



## CADOGAN CLINIC JOB DESCRIPTION

<b>Job Title</b>	Operating Department Practitioner (ODP)
<b>Reports to</b>	Theatre Manager
<b>Area of work</b>	Cadogan Clinic, 120 Sloane Street, London

1. To ensure the safety and care of patients within the theatre, treatment rooms and recovery room
2. To support the day to day running of the theatre department ensuring efficient use of resources
3. To monitor standards of care and practice and keep abreast of technical and surgical developments
4. To demonstrate strong knowledge of anaesthetic agents and their effects on patients to facilitate anticipating and planning care needs
5. To understand the needs and requirements of Consultant users, building a collaborative working environment
6. To ensure compliance with the clinic governance procedures, risk assurance and CQC regulations
7. To ensure resuscitation equipment is functioning, maintained and cleaned correctly and that staff are trained in handling and caring for the equipment
8. To oversee ordering and stock levels and work closely SODP of pharmacy drugs.
9. Support the department with Scrub /Circulation when the needs arises

### Specific Accountabilities

- 1 To ensure the safety and care of patients within the recovery department, ambulatory and Treatment for minor cases**
1. To demonstrate good clinical practice and monitor the practice of all staff within your department
2. Ensure safe patient transfer to ambulatory care, completing all required documentation and records
3. Ensure equipment is maintained, functioning and cleaned correctly and that staff are trained in handling and using all equipment
4. Compliance by you and your team with clinic policy and procedures
5. Maintain close liaison with all Consultants and staff so that patients receive optimum levels of care
6. Ensure the delivery of appropriate, individualised care in a safe environment
7. Ensure evidence based practice is undertaken within your department
8. Analyse outcomes of care, ensuring that action is taken following clinical audit review
9. Continuously look for improvements relating to the patient journey
10. Support the Clinical Manager in satisfactorily resolving all complaints

11. Agree the required capabilities and competencies for safe practice, within the recovery department
- 2 Demonstrate knowledge of anaesthetic agents and their effects on patients to facilitate anticipating and planning care needs**
  - Ensure your professional knowledge is kept up to date and this reflects the individualised care for patients
  - Alert the relevant person if you have concerns regarding a patient's condition
  - Ensure appropriate analgesia is administered to achieve the maximum patient comfort
  - Maintain close liaison with operating staff so that patients receive optimum levels of care
- 3 To monitor standards of care and practice and keep abreast of technical and surgical developments**
  - Maintain quality to agreed standards within the clinic
  - Develop own knowledge and practice and facilitate continual professional development amongst others
  - Ensure legislation, policies and procedures are correctly applied within the department
  - Maintain an awareness of current advances in nursing practice and research and attend continuing education programmes
- 4 Understand the needs and requirements of Consultant users, building a collaborative working environment**
  - Work with Consultants and maintain a good working relationship with all customers
  - Build open and trusting relationships with Consultant users, demonstrating a willingness to promote new ideas and business opportunities
  - Attend meetings with a multidisciplinary team as required
- 5 Ensure compliance with the hospital governance, risk assurance and CQC regulation**
  - Ensure all clinic policies and procedures reflect the requirements for the Care Quality Commission
  - Support the Clinical Manager in the completion of regulatory action plans following inspections
  - Ensure that regulation, policy and procedure are correctly applied within the clinic
  - Challenge poor practice and take appropriate action
  - Maintain an active role in clinical audit working closely with the Clinical Governance sister and MAC chairman
- 6 To ensure resuscitation equipment is functioning, maintained and cleaned correctly and that staff are trained in handling and caring for the equipment**
  - Check equipment daily and maintain records of checks
  - Ensure faulty equipment is removed for repair
  - Ensure your department is adequately stocked and cleaning is maintained

## **Professional Accountabilities**

- Maintain registration with the Health & Care Professions Council at all times during employment and advise the Theatre Manager if for any reason the registration is suspended or otherwise withdrawn