

Job Description Staff Nurse Operating Theatre

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

Comh mheas, comh bhá, comh phártíocht agus
comh oibre bunsraith ár gcuid saothar uile.

Core Values
Human Dignity
Compassion
Justice
Quality
Advocacy

Accountability and Working Relationships

Job title:	Staff Nurse- Theatre
Professionally accountable to:	Director of Nursing
Key reporting relationships:	Clinical Nurse Managers/ Assistant Director of Nursing
Key working relationships:	Nursing and Medical Personnel Health and Social Care Professionals
Working Hours:	37.50 hours week

Qualifications / Experience

1. Be registered in the general division of the Register of Nurses maintained by Nursing & Midwifery Board of Ireland (NMBI)
2. Acute Hospital experience is desirable within the past two years.
3. BSc in Nursing or willingness to undertake same in the next 2 years upon commencement of employment.
4. Two years' experience in the theatre environment is desirable.
5. Higher Diploma in Theatre Nursing is essential or willingness to undertake same within 2 years of commencing position.
6. Excellent interpersonal skills essential.
7. Computer skills required.

Key Responsibilities:

- Provide and maintain a high standard of nursing care in accordance with Hospital Policies, Procedures and guidelines and scope of nursing practice framework.
- Manage the care of patients within an allocated theatre list as assigned by the CNM2 in charge each day and tend to the individualised care of each patient in a comprehensive, dignified holistic manner. Feedback any abnormalities or concerns to the CNM's in charge appropriately.
- Contribute as a key member of the team in the provision of holistic care to patients, acting with professionalism at all times.
- Adhere to hand hygiene and infection prevention control measures as indicated in hospital policies, procedures and guidelines.
- Act as an advocate for the patient at all times with regards to the nursing care provided.
- Ensure that patient confidentiality is respected and that the dignity of the patient is assured and maintained at all times having regard to the Philosophy and Ethical code of the hospital.
- Participate in and provide continuous, requisite clinical nursing care for patients alongside the multidisciplinary team.
- Maintain all nursing records accurately ensuring that patient confidentiality is respected and maintained and provide safe custody of these patient's records. Adhere to nursing policies with regard to nursing documentation. Ensure all theatre specific documentation is completed appropriately and stored securely complying with the NHO guidelines as per hospital policy.
- Liaise with and ensure good relationships with all members of the multidisciplinary team in the hospital.
- Communicate regularly with patient's, their relatives when appropriate and visitors with clarity, courtesy and consideration. Adhere to the Hospital communication policy.
- Deal with any complaints appropriately utilising the hospital complaints policy and referring to the CNM's in charge all matters beyond your scope of practice.
- Take responsibility for co-ordinating the management of the department in the absence of the Clinical Nurse Manager with cognisance of own scope of practice.
- Observe and comply with Hospital Policies and Procedures and Health and Safety regulations.
- Be accountable for the safe administration and storage of medications adhering to NMBI and hospital guidelines regarding same.

Indirect Clinical Care

- Maintain a safe environment for the patient at all times, and take appropriate remedial action as necessary particularly with regards to positioning of the anaesthetised patient in the theatre department.
- Ensure all side rooms are kept clean and tidy and stocked appropriately.
- Be vigilant with regards to expiry dates of products stocked in theatre.
- Assist with the requisitioning of supplies. Use equipment efficiently and properly to promote good care and prevent waste.
- Ensure the good maintenance and smooth running of the department by advising CNM of defects in services or equipment and any other perceived problems.
- Document and report to CNM and the Risk Manager all incidents/accidents/near misses or complaints and participate in any subsequent investigation as requested.
- Participate in staff meetings, team meetings and committees as required.
- Act as a link person for the unit in liaising/giving feedback from the specialist personnel.
- Be involved in clinical based audits to improve patient directed care in conjunction with Nurse Practice Development Co-ordinator. Act on findings to improve care delivery systems.

Professional Development:

- Participate in the Preceptorship Programme for pre-registration BSc nursing students and overseas nurses.
- Assist with the orientation and induction of new staff; be available to provide orientation as deemed necessary, helping them to integrate as members of the team.
- Assist in the teaching and supervision of registered and student nurses and participate in the evaluation of their progress.
- Be aware of all policies in relation to health and safety especially
 - Fire Prevention
 - Moving and Handling.
 - Major Incident
 - Waste Disposal
 - Risk Management
- Keep abreast of new developments in nursing, and actively engage in professional development relevant to your role.
- Be actively involved with the CNM of the unit regarding performance feedback and any improvement issues addressed at these sessions.
- Be aware of and involved in e-Learning programmes relevant to your role and area of practice.
- Display an interest in education/courses relevant to the specialty and utilise study opportunity to broaden knowledge base in conjunction with the CNM2 of the department.
- Liaise with infection control and prevention team on the maintenance of high standard, high quality hygiene measures throughout the unit. Partake in an infection prevention and control induction programme prior to commencement in employment.

Confidentiality:

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Policies/Legislation:

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at work, Trust in Care, Computer Usage Policy) and the hospitals ethical codes of practice.

Mandated Person – Children First Act 2015

As a mandated person under the Children First Act 2015 you have A LEGAL obligation:

- *To report child protection concerns at or above a defined threshold to TUSLA*
- *To assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report*
- *To complete the HSE e-learning programme 'An Introduction to Children First'*
- *To complete the HSE e-learning training for Mandated Persons (CHO6)*

You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the legislation Mandated Person – Children First Act 2015

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Michael's Hospital quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Conditions of Employment:

- Annual Leave Entitlement: 24 – 27 days per annum pro- rata (according to criteria in Circular 111/99). Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to your hospital contract and the Hospital sick leave Policy.
- A minimum of one month's notice of termination of employment is required. Where possible, notice in excess of one month is preferable. Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times. Hospital uniform must not be worn outside of the hospital.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures periodically.
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (1989), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.
- The use of personal mobile phones is prohibited in clinical care areas.
- Participate actively in in-service education programmes and complete all mandatory in service education sessions e.g. IV Policy, Manual Handling, BLS, Dignity at work, Mission Effectiveness and Hand Hygiene Education and Waste Management.

This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.
