INSERT TRUST HEADERS/FOOTERS

Dear

Welcome to the INSERT HOSPITAL Operating Department. We hope that you will settle into the theatre department quickly and have a good experience.

We hope this orientation pack will help you during your first few months in the department and enable you to join us in giving high quality care to the patients coming to theatre.

It is imperative that you complete the induction paperwork within the first two weeks of employment, and it is signed off by your line manager. Please make a copy of it before returning it to the learning and development team. If you experience any difficulties in getting this completed, please contact me.

We intend for you to start in a specialty, moving periodically when you have completed your competencies in the basic skills within that area. You will receive a competency pack during your orientation period which we will support you in completing. You will be allocated a INSERT BUDDY/MENTOR/SUPERVISOR who will a organise development plan with you and support you in achieving competence. This will also be supported by me and the senior practitioners in theatre.

During your orientation period you will have undertaken mandatory training and a moving and handling induction. Please can you copy the certificates that you will be given and ensure that I have them for your file. There are opportunities for cross site working to develop skills that the unit you are based in does not offer.

Can I also remind you that the use of mobile phones in the clinical area is not acceptable practice; if you need to have your phone on your person then please can you ensure it is on silent mode.

Once again welcome and good luck!

Kind regards

**Practice Development Lead**

**Theatres**

**NAME OF TRUST**

**Theatre Information**

**Specialties**

The surgical specialties provided currently are:

* General Surgery
* Orthopaedics and Trauma
* Ear, Nose & Throat
* Ophthalmology
* Urology
* Gynaecology & Obstetrics
* Colorectal
* INSERT/AMEND

Elective operating lists take place between the hours of 08.30am and 17.30pm.

The emergency theatres work the following hours:

Trauma 0830 – 1900

CEPOD 0900 – 0900

Overnight theatres have the facility to operate on a CEPOD category 1 patient; it is staffed with an Anaesthetic Practitioner and a Support Worker. A scrub practitioner is on call from home.

Theatres provide a 24/7 team for Obstetrics urgent and emergency caesarean sections and other interventions that need to use an operating theatre. Theatres also provide a theatre team for elective obstetrics.

At INSERT TRUST we have implemented the WHO Safety Check List following Professor Darzi’s report and expect the entire team to participate in this.

**Department structure**

This department works closely with NAME OF HOSPITAL SITES with some of our senior staff working across the sites.

The departments are run by the staff titles below, with no distinction between Registered ODP & Registered Nurse.

**The General Manager for XXX Hospital is Insert Name.**

**The Practice Development Lead for theatres across the Trust is Insert Name.**

These roles are currently undertaken by the following members of staff:

**Clinical Coordinators**

**Lead Theatre Practitioner**

**Senior Theatre Practitioner**

**Theatre Practitioner**

**Assistant Theatre Practitioner**

**Theatre Support Workers**

**INSERT/amend any roles**

**INSERT INFOGRAPHIC IF INDICATED/AVAILABLE**

**Lead Practitioners**

|  |  |  |
| --- | --- | --- |
| **Name** | **Specialty** | **Phone** |
|  | Clinical Coordinator  |  |
|  | Clinical Coordinator |  |
|  | Anaesthetics & recovery  |  |
|  | Shorts stay |  |
|  | Obstetric  |  |
|  | Elective Orthopaedic  |  |
|  | Emergency Theatres |  |
|  | General Surgery |  |

**Senior Practitioners**

|  |  |
| --- | --- |
| **Name** | **Specialty** |
|  | Obstetrics |
|  | Obstetrics |
|  | Theatre 1 ENT |
|  | Theatre 1 ENT |
|  | Theatre 2 Gynae |
|  | Theatre Ophthalmic |
|  | Theatre 3 Colorectal |
|  | Theatre 3 Colorectal |
|  | Theatre 4 Colorectal |
|  | Theatre 5 Elective/Trauma Ortho |
|  | Theatre 5 Elective/Trauma Ortho |
|  | Theatre 6 Elective Ortho |
|  | Theatre 6 Elective Ortho |
|  | Theatre 7 CEPOD |
|  | Theatre 7 CEPOD |
|  | Theatre 8 Trauma  |
|  | Theatre 8 Trauma |
|  |  Recovery |
|  | Recovery |
|  | Recovery |
|  | Recovery |
|  | Anaesthetics |
|  | Clinical Skills Facilitator |

**Roles Explained**

The **Theatre Matron** holds overall responsibility for the running of the department and is supported by the **Lead Practitioners** who are all experts in their specialty, and a **Lead Practitioner for Practice Development** advises on individual staff development as well as on the practice development of the department.

The day-to-day operational running of the theatres is the responsibility of the **Clinical Coordinator.**

The **Lead Practitioners** are supported by **Senior Practitioners** who take charge of individual theatres and co-ordinate the running of their operating lists.

The remaining **Theatre Practitioners** are either *Registered General Nurses* or *Registered Operating Department Practitioners*. This group makes up most of the workforce in theatres.

The department operates an internal rotation process to enable junior staff to be exposed to all the surgical specialties the Trust has to offer.

The department also relies heavily on Theatres Support Workers.

**Further information**

### Hours of Work

In order to meet the needs of our patients, our staff work a variety of hours. Ensure you are aware of your own shift pattern and discuss any issues with us swiftly.

The main shift patterns are: CHANGE AS NEEDED

0800 - 1800hrs

0800 ­- 2100hrs

0800 - 1400hrs

0800 - 1900hrs

**Theatre Attire**

The uniform worn in theatre comprises is INSERT UNIFORM.

Green hats- Senior staff

Blue hats- Registered staff

White hats- Unregistered staff/ Students

Your uniform will be provided for you and should not be worn outside the department. Theatre staff will explain this is more detail when you arrive.

Jewellery is restricted to a wedding ring and plain stud or sleeper earrings. Watches and other jewellery are not permitted, this is to protect the both the patients, and you, and comply with Infection Control and Prevention Guidelines.

We understand there are some religious reasons to keep jewellery in place- please discuss with us.

**Mobile Phones**

We are aware that staff like to have their phones on them, this is permitted but must not be used in the clinical area and must be always kept on silent. The phone must not distract you from your work.

**Valuables**

The department cannot take responsibility for your belongings, so we advise you to bring little with you and use the lockers where available.

**Managing attendance**

If you are unable to come to work due to sickness or another emergency, please notify us of your absence by calling INSERT NUMBER in a timely manner. Please state who you are, type of absence (e.g., sickness/emergency) and when you expect to return. We do not expect you to share private details.

It is important that you speak to the person in charge of theatres by INSERT TIME to let them know of your plans for the following day.

If the following day is your day off/weekend it will be recorded as sickness unless you have informed us that you would be fit for work. If you do not state that you are fit, then your days off and weekend will be included in the total amount of sick days taken.

If you take time off without informing us without a valid reason, it will be documented as un-authorised leave in line with Trust policy.

All absences will be managed in line with Trust policy.

**Staff development**

*Registered staff*

Opportunities exist to develop expertise as a Scrub Practitioner, Recovery Practitioner or as an Anaesthetic Practitioner.

Anaesthetic Practitioners require a specific qualification to practice, and the department is committed to providing this opportunity for all staff. In addition to “in-house” training, there are many opportunities for ongoing professional development through well-established links with several Universities and their Schools of Health.

*Support Staff*

We support our unregistered workforce to reach their potential and support several apprenticeships such as ODP and Adult nursing. We will work with you to support completion of the Care Certificate and the Trust can support with Functional skills and other qualifications you may wish to pursue (relevant to role and personal development plan).

**THEATRE PHILOSOPHY**

**Our Philosophy** will incorporate the Trust Values of P.R.I.D.E

**P-atient First.**

* To provide patient centred individualised care throughout the peri-operative journey. We recognise that high standards of care derive from individual skills within a multidisciplinary team. This encompasses the rights and needs of each patient regardless of race, colour or creed.

**R-espect**.

* We respect our patients by preserving privacy and dignity at all times within the care provided.
* We respect our colleagues and peers so that we can maintain high standards of communication, and a multidisciplinary team work ethic to ensure the safe continued care of the patient.
* WE respect the fabric of the buildings in which we work and the environments that we carry out our duties to ensure that our patients and ourselves are in a place of safety at all times.

**I-nnovation**

* We strive to encourage new ways of working, learning and education is key to forging creative and critical thinking.
* We respond to the changing landscapes within the NHS by the assessing, planning, implementation and evaluation process and imbed new ways of working into practice by communication and education.
* WE work within a multidisciplinary team that advocates innovation within new surgical techniques, and new technology.

**D-elivery**

* We measure our performance within the utilisation of the operating lists. What we are able to achieve determines our success.
* We aim to practice within the Codes of The Nursing and Midwifery Council and Health and Care Professionals Council at all times to ensure we deliver care that is of the highest standard at all times.

**E-xcellence**

* We ensure that our clinical practice is evidenced based, and measured within our Clinical Indicators.
* We maintain a pleasant working environment to encourage and motivate learning, supporting multidisciplinary students, mutually sharing information and ideas that promotes excellence in practice.
* Continuous professional development is advocated and supported via the Practice Development Department, knowledge and skills must be shared within Clinical Governance.
* WE have PRIDE in all that we do and provide.

**THIS IS AN EXAMPLE FROM AN ORGANISATION WITHIN SOUTH EAST REGION**