Anaesthetic/Recovery Nurse Practitioner/Operating Department Practitioner
Band 5
Part Time – 36 hours per week
Salary Range £21,388 - £27,901 per annum pro rata
Relocation Assistance of up to £8000 available

Are you a Registered Nurse or Operating Department Practitioner with an interest in Anaesthetics/Recovery? Previous experience in this speciality is desirable but not essential. Have you undertaken a Mentor Practice Supervisor course?

In this key role, you will be responsible for all aspects of the patient’s anaesthetic care in the Theatre Suite, ensuring the environment is safe and effective for delivery of care to adults and children. You will provide excellence in Anaesthetics and recovery care from admission to discharge. The anaesthetic nursing team also provide support for emergency care in other areas of the hospital. There is an on-call commitment for which an allowance is payable.

It is not essential but desirable to have completed a nationally recognised qualification in anaesthetic assistance or the NES Core Competencies for Anaesthetic Assistants. If you do not already hold these qualifications you will be required to undertake NES Core Competencies upon commencement in post. You will also be required to undertake extended role developments in Anaesthetic nursing, demonstrating excellent communication and team working skills.

Rise to the challenge and enjoy the opportunity - Shetland is a wonderful place to live and work. Shetland offers low pollution, low crime, excellent schools, great leisure facilities, unique wildlife and amazing scenery, whilst still only a short flight away from the UK mainland. To find out more about living and working in Shetland go to www.shetland.org

For an informal discussion, please contact Edna Peterson, Theatre Senior Charge Nurse or Aileen Constable, Theatre Team Leader on 01595 743000 Ext 3150.

Please quote reference number D68R/SHOW

Closing date: 23 October 2013
Interviews will be held week commencing 4 November 2013

All posts qualify for a Distant Island Allowance of £1,671 per annum (pro rata for part-time and fixed term positions).

For more information and an application form, please visit our website www.shb.scot.nhs.uk. Alternatively, contact the Human Resources Department, Brevik House, South Road, Lerwick, Shetland or telephone: (01595) 743067 (24 hour answerphone), quoting the appropriate reference number. All applications must be on our standard application form – CVs will not be accepted.

In promoting equal opportunities, we welcome applications from all sections of the community.
### 1. JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title: Anaesthetic/Recovery Nurse Practitioner/Operating Department Practitioner</th>
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<tr>
<td>Responsible to: Theatre Senior Charge Nurse</td>
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<tr>
<td>Department(s): Theatre and Recovery Suite</td>
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<td>Directorate: Nursing</td>
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<td>Last Update: 28/08/2013</td>
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### 2. JOB PURPOSE

The post holder will be able to work without supervision participating in all aspects of patient care in the theatre suite; they will assess, plan, implement and evaluate programmes of care for patients undergoing theatre procedures in varied specialities. In addition, the post holder will provide excellence in anaesthetic and recovery care from admission to discharge, ensuring that all anaesthetic and recovery documentation has been completed. They will ensure the theatre environment is safe and effective for delivery of care to adults and children and will be responsible for liaising with the multi-disciplinary team. This responsibility will extend to care undertaken while fulfilling the emergency on-call commitment for theatre and assistance to anaesthetist out-with the theatre environment as required.

### 3. DIMENSIONS (Job Facts and Figures)

The post holder will be required to carry out anaesthetic and recovery duties and work as an effective member of the multi-disciplinary team. Out of hours on-call can include supporting the anaesthetist in maternity, A&E and HDU.

Whilst this appointment is attached to this particular department it does not exclude the post holder being required to work in another ward or department as the service demands. On-call commitment required.
4. ORGANISATIONAL POSITION

<table>
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<th>Position</th>
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<tr>
<td>Assistant Director of Nursing (Planned Care)</td>
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<tr>
<td>Theatre Senior Charge Nurse</td>
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<td>Theatre Team Leader</td>
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<tr>
<td>Senior Theatre Nurse Practitioner + Senior Anaesthetic/Recovery Nurse Practitioner/Operating Department Practitioner</td>
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<tr>
<td>Theatre Nurse Practitioner /Anaesthetic Nurse Practitioner/Operating Department Practitioner</td>
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<tr>
<td>Theatre HealthCare Support Worker</td>
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5. ROLE OF DEPARTMENT

The Theatre suite was completed in 1996 and is spacious, modern and well equipped. It includes two large operating Theatres with adjoining Anaesthetic rooms, a two bay Recovery unit and Endoscopy Decontamination facility. There are communal rest-room facilities for nursing and medical staff and an office that is used by the anaesthetic department. Anaesthetic and monitoring equipment is of a high standard and wherever possible is standardised throughout the suite, HDU, and the A&E Department.

The in-house surgeons undertake most elective and emergency procedures and obstetric emergencies while visiting Consultants undertake Orthopaedic, Dental, Maxillofacial, ENT, Ophthalmology and Paediatric surgery. Endoscopy procedures account for approximately 60% of all cases performed.
6. KEY RESULT AREAS

- The post holder is responsible for assessing, planning, delivering and evaluating all aspects of patient care within the theatre suite, from reception of the patient to undertaking nurse led discharge from recovery and liaising with the anaesthetist when required. Adhering to local hospital protocols and policies within both areas e.g. pain management and PONV (post operative nausea and vomiting) and also Control of Infection, Health and Safety and COSHH.

- Planning and preparation of anaesthetic room, theatre and recovery for scheduled and emergency procedures including general surgery, urology, ENT, maxillofacial, orthopaedics, ophthalmology, paediatric, endoscopies and obstetrics. This encompasses all age groups from infants to elderly.

- Ensure application of Association of Anaesthetists of Great Britain and Ireland (AAGB&I) guidelines for pre-use checks for anaesthetic machines and equipment and patient monitoring standards are adhered to. Undertake appropriate action to maintain safety and well being of the patient within scope of practice i.e. pre anaesthetic patient safety checks, IV cannulation and IV drug administration including administration of narcotics. Prepare and check the equipment required for elective and emergency situations, e.g. invasive monitoring, fibre optic intubating laryngoscope.

- Take appropriate action to maintain patient safety in elective or emergency situations in anaesthetic room, theatre, recovery areas or during out-reach work e.g. patient airway maintenance, IV cannulation and drug administration. Responding appropriately to any change in condition of the patient.

- Undertake activities that require frequent and prolonged concentration and stamina e.g. lengthy trauma cases, neonatal care. These can be within the Theatre, Accident & Emergency, Maternity and HDU departments. Providing emergency overnight on-call as required.

- The post holder will be the sole anaesthetic assistant in the theatre on-call team (4 member team) undertaking an emergency on-call commitment. This will also involve assisting the anaesthetist with clinical emergencies out with the theatre environment:
  - Maternity – neo-natal emergencies
  - A & E – Trauma, Paediatric, Critically Ill
  - HDU – Critically Ill patients.
  - Preparing patients for air ambulance retrieval.
  - Recovery area – utilised as temporary ICU while awaiting air ambulance transfer.

- Develop own knowledge and skills and contribute to the development of others within the multidisciplinary team and out with the theatre environment. The post holder will be responsible for mentoring pre and post registration students.
• The post holder will identify and constructively manage potentially sensitive and complex communication matters in anaesthetics during routine lists and on-call emergency situations. This will include professional issues and legal matters, for example, consent and supporting patients and carers in difficult circumstances, e.g. trauma, bereavement.

• The post holder will participate in Theatre multi-disciplinary team Safety Brief and Surgical Pause on a daily basis. They will also participate in Anaesthetic and Theatre critical de-briefs, contributing to and implementing any clinical changes required.

• Ensure own actions promote quality and alert others to quality issues whilst actively participating in clinical audit, both within the anaesthetic and wider theatre environment.

• Promote people’s equality, diversity and rights by recognising the importance of this and interpreting them in a way that is consistent with Board’s policies and procedures and the Law, Dignity at Work, Fair for All and Diversity and Equality.

• The post holder will be responsible for pharmacy ordering on a weekly basis including monitoring of stock control. They will be responsible for the safe and secure ordering, storage and administration of controlled drugs. They will ensure all drugs are administered and recorded according to local and national policies.

• The post holder will be responsible for the ordering and sourcing of specialised anaesthetic equipment and sundries, thus contributing to financial savings within the department.

• Monitors the Anaesthetic environment and equipment ensuring they are safe and hazard free. Conforms to Health and Safety Legislation. Resolving immediate problems where able or obtaining assistance as required i.e. withdrawal of equipment for repair and completion of appropriate documentation.

• Use best practice to ensure standards for decontamination of anaesthetic equipment is adhered to.

7a. EQUIPMENT AND MACHINERY

The post holder will be required to organise and manage on a daily basis the provision of the relevant complex and sometimes delicate expensive equipment required for clinical procedures within elective, emergency and specialist theatre lists, ensuring it is in safe working condition, for example, invasive monitoring equipment, fibre optic laryngoscope and stack system, endoscopic storage cabinet, oesophageal doppler, manujet jet insufflation device. In addition, preparation and set up of inotropic IV infusions, patient controlled analgesia device, epidural pumps and patient controlled analgesia pumps, operating/orthopaedic table and attachments, patient trolleys, resuscitaire, de-fibrillator, air-traq, microscopes, diathermy machine.

They will also be required to accurately manipulate complex equipment ensuring its correct assembly for safe use, for example fibre optic laryngoscope, anaesthetic machine, transducer sets.
7b. SYSTEMS

Good IT skills are essential including the use of electronic spreadsheets.
The post holder will be required to operate Theatre patient data system (OPERA), use PECOS ordering system to ensure adequate stock supplies and all intra-operative paperwork.

8. ASSIGNMENT AND REVIEW OF WORK

Work will be assigned by the Theatre Senior Charge Nurse or in their absence by the Theatre Team Leader or the Theatre co-ordinator. An individual mentor will be assigned on commencement of post and a reviewer is also assigned for PDP/EKSF.

9. DECISIONS AND JUDGEMENTS

- Function autonomously as part of the multi-disciplinary team within Theatres.
- Work closely with all members of the theatre multi-disciplinary team and actively contribute to all team decisions.
- Be responsible for taking appropriate and timely action to maintain patient safety in an elective or emergency situation in the anaesthetic room, theatre or recovery areas. The post holder will be expected to undertake nurse led discharge from the recovery area.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Ability to adapt to mixed workload of elective and emergency cases incorporating both adult and paediatric patients, which has the potential to expose the post holder to high levels of stress.
- On-call requirement to support the anaesthetist out-with the post holder’s normal theatre environment caring for critically ill patients, neonates and their relatives and carers.

11. COMMUNICATIONS AND RELATIONSHIPS

- Liaise and communicate within the theatre team and the multidisciplinary teams as required - A & E, Medical Staff, Wards, Radiography, Medical Records, Reception, Medical Physics, Porters, Air Ambulance, Nurse Administration, Retrieval Teams, Laboratory, IT, Pharmacy and Senior Management Team.
Communicate with people in an appropriate manner consistent with their needs and culture. This requires the understanding and the use of empathy and reassurance. The post holder will therefore be involved with caring for patients and relatives in circumstances such as trauma, life threatening illness and altered levels of consciousness, modes of communication could be in the form of face to face, telephone, fax or e-mail.

Demonstrate effective communication both orally and in writing and to include computer-based records throughout the patients journey, for example, patient safety check, completion of intra-operative document and nurse led patient discharge.

Post holder identifies and constructively manages potentially sensitive and complex communication matters in anaesthetics during routine lists and on-call emergency situations. This will include professional issues and legal matters e.g. consent and supporting patients and carers in difficult circumstances e.g. trauma, bereavement.

Responsible for ensuring that all patient information is shared and communicated to the appropriate personnel in order that optimum standards of patient care are delivered. As there is a small on-call team the communication to all team members is paramount.

Maintains confidentiality during communication consistent with legislation and employers policies e.g. Dignity at work, Diversity and Equality. This is particularly important in a small close-knit community where theatre staff and other members of the multi-disciplinary team often know patients.

Recognises and reflects on barriers to effective communication and modifies communication in response to this e.g. children, special needs/learning disabilities, hearing or visually impaired. A particularly challenging area of care is caring for patients who require incapacity consent to treatment.

Providing technical advice re: anaesthetic machine and equipment for relevant staff within and out with the department.

Actively participating in the multi-disciplinary team Safety Brief and Surgical Pause on a daily basis.

Ensures feedback of information from junior staff and colleagues is appropriately managed and dealt with promptly.

Actively participates in anaesthetic and theatre clinical critical incident de-briefs within the multi-disciplinary team.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Please refer to No 10, Most Challenging/Difficult parts of the Job.
• On a daily basis, identify the potential risks involved in work activities within the changing Theatre environment. Immediate response to emergency situations will be required. Recognition and management of patients who are Children, Elderly, Vulnerable Adults, Substance Abusers, Violent and Aggressive, Critically ill, Mental Health Problems, High risk of spreading infection e.g. Hepatitis C.

• Coping with extremely ill patients and their carers and the subsequent management which may involve retrieval/transfer to a tertiary centre.

• Undertake activities that require frequent and prolonged concentration and stamina, for example, lengthy trauma cases, neonatal care. These can be within the theatre, Accident and Emergency and Maternity departments. Providing emergency overnight on-call for up to 64 hours over a weekend period.

• Frequent interruptions so must be able to multi-task and have exemplary time management skills.

• Excellent people management skills are essential and need to be applied in a timely manner under stressful situations to ensure efficient team working.

• Repetitive moving and positioning of patients on a daily basis. When required, efficient and effective moving and positioning of patients in emergency situations.

• Daily handling and disposal of clinical waste, linen and hazardous substances. Adhere to ‘standard precautions’ when body fluids are encountered. Use protective measures including Personal Protective Equipment at all times.

• Daily repetitive moving and handling of numerous pieces of equipment and furniture within the theatre department.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

• Registered Nurse or Operating Department Practitioner

• A nationally recognised qualification in anaesthetic assistance or the NES Core Competencies for Anaesthetic Assistants is desirable. If these qualifications are not held postholder will be required to undertake NES Core Competencies on commencement in post.

• Previous recent Anaesthetic/Recovery experience is desirable.

• Previous participation in emergency on-call team advantageous.

• It would be desirable for the post holder to be proficient in extended roles e.g. cannulation, venepuncture, IV drug administration including IV Narcotic administration.
• To have knowledge of the pre, peri and postoperative anaesthetic nursing care of the critically ill patient from infant to adult.

• The post holder will have up to date moving and handling skills, current Adult Basic Life Support and Immediate Life Support (ILS). A current Paediatric Basic Life Support (PBLS) course is advantageous. Will need to be able to fulfil additional post responsibilities by participating in in-house neonatal training.

• Ability to identify own developmental needs in relation to current and future practice and sets personal development objectives i.e. Maintains personal development plan.

• Previous participation in Audit or Patient Safety initiatives would be welcomed.

• Demonstration of basic IT skills including use of spread sheets.

• Hold a recognisable Mentor/Practice supervisor qualification.

• Ability to be flexible with working shift patterns and participate in an on-call rota

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature: ___________________________ Date: ___________________________

Head of Department Signature: ___________________________ Date: ___________________________