

The Medical Specialist Group LLP

Appointment of a Surgical First Assistant

March 2019

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SECTION 1: JOB DESCRIPTION – General Details	
Title:	Surgical First Assistant
Location:	The Princess Elizabeth Hospital, Guernsey
New or Replacement Post:	Replacement Post
Prime responsibility:	Provision of highly skilled surgical first assistance for elective and emergency surgery ensuring a high standard of patient care and safety in accordance with the MSGs philosophy, objectives, policies and legal requirements.
Accountable to:	Governing Body either Nursing & Midwifery Council (NMC) or Health & Care Professions Council (HCPC) The Medical Specialist Group LLP
Reports to:	Chairman of Surgery
Key tasks:	<p>Provide highly skilled support to the surgeons in theatre</p> <p>Develop and maintain skills required to practise at an advanced level using extended scope of practice</p> <p>Provide on call cover for out of hours and weekends on a 1 in 5 rotation</p> <p>Active participation in both Departmental and MSG matters concerning Clinical Governance and Audit.</p> <p>Responsibility for ensuring active participation in continuing professional development (CPD), Appraisal and Revalidation.</p> <p>To work flexibly to help fully utilise theatre resources and sessions available</p>

SECTION 2: Person Specification			
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW TESTED
Qualifications	<ul style="list-style-type: none"> • NMC Registered Nurse Part 1 • ODP - HCPC registered • Eligible to reside and work in the UK 	<ul style="list-style-type: none"> • Evidence of personal and professional development • Surgical First Assistance in Operative Procedures qualification 	Certification and CV
Clinical Experience	<ul style="list-style-type: none"> • Relevant theatre experience as a first assistant with Orthopaedic, Gynaecological, obstetric, ENT, Urological and General surgery both elective and emergency 	<ul style="list-style-type: none"> • At least 4 years post registration experience as a scrub practitioner / ODP 	CV and interview
Skills and Knowledge	<ul style="list-style-type: none"> • Evidence of competence as a first assistant • Effective management of all resources especially financial and human • Knowledge of current research, key issues and development in theatre practice • Knowledge of Health & Safety/Risk Management within the operating department • Demonstrates knowledge of change management • Organisational and management skills within a team • Evidence of Continuing Professional Development • Knowledge of the requirements of Clinical Governance and Audit 	<ul style="list-style-type: none"> • Evidence of advanced assistant experience or competence or willingness to achieve enhanced surgical skills qualification 	CV and interview

<p>Other Factors</p>	<ul style="list-style-type: none"> • Ability to prioritise and manage workload within the department • Continuing development within area of work • Committed to the overall aims and objectives of The Medical Specialist Group LLP • Committed to the provision of quality services • A flexible, positive attitude to performing a variety of duties • Fit to undertake the duties of the post • Ability to be flexible about working hours including being on call 	<ul style="list-style-type: none"> • Membership of relevant professional organisation 	<p>CV and interview</p>
<p>Personal Skills / Attributes</p>	<ul style="list-style-type: none"> • Good interpersonal skills and team working • Proactive self starter with the ability to manage activity in a highly regulated environment • Tenacity and determination to act as patient advocate always • Ability to build rapport and influence at every level of an organisation. • Ability to inspire professionalism • Strong results orientation • Excellent communication skills • Attention to detail • Disciplined • Planning and organisation • Initiative • Flexibility • Ability to work under pressure • Ability to work independently, without supervision 	<ul style="list-style-type: none"> • Competent Microsoft Office skills and data management 	<p>CV and Interview</p>

SECTION 3: Duties of the Post

Key Responsibilities:

- To provide highly skilled support to the surgeons in theatre.
- Work collaboratively with the scrub team to meet the requirements of quality patient care, ensuring that all peri-operative nursing care activities carried out comply with relevant legislation and organisational policies and procedures.
- Ensure that all procedures performed meet individual patient needs, reflect good practice and are provided by means of appropriate equipment, within the agreed patient care pathways.
- Attend the surgical safety briefing and be involved with the team completion of the Surgical Safety Checklist for all surgical interventions with regard to the 'Five Steps to Safer Surgery'.
- Ensure that comprehensive theatre records are maintained in respect of all patients and confidentiality of information is maintained.
- Recording and reporting to medical staff any complaints
- Ensure all accidents and incidents are reported to the Theatre Manager and entered on the incident reporting system.
- Ensure that the cleanliness and hygiene of the theatre complex is maintained, adhering to infection control policies and procedures, Health and Safety policies and procedures.
- To ensure that equipment is handled correctly and maintained in a safe working order, reporting any defects to the Theatre Manager.
- Contribute to the theatre throughput to ensure productivity levels are achieved, with theatre schedules managed efficiently.
- To provide of an out of hours on call first assistant service.
- Cover for surgical assistant colleague's annual leave and other authorised absence.

Service Provision

- Nurture effective partnerships with colleagues, stakeholders and business partners.
- Understand, implement and comply with MSG and HSC policies, procedures, and comply with Statutory, National Care Standards.
- Contribute towards the development and implementation of department specific policies and procedures to suit local needs.
- Operate a service that is flexible, responsive and non-discriminatory.
- Maximise workload efficiently and effectively but not compromising quality or safety.
- Uphold MSG and HSC clinical governance systems.

Managerial

- Contribute towards the quality and cost-effectiveness of the surgical assistant team.
- Participate in the effective communication within the theatre department and surgical assistant by attending staff meetings.
- Work closely with colleagues to establish best operating practice.
- Identify and meet individual and collective training and developmental needs.
- Assist with staff training and mentoring.
- To be involved in working groups/change management programmes as appropriate.

- To assist with assessment, development, implementation and evaluation of programmes of care and work with a multi-disciplinary team.
- To participate in the risk management strategy and ensure that all Health and Safety and COSHH requirements are met.

Systems and Administration

- Participate actively in health and safety and infection control in the theatre department.
- Assist with the investigation of complaints, accidents and critical incidents in accordance with agreed procedure. Complete reports and notify the responsible persons.
- To be responsible for maintaining accurate, timely and complete records, ensuring the safety and confidentiality of information.
- To ensure that equipment is handled correctly and maintained in a safe working order, reporting any defects to the Theatre Manager.

Professional

- Maintain high standards of clinical practice and patient care using clinical example.
- To ensure the implementation and monitoring of effective clinical pathways from receiving of the patient to handover to the ward.
- Participate in audits as required.
- Observe Codes of Professional Conduct as laid down by the Nursing Midwifery Council / Health Care Professions Council and / College of Operating Department Practitioners and AfPP as relevant.
- Take responsibility for risk assessments in the theatre as appropriate.
- To take an active role in the clinical governance strategy

Staff Development and Training

- Support the maintenance of an environment conducive to teaching and training to maintain staff development and safe practice. Assist with induction for new staff.
- Promote and demonstrate innovative practice implementing changes as required.
- Attend mandatory training / updates annually.
- Participate in theatre audits as required.

Clinical

- To be responsible for the “total patient” in your care.
- To act as the advocate for the patient during the intra-operative phase and understand the patient depending on the theatre staff for:
 - maintaining privacy and confidentiality
 - preventing injuries
 - preventing sepsis
- To understand and execute the correct procedure regarding:
 - Informed consent for treatment and surgery and administration of blood and blood products.
 - Intra-operative record sheets.
 - Preventing medical legal hazards.
 - Risk areas for patients and staff, and the correct procedures to prevent them.

- Identifying the need for resuscitation of a patient and knowledge of first line drugs needed for resuscitation.
- Use of the defibrillator.
- To understand and execute the following nursing tasks correctly:
 - Applying aseptic principles continuously; including the handling of infected cases.
 - Correct handling and storage of hazardous substances.
 - Correct use of all electrical equipment; checking, cleaning and preparation.
 - Disposal of all clinical waste i.e. sharps, paper etc.
 - Handling and care of all types of specimens / biopsies.
 - Protocol for dealing with the death of a patient in theatre.
- To understand and execute the following 'assisting' procedures correctly:
 - Knowledge of anatomy and operative procedures done in the theatre and the instruments and equipment needed.
 - Hand washing and gowning procedure.
 - The Surgeon's preferences. Preparing the theatre and patient adequately for specific surgeon and list.
 - Assisting with transfer of patient from bed/trolley including correct positioning and tissue viability assessment.
 - Skin preparation and draping prior to surgery.
 - Urethral catheterisation including males.
 - Superficial skin and tissue retraction.
 - Handling of tissue and manipulation of organs for exposure or access.
 - Assisting with haemostasis to secure and maintain a clear operating field including indirect application of surgical diathermy by the surgeon.
 - Nerve and deep tissue retraction with the direct supervision of the operating surgeon.
 - Use of suction as guided by the operating surgeon.
 - Camera manipulation for minimal invasive access surgery.
 - Cutting of deep tissue sutures and ligatures under direct supervision of the operating surgeon.
 - Cutting of superficial sutures.
 - Assist with wound closure and application of appropriate dressings.
 - Counting, handling and disposing procedure for swabs, instruments and sharps.
 - The handling and decontamination of instruments and used linen.

Communication

- To take an active role in maintaining effective communication with all disciplines within a multi-disciplinary setting.
- Enhance the communication link between theatre, patient and ward.

Education, Research and Audit Responsibilities

- To maintain personal professional development and clinical knowledge and skills.
- To be aware of current advances in clinical care and to develop research awareness in self and others to improve the clinical environment.
- To contribute to developing the clinical learning environment in the department.

- To be involved in relevant project work in the department and share findings with other members of the team.

Health and Safety

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

Data Protection

- The postholder must always respect the confidentiality of information in line with the requirements of the General Data Protection Regulation 2018 (GDPR). This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

SECTION 4: The Surgical Assistant Team

The team consists of 5 Surgical Assistants who are employed by the MSG but based at the PEH. The team provide assistant cover for 20 scheduled elective theatre sessions per week and on call cover for weekday nights and weekends for emergencies. A session is 5 hours long and when members of the team are on leave the remaining team members cover for them. As we have a small team who cross cover regularly for each other they are expected to have experience in assisting for a variety of specialities including general surgery, ENT, urology, gynaecology and orthopaedics.

The General Surgeons have sub-specialty interests in vascular, breast, laparoscopic GI/colorectal and colorectal surgery and provide a service for common paediatric emergencies. The Gynaecologists also have subspecialty interests in laparoscopic surgery and the Orthopaedic Surgeons have sub-specialty interests in upper and lower limb surgery along with joint replacement surgery.

SECTION 5: Additional Information

The Secondary Healthcare Service in Guernsey is very different from the NHS on the UK mainland. The Medical Specialist Group LLP (MSG) is a limited liability partnership that is contracted to provide a wide range of secondary healthcare services on island. The limited liability partnership was established on the 1st January 2018 as a conversion from the Medical Specialist Group that previously functioned as a General Partnership for more than 25 years in Guernsey. This service is consultant led and provided through a cohort of 46 consultants. There are no junior doctors in Guernsey and therefore consultants provide the complete range of inpatient and outpatient care along with operative surgery.

The MSG commenced a new contract with the States of Guernsey on the 1st January 2018 for the continued provision of secondary healthcare to the population of the Bailiwick of Guernsey. The MSG is contracted to provide services for the Bailiwick of Guernsey except for Sark whereby patients are covered for treatment under their own private insurance schemes. The MSG works in close partnership with the Committee for Health and Social Care (HSC). Patients are seen at the MSG premises and the Princess Elizabeth Hospital (PEH). Outpatient activity takes place mainly on MSG premises and inpatient activity occurs at the PEH. Private patient facilities are offered on Victoria Ward at the PEH and at MSG premises.

The MSG currently occupies two buildings, Alexandra House & Mill House that is within less than a 5-minute walk from the PEH. The PEH is a 144 bedded hospital with 4 main operating theatres, 1 of which is a dedicated Orthopaedic theatre. The PEH is managed by HSC with a fully integrated patient IT system (TRAK Healthcare).

Guernsey lies in the English Channel and is the largest of four inhabited islands forming the Bailiwick of Guernsey (the others are Alderney, Herm and Sark). The Bailiwick of Guernsey has a population of approximately 65,500, people occupying its 24 square miles (62 km²).

Guernsey is a pleasant and safe island in which to bring up a family, with good schools in both the public and private sectors with plentiful leisure attractions and facilities. The post attracts long term employment permit for 8 years leading to permanent residency. There will be a relocation package available dependent on individual circumstances. The Bailiwick of Guernsey is Crown dependent with the States of Guernsey ('States') as the main governing body for all matters, except foreign policy and defense. Guernsey has good transport links to the UK mainland and France

SECTION 6: Application Details

Application Process

Applications are to be submitted in the form of a covering letter and CV providing the names of three (3) referees to :

Miss Emma-Jayne Sarahs
HR Manager
The Medical Specialist Group LLP
PO Box 113
Les Frieteaux
St Martins
Guernsey
GY1 3EX

Online applications to: recruit@msg.gg

To find out more about the Medical Specialist Group LLP visit:
www.msg.gg

To find out more about Guernsey visit
www.visitguernsey.com