

Job Requirements

Job Ref No: OCL023



Job Title	Reporting to	Responsible for
Operating Department Practitioner / Anaesthetic Nurse	Deputy Manager Operating Department / Operating Department Manager	-

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 work within the Operating Department providing planned care for clients undergoing anaesthetic and surgical procedures, and to deliver specialist assistance to the anaesthetist.

Principle Duties and Responsibilities

1. Key Responsibilities

- 1.1. To check and prepare the operating department environment and anaesthetic equipment prior to use, between clients and at the end of the list.
- 1.2. To undertake the care, support and observations of the client during the peri/post operative period, reporting any abnormal recordings to the Anaesthetist.
- 1.3. To carry out required checks, and record and report findings as necessary on all anaesthetic equipment.
- 1.4. To understand, assist and use anaesthetic equipment within the operating department.
- 1.5. To fully understand and implement the principles of asepsis within the operating department, including undertaking the role of the scrub practitioner as required.
- 1.6. To oversee and assist with the preparation of anaesthetics
- 1.7. To maintain anaesthetic stock levels, including storing, replenishing and ordering of drugs, oxygen and equipment.
- 1.8. To oversee and assist with the cleaning of the operating department, anaesthetic equipment and removal of waste between each client.
- 1.9. To administer and/or supply medications as required as per NMC/HPC guidelines
- 1.10. To communicate accurate details of the clients condition to the anaesthetist and other members of the multi-disciplinary team.

2. Additional Responsibilities

- 2.1. To deliver high standards of client care throughout the **bpas** unit
- 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 or distress.
- 2.7. To assist in the safe movement of clients throughout the operating department.

- 2.8. To assist with the positioning of the client before, after and during the surgical procedure as necessary.
- 2.9. To complete the Operating Department register as required
- 2.10. To oversee, complete and sign off relevant documentation, ensuring it is accurate and fully completed in a timely manner.
- 2.11. To ensure the relevant sections of the “**bpas** safe surgery checklist” is completed before and after the procedure.
- 2.12. To give skilled assistance to all members of the multi-disciplinary team.
- 2.13. To undertake counts of swabs, instruments and needles in conjunction with another member of the multi-disciplinary team.
- 2.14. To lead and/or assist with emergency procedures including resuscitation as required.
- 2.15. To undertake circulating duties as necessary.
- 2.16. 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/HPC)

4. General

- 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: May 2010

Person Specification

(‘Desirable’ Criteria are marked in Italics)

Education / Qualifications / Training

- RGN, Registered ODP, or Registered Midwife (practising), provided that the candidate is able to maintain their Midwifery supervision requirements
- Anaesthetic course
- Evidence of on-going professional development
- Willingness to undertake local training to enable working within all areas of the operating department.
- Willingness to continue/undertake on-going professional development
- *Teaching and assessing course (mentorship)*
- *Recovery course*

Experience

- At least 6 months experience of working within anaesthetics
- Willingness to work within all areas of the operating department (anaesthetics / theatre / recovery)
- *Experience of working in all areas of the operating department (anaesthetics / theatre / recovery)*
- *Experience of gynae / TOP surgery*

Knowledge

- Knowledge of NMC / HPC codes and ability to work within these
- Knowledge of airway management and care of the unconscious client
- Knowledge of anaesthesia
- *Knowledge of gynae / TOP surgery*

Skills

- Excellent interpersonal skills
- Excellent communication skills both verbal and written
- Positive attitude to change
- 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

Physical Characteristics

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

General

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