

# Job Description: Bank Operating Department Practitioner (ODP) / Anaesthetic Nurse – Procedure Suite (Welbeck Orthopaedics & Neurology)

## **About Welbeck: Redefining Private Day Surgery**

Welbeck is built on a simple philosophy: medical excellence without compromise. We're a growing network of specialist day-case centres setting a new standard for private healthcare - combining calm, confidence, and clinical credibility in environments designed around people, not process.

We reject the impersonal and process driven. Instead, we create refined, patient-centred spaces where consultants and teams are empowered to deliver world-class care and a seamless patient experience. Every Welbeck centre reflects our belief that excellence is achieved through partnership, purpose, and precision.

## **About Our Neurology & Orthopaedics Centres**

### **Welbeck Neurology Centre**

Our state-of-the-art Neurology Centre brings together leading private neurologists, neuroradiologists and neurophysiologists to deliver advanced diagnostics and exceptional patient care. Led by consultants who are recognised experts in their field, the centre offers sophisticated testing capabilities and a highly personalised approach to neurological assessment and treatment. Patients benefit from seamless access to specialist expertise, modern technology and a calm, supportive clinical environment.

### **Welbeck Orthopaedics & Sports Medicine**

Our Orthopaedics & Sports Medicine Centre is built on a fully integrated and interdisciplinary model of care. The team comprises highly skilled specialists who work collaboratively to deliver comprehensive, holistic treatment plans tailored to each patient's musculoskeletal needs. This coordinated approach ensures patients receive the highest levels of clinical expertise, innovative treatments and a smooth, joined-up care experience from diagnosis through to rehabilitation.

### **About the Role**

To provide high-quality anaesthetic care and support within the operating theatre environment, ensuring the safe and effective delivery of anaesthetic services to patients undergoing orthopaedic and neurology procedures.

The post holder will work collaboratively with Consultant Anaesthetists, Surgeons, Operating Department Practitioners, Nurses, and the wider multidisciplinary team to deliver safe, patient-centred care throughout the perioperative pathway.

The role includes supporting patients undergoing procedures under general anaesthesia, regional anaesthesia, sedation, and local anaesthesia, whilst maintaining the highest standards of clinical practice, patient safety, and professional conduct.

### **Key responsibilities**

#### **Clinical Responsibilities**

- Prepare and check anaesthetic equipment, monitoring devices, airway equipment, and emergency drugs in accordance with departmental policies.
- Assist Consultant Anaesthetists during induction, maintenance, and emergence from anaesthesia.
- Support patients undergoing general anaesthesia, regional anaesthesia, sedation, and local anaesthetic procedures.
- Prepare and assist with ultrasound-guided regional anaesthesia procedures when required.
- Ensure appropriate patient monitoring is established and maintained throughout the perioperative period.
- Recognise and respond appropriately to changes in patient condition, escalating concerns promptly.
- Participate in emergency situations, including airway management and resuscitation.
- Maintain accurate anaesthetic documentation and records.
- Support safe patient transfer and positioning throughout the surgical pathway.

### **Patient Care**

- Deliver compassionate, patient-centred care throughout the perioperative journey.
- Provide reassurance and support to patients before and during anaesthetic procedures.
- Maintain patient dignity, privacy, and confidentiality at all times.
- Promote patient safety through adherence to local and national standards.
- Participate in the completion of the WHO Surgical Safety Checklist.

### **Theatre and Departmental Support**

- Ensure anaesthetic rooms and theatres are prepared and fully equipped for surgical lists.
- Assist in maintaining adequate stock levels of anaesthetic consumables and equipment.
- Report equipment faults and arrange appropriate escalation.
- Contribute to the efficient running of theatre lists and patient flow.
- Support service development and quality improvement initiatives within the department.

### **Governance and Professional Practice**

- Practice in accordance with professional codes of conduct and organisational policies.
- Maintain professional registration and evidence of continuing professional development.
- Participate in audits, incident investigations, and risk management activities.
- Ensure compliance with infection prevention and control standards.
- Complete mandatory training and competency assessments as required.
- Maintain accurate and timely clinical records.

### **Communication and Team Working**

- Work effectively within the multidisciplinary team.
- Communicate professionally with patients, relatives, consultants, and colleagues.
- Support junior staff and contribute to a positive learning environment.
- Escalate clinical concerns appropriately and contribute to safe decision-making.

### **Bank Staff Responsibilities**

- Provide flexible cover according to operational requirements.

- Participate in departmental induction and local orientation.
- Maintain clinical competencies relevant to the role.
- Demonstrate professionalism, reliability, and flexibility when undertaking bank assignments.

## **Qualifications and experience**

### **For ODP Applicants**

- Registered Operating Department Practitioner with current registration with the Health and Care Professions Council (HCPC).
- Recent experience working within anaesthetic practice.
- Competence in perioperative patient care.
- Knowledge of anaesthetic equipment and monitoring systems.

### **For Registered Nurse Applicants**

- Registered Nurse with active Nursing and Midwifery Council (NMC) registration.
- Significant experience within an anaesthetic or perioperative environment.
- Competence in supporting anaesthetic procedures and patient monitoring.
- Knowledge of perioperative standards and patient safety requirements.

### **Essential for All Applicants**

- Excellent communication and interpersonal skills.
- Ability to work effectively under pressure.
- Commitment to delivering high-quality patient care.
- Ability to work independently and as part of a multidisciplinary team.
- Current Immediate Life Support (ILS) certification or willingness to obtain.

### **Desirable Criteria**

- Experience within Orthopaedic and Neurology surgical specialties.
- Experience supporting ultrasound-guided regional anaesthesia.

- Knowledge of day surgery pathways.
- Experience within an independent healthcare setting.
- Advanced airway management experience.
- Recovery and post-anaesthetic care experience.
- Sedation course ( Sedate uk)

## Key Competencies

- Patient-centred care.
- Clinical competence and accountability.
- Teamwork and collaboration.
- Attention to detail.
- Effective communication.
- Professional integrity.
- Adaptability and flexibility.
- Commitment to patient safety and continuous improvement.

## Working Environment

The post holder will work within the Theatre Department supporting Orthopaedic and Neurology surgical services. The role involves caring for patients undergoing procedures under general anaesthesia, regional anaesthesia, sedation, and local anaesthesia within a fast-paced perioperative environment. This is a bank position with shifts offered according to service requirements and operational demand.

## Why Welbeck

- **Autonomy & Influence:**-A leadership community that trusts your expertise to drive excellence and growth.
- **Purpose-Driven Culture:** A values-led environment where world-class clinical care and operational performance go hand in hand.
- **Growth & Impact:** Be part of a network defining best practice in day-case healthcare and delivering experiences patients genuinely remember.

## Infection Prevention and Control

All Welbeck employees, whether involved directly or indirectly in the provision of healthcare, have a duty to co-operate with and implement business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Business to meet its obligations under the Health and Social Care Act 2008.

### **Safeguarding**

Welbeck is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the Welbeck Health Partners Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

### **Confidentiality**

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on strictly need to know basis in accordance with the responsibilities of the Business's Caldicott Guardian.

### **Health and Safety at Work**

In addition to the Business responsibilities under the Health and Safety legislation, you are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 (as amended) and associated legislation. These include the duty to take reasonable care of the health and safety of yourself and others in your work activities and to co-operate with your employer in the discharge of its statutory duties. You must adhere strictly to the Business policies and procedures on health and safety and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Business incident reporting system. You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

### **Risk**

Accept personal responsibility for contributing to Welbeck's management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Business.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Business, in accordance with the business policy and training. Identify and report actual or potential hazards/ risks in the work environment in accordance with business policies and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children. Follow, Welbeck Health Partners policy on use of Personal Protective equipment e.g., Masks, Gloves, Visors etc. Awareness of and compliance with Health and Safety Regulations.

### **Equality and Diversity**

The Business recognises the benefits of a diverse workforce reflective of the communities that we serve and is committed to equal opportunities in employment with a devotion to eliminate all forms of unlawful discrimination. The Business aims to promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff).

All individuals have a duty to adhere to the Business Diversity and Equality Opportunity policy and an individual responsibility towards the application and understanding of the Equality Act 2010. Inequitable behaviour will not be tolerated, and every person has a responsibility to highlight discriminatory practice.