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**Job description**

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| **Job title** | **Upper Limb Practitioner** |
| **Location** | Circle Reading (but you may be required to travel to other sites from time to time) |
| **Who are we? ­­** | Circle Health is a company that runs hospitals and health services in the UK. We were founded in 2004, and we are different to most healthcare organisations for three reasons.   * We have an open and honest culture, which allows our employees to feel empowered and a Circle credo which all our employees are aligned to. * We run healthcare in a new way: we put front-line clinicians, doctors and nurses in charge. By giving them responsibility and freedom, we believe they will run more effective, safe and caring services. * And finally, we run some completely new types of service. We built independent hospitals which pioneered five-star hospitality in the UK, and we’re the only organisation running some innovative types of work in the NHS, like our Bedfordshire musculoskeletal contract. |
| **Role Summary** | * To be accountable for own professional nursing and clinical standards within the Clinic and Operating Theatre in line with NMC codes and current best practice. * To identify, plan and implement business and service development opportunities in order to improve the activity in the Shoulder Unit. * To work as both a first assistant in Theatre and Upper Limb Practitioner in the Outpatient setting. * To be responsible for the business growth of the Circle Shoulder Unit in line with budget. * To manage research, patient reported outcome measurement, publication, GP engagement and marketing for the Circle Shoulder Unit. |
| **Main Duties and**  **Responsibilities** | **Clinical Responsibilities**   * Provision of strong and focused clinical leadership within the Circle Shoulder Unit. * Ensure that clinical practice reflects recognised professional standards and known best practice, and review clinical services against latest technical and professional advances to include the implementation of shoulder pathways. * Provide clinical supervision, mentorship and coaching to junior staff as required. * Maintain and improve knowledge and professional competence, in line with the appropriate professional body or as agreed with the Lead Nurse. * To oversee and undertake audits of clinical outcomes and clinical incidents as required. * To deliver strategies for infection control and standards of cleanliness within CircleReading. * To be responsible for the implementation of clinical policies and procedures. * Requesting imaging (ionizing radiation) according to IR(ME)R regulations * Performing diagnostic USS and administering ultrasound guided injections * Non-medical prescribing   **First Assistant Responsibilities**  At no time practice outside of the following skills –   * Pre and post-operative visits * Applying dressings to surgical wounds * Positioning the surgical patient * Preparing the surgical site * Providing assistance with tissue retraction, handling and surgical site exposure * Applying suction to the surgical site * Handling surgical instruments as part of the surgical team * Assisting with suture and ligature management (non-invasive) * Assist with surgical haemostasis * Camera operate during basic Minimal Access Surgery * Wound closure * Remain under the appropriate level of supervision of an appropriate and suitably qualified Medical or Surgical Care Practitioner whilst performing primary, secondary or other assistant duties * Ensure that all relevant personnel are aware of the practice boundaries   **Compliance Responsibilities**   * The post holder must maintain confidentiality of information about staff, patients and Circle health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990) and any new appropriate legislation that affects safe patient care within their sphere of working. * Abide by own Code of Professional Conduct. |
| **Safeguarding children and vulnerable adults** | All employees and volunteers working within Circle have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults. Initial and refresher training is available to enable you to understand and carry out your duties in relation to safeguarding. |
| **Health and Safety** | * To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions. * To co-operate fully in discharging the Circle policies and procedures with regard to health and safety matters. * To immediately report to their manager any shortcomings in health and safety procedures and practice. * To report any accidents or dangerous incidents to their line manager and safety representative as early as possible. * To use protective clothing and equipment where provided. |
| **Compliance Responsibilities and Confidentiality** | Circle provides NHS care under Standard Acute contract and is currently registered and monitored by CCG through their contracts. Its activity is regulated and monitored by the Care Quality Commission; consequently the post holder is expected to work in compliance with the Health and Social Care Act 2012 (Regulated Activities), the Care Quality Commission (Registration) Regulations 2014 and other relevant and subsequent legislation.  **The post holder must maintain confidentiality of information about staff, patients and Circle business activities and are expected to respect the requirements under the Data Protection Act 1998 and Access to Health Records Act (1990) and any new appropriate legislation that affects safe patient care within their sphere of working.**  Comply with Circle’s Information Security Management Policies, a copy of which is available online in Insight, to ensure that information systems such as the internet, intranet access, e-mail, desktop systems, and mobiles are used in a professional manner for business purposes only. Information held on such systems must be treated as confidential, especially where that information relates to patients.  The post holder will comply with all Infection Prevention and Control policies and take the appropriate action fitting their role to actively prevent or reduce the incidence of healthcare associated infections.  Staff have a responsibility to reduce and recycle waste and save energy and water.  Undertake initial and refresher mandatory training to ensure compliance at all times |
| **This job description is not an exhaustive list of duties but is intended to give a general indication of the current range of work undertaken and will vary in detail in the light of changing demands and priorities within Circle.** | |

**Person specification**

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| **Person specification** | **Essential** | **Desirable** |
| **Qualifications  and previous experience** | * Experience in a similar role * RGN/AHP * Demonstrable record of CPD * Knowledge of current issues in professional practice with particular relevance to the Unit * Knowledge of standards of professional practice in the wider healthcare context | * Additional registration * Post basic course * Research and audit experience * Evidence of change management * Completion of all local competency packages |
| **Skills, abilities  and behaviours** | * A calm, caring and empathic attitude towards patients, relatives & colleagues * An ability to teach/coach peers, junior staff & trainees * An ability to communicate effectively with people at all levels, with a commitment to collaborative working * Team-building skills * Excellent standard of patient care * Flexible approach to work and working hours * Strong organisational skills * Relate well to all staff * Diligent and enthusiastic * Committed * Adaptable * Willingness to learn new skills through practical experience | * IT skills and awareness * Flexibility to work in different specialties |

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|  | Values |
| E | **Passion**  we are driven by the needs of our patients. We believe in our Credo and the importance of our mission. Each of us has a significant contribution to make. |
| E | **Disruption**  we are not afraid to challenge the norm or the vested interest. We encourage creativity when balance with discipline and methodology. We have the courage to call it as it is. |
| E | **Humanity**  we value care, compassion and empathy. We engage our partners to be their best. We are straightforward, listen to and respect each other. |
| E | **Resilience**  we learn from setbacks and come back stronger. We are tenacious and see obstacles as challenges. Our belief in ourselves underpins our resolve. |
| E | **Agility**  we are always open to new ideas and ways of doing things. We believe that ‘good enough’ never is. We keep it simple and make things happen fast. |
| E | **Partnership**  We have a sense of ownership for what we do. We feel valued and able to make a difference. We hold each other to account for what we believe in. |

I confirm that I have read all the information detailed in this Job Description / Person Specification and understand what is expected of me:

Signed

Postholder…………………………………………………………. Date…………………………………

Signed

Manager……………………………………………………………… Date………………………………..