and fully completed in a timely manner.
- 2.14. To give skilled assistance to all members of the multi-disciplinary team.
- 2.15. To understand, assist and use equipment within the Operating Department/Treatment Unit.
- 2.16. To lead and / or assist with emergency procedures including resuscitation as required.
- 2.17. To oversee and assist with the preparation of the Operating Department/Treatment Unit and removal of waste between each client.
- 2.18. To monitor and assist in maintaining stock levels, including storing, replenishing and ordering.
- 2.19. To oversee and assist with the cleaning of the Operating Department/Treatment Unit and the equipment within this area.
- 2.20. To communicate accurate details of the clients condition to other members of the multi-disciplinary team.
- 2.21. To undertake or participate in audit processes.

### 3. Educational Responsibilities

- 3.1. To assist in providing an environment conducive to learning in which staff are able to develop.
- 3.2. To supervise unqualified staff.
- 3.3. To maintain an up to date knowledge of appropriate clinical practice.
- 3.4. To undertake continuing professional development as required by your professional body, e.g. NMC.

### 4. General Duties

- 4.1. To maintain the professional image of **bpas** at all times when engaged in **bpas** business
- 4.2. To treat all information as confidential and adhere to the obligations of the Data Protection Act
- 4.3. Comply with the policies of the organisation including **bpas** health, safety & environment.
- 4.4. Adhere to **bpas** Infection Control Policies and make every effort to maintain high standards of Infection Control at all times (recognising that Infection Control is everyone's responsibility, whether clinical or non-clinical)
- 4.5. To take responsibility to safeguard young people and to protect vulnerable adults.
- 4.6. To demonstrate personal commitment and contribution to effective teamwork across the full range of **bpas** activities including the maintenance of effective liaison with internal and external key people and organisations
- 4.7. To be committed to equality of opportunity and valuing diversity and ensure this is integrated into all activity
- 4.8. To actively and continuously review all work related activities and suggest areas for improvement
- 4.9. To undertake any other tasks which are commensurate with the level and responsibilities of the post

	Agreed by Manager / Employer	Agreed by Job holder
Signature		
Print Name		
Date		

Date of last review: March 2012

## Person Specification

*(‘Desirable’ Criteria are marked in Italics)*

### Education / Qualifications / Training

- RGN or registered ODP; or registered Midwife (practising), provided that the candidate is able to maintain their Midwifery supervision requirements
- Evidence of on-going professional development
- Willingness to undertake local training to enable working within all areas of the Operating Department/Treatment Unit
- Willingness to continue / undertake on-going professional development
- *Theatre qualification in Operating Department Practice [Not applicable to an MVA service]*
- *Teaching and assessment course (mentorship)*
- *Recovery Course*
- *Anaesthetic Course [Not applicable to an MVA service]*

### Experience

- At least 6 months experience of working within an Operating Department
- Willingness to work within all area of the Operating Department (anaesthetics / theatre / recovery) *[Not applicable to an MVA service]*
- *Experience of working in all areas of the Operating Department (anaesthetics / theatre / recovery) [Not applicable to an MVA service]*
- *Experience of gynae / TOP surgery*

### Knowledge

- Knowledge of NMC / HPC codes and ability to work within these
- *Knowledge of gynae / TOP surgery*
- *Knowledge of airway management and care of the unconscious client [Not applicable to an MVA service]*
- *Knowledge of anaesthesia*

### Skills

- Excellent interpersonal skills
- Excellent communication skills both verbal and written
- Ability to maintain accurate documentation
- *IT Skills*

### Disposition / Temperament

- Work effectively as a team member
- Able to work under pressure
- Uses own initiative and able to make decisions
- Non-judgmental
- Able to maintain strict confidentiality
- Positive attitude to change

### Physical Characteristics

- Physically fit to undertake manual handling tasks
- Tidy appearance and a commitment to comply with personal appearance and uniform policy

### General

- Able to travel to other sites across the UK, and work additional hours as necessary
- Willingness to travel for training as required
- Willingness to undertake Hepatitis B vaccinations
- Commitment to a woman’s right to choose abortion