JOB DESCRIPTION

Title of Post: REGISTERED NURSE/SCRUB

Department: THEATRE

Reports to: SENIOR NURSE/PRACTITIONER ON DUTY

Responsible to: THEATRE MANAGER

OVERALL OBJECTIVES

1. To provide nursing care in the Operating Department and as a skilled member of the Theatre team.

2. To act as the scrubbed or circulating nurse during surgical procedures.

3. The staff nurse may carry out duties of Senior Nurse in her absence.

4. As a Registered Nurse has responsibilities involving the storage, checking and administration of drugs.

RESPONSIBILITIES

Professional

1. Providing nursing care for patients within the Operating Department.

2. Performing Operating Department work in accordance with agreed policy, e.g.

   a. Participating as a Scrubbed member of the Theatre team and carrying out safety checks of swabs, instruments and needles, in conjunction with a second nurse and reporting on the same to the surgeon.

   b. Acting as a circulating member of the Theatre team.
c. Assisting with other members of the team in the preparation and cleaning of Theatres.

d. Assisting in the compilation of the Theatre register.

e. Labelling and despatch of laboratory specimens to recovery area.

f. Providing assistance to the Anaesthetic and Surgeon as required.

g. Checking, witnessing and administering controlled and scheduled drugs.

h. Co-operating with appropriate Departmental and Ward staff in sending for patients to the Operating Department.

i. Advising Senior nurse or Theatre manager of proposed changes in the order of the operating lists.

3. Participating in the supervision of junior staff.

4. Discussing departmental policies and developing and discussing new procedures with Theatre Manager. Communicating policy changes to relevant staff.

5. Assisting in the compilation of procedure manuals.

6. Ensuring that appropriate stock levels are maintained in the Operating Department.

7. Reporting to Theatre Manager or senior nurse, incidents of accidents, complaints, defects in drugs, supplies or equipment.

8. Participating in trials of new equipment and supplies and evaluation and serviceability of existing equipment.

9. Assisting when required in bacteriological investigations in the Operating Department.

10. Assisting medical and para-medical staff from other departments with procedures carried out in the Operating Department as required.

11. Carrying out duties of senior nurse in her absence.
Participating in any duties involved with the care of patients, and the smooth running of the hospital, which are not specifically laid down in the document or any duties you may be required to carry out as requested by the Nursing Services Manager or Hospital Manager.

**Personnel Responsibilities**

1. Assisting with the orientation of new staff.
2. Assisting senior staff in the assessment of junior and new staff members.
3. Participating in teaching programmes for staff.

**Administrative Responsibilities**

1. Ensuring the maintenance of good relationships, communications and teamwork with all disciplines within the department and other departments of the hospital concerned with Operating Department work.
2. Participating in regular meetings of Operating Department staff.

**Self-preparation**

1. Ensuring correct dress, scrubbing up, gowning and gloving.
2. Preparation of theatre prior to commencement of lists to include assembling and function testing of necessary electromedical equipment.
3. Preparation of instruments, trolleys and sterile supplies requested for the surgery.
4. Maintaining a sterile environment, thus ensuring aseptic technique.
5. Performing swab needle and instrument counts with the circulating practitioner as per local policy.
6. Ensuring specimens are correctly dealt with by the circulating practitioner.
7. Completing documentation as per local policy i.e. care plans/operating registers.
8. Procurement of room equipment/instruments for operative procedures.
9. Regular updating of surgeons’ preference cards.
**Health and Safety at Work Act**

1. Implementing safety measures in relation to swabs and instrument and needle counts, storage and administration of blood and drugs, ionising radiation, static electricity/explosion hazards, fire.

2. Ensure safety for patients and colleagues.


4. Be totally aware of emergency fire drills and position of all fire alarms, hoses and emergency exits.

5. Maintain clear corridors and emergency exits at all times.

6. Attend fire lectures and fire drill in accordance with the Law.

7. Maintain safe working conditions at all times.

8. Report mishaps, accidents and complaints immediately in accordance with Hospital policies.

9. Ensure all nursing staff are aware of and conversant with the Health and Safety at Work Act and comply with the regulations set down.

**Confidentiality**

Staff members have a legal duty of confidence to patients. Any employee disclosing confidential/patient records or information to any unauthorized person or persons will render the employee subject to disciplinary action, which may result in dismissal.

**ADDITIONAL INFORMATION**

To be aware of and adhere to:-

1. Health and Safety at Work Act 1974
2. Fire and Security Procedures
3. Company, Departmental Policies and Procedures
4. Company Quality Assurance Programme
5. Regulations for the use and storage of controlled drugs.
6. Infection prevention and control measures at all times in order to minimise the risk of healthcare-associated infections.
7. Care Standards Act, reading and signing all policies issued to the department.
This job description may be subject to change and review in consultation with the Theatre Manager or post holder in response to professional or service requirements.

November 2011/LM
PERSON SPECIFICATION:

POST: REGISTERED NURSE/SCRUB

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<thead>
<tr>
<th>SELECTION/Criteria</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
<td>RGN Level 1 RGN Level 1 and 6/12 experience in operating theatres/recovery/day surgery. NVQ Level 3 or equivalent.</td>
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<td>Experience</td>
<td>Managing a defined caseload.</td>
<td>Knowledge of quality systems.</td>
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<td>Skills/Abilities</td>
<td>Good communication skills. Good documentation skills. Aptitude for Theatre/ Recovery work. Ability to apply models of nursing.</td>
<td>Ability to work without direct supervision. Teaching skills. Ability to teach support staff ie. Health Care Assistants. Able to manage resources.</td>
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<td>Knowledge</td>
<td>Up-to-date knowledge of the changing dynamics of healthcare both locally and globally. Models of nursing.</td>
<td>Research quality assurance standard setting.</td>
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<td>Other Requirements</td>
<td>Flexible approach. Ability to work shifts.</td>
<td>Undertake on call duties.</td>
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## TERMS AND CONDITIONS OF EMPLOYMENT

**POST:** REGISTERED NURSE/SCRUB

<table>
<thead>
<tr>
<th><strong>SALARY:</strong></th>
<th>£27,654 - £30,700 dependent upon experience</th>
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<tr>
<td><strong>HOURS:</strong></td>
<td>37.5 per week</td>
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<tr>
<td><strong>ANNUAL LEAVE:</strong></td>
<td>5 Weeks (1\textsuperscript{st} Jan – 31\textsuperscript{st} Dec)</td>
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<td><strong>PROBATIONARY PERIOD:</strong></td>
<td>Three months</td>
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<td><strong>COMPANY PENSION SCHEME:</strong></td>
<td>Voluntary Contributory Money Purchase Scheme – 3 intakes per year</td>
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<td><strong>FREE HEALTH SCREENING:</strong></td>
<td>Following one year’s service</td>
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<tr>
<td><strong>PRIVATE HEALTH INSURANCE</strong></td>
<td>Following one year’s service</td>
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ROLE SPECIFIC JOB PROFILE

THEATRE PRACTITIONER, SCRUB

RESPONSIBILITIES:


Self-preparation:-

- Ensuring correct dress, scrubbing up, gowning and gloving.
- Preparation of theatre prior to commencement of lists to include assembling and function testing of necessary electromedical equipment.
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ML/lda – June 2008