

## APPENDIX 1 Participant information sheet and Questionnaire

## Participant information sheet

Study title:	A study to determine the roles of Operating Department Practitioners (ODP's) in contemporary healthcare
Chief investigator	
Telephone number	.....or email

Study Sponsor:

I would like to invite you to take part in a research study. The study is about the roles you perform in your current job as a registered ODP.

Before you decide whether or not you would like to participate in the study I would like you to understand why the research is being done and what it would involve for you. Talk to others about the study if you wish and feel free to contact me if there is anything that is not clear. (Contact details above)

Questionnaire  
number

Please feel free to keep this information sheet to keep for future reference

### 1. What is the purpose of this study?

The purpose of this study is to find out more about the roles that ODP's perform. The study forms part of the researcher's Master's degree.

### 2. Why have I been invited to participate?

You have been invited to take part in this study because you are currently a qualified ODP who is registered with the HCPC.

### 3. Do I have to take part?

Your decision to take part in this study is entirely voluntary. You may refuse to participate or you can withdraw from the study at any time. Should you wish to retract the information you have given in the questionnaire please contact ..... and state the number of the questionnaire and request that your questionnaire is taken out of the research. Please do this as soon as possible, because once data analysis has begun it may be difficult to release individual data. Please make a note of the number on your questionnaire now.

You may use this box to do so if you wish.

### 4. What do I have to do in order to take part?

You will complete a hand written questionnaire about your current role(s) as an ODP. The questionnaire should take a maximum of 20 minutes to complete and should be posted in the box as directed on the questionnaire. You may take the questionnaire home to complete it if this is more convenient but please return it into the box provided.

### 5. Expenses and payments

There are no expenses or payments for participating in this research.

### 6. What are the possible risks of taking part?

There are no risks involved in taking part in this research.

### 7. What are the possible benefits of taking part?

By taking part in the study you will have the opportunity to provide information about your role(s) as an ODP. You will be contributing to knowledge about contemporary roles performed by ODP's for which there is currently very little evidence. This information may be important for establishing the structure of the ODP workforce, developing and promoting the profession, and informing future education and training and service delivery in critical care environments.

**8. Will my taking part in this study be kept confidential?**

Any data or information you provide will be treated in confidence.

The questionnaire is anonymous, in that you are not asked to give your name. You are, however, asked for some personal details, such as your gender, age, length of service and agenda for change banding. If you would prefer not to answer some or all of these questions then please leave them blank. Once you have completed your questionnaire you will place it in an envelope and post it into a box, once this box is collected your questionnaire will be put together with up to 300 other questionnaires from practitioners from a number of trusts. As such this should help to ensure that you are not identifiable. The only other person who may have access to the raw data you provide is a statistician involved in analysing the data for the purposes of the research.

All personal data will be handled in accordance with the data protection Act 1998. In accordance with principles 2 and 5 of the data protection principles (Crown Copyright, 1998) personal data will not be further processed in any manner incompatible with the purpose of the research, nor will it be kept for longer than it is necessary.

Once the research has been completed, questionnaires will be destroyed in line with confidential waste protocols.

Any electronic information will be kept on property and will be kept on a password-protected computer or encrypted USB stick.

Identifying details will be taken out of any final report and any publication so people reading these will not be able to identify you.

**10. What will happen to the results of the research study?**

Results of this study will form part of a dissertation. The researcher also plans to publish papers about the research to share her findings.

**11. Who is sponsoring the study?**

The sponsor of the study has the duty to ensure that it runs properly and that it is insured. In this study, the sponsor is .....University.

**12. Who has reviewed this study?**

All research based at .....University is looked at by a group of people called a Research Ethics Committee. This Committee is run by .....University but its members are not

connected to the research they examine. The Research Ethics Committee has reviewed this study and given a favourable opinion.

In addition to this, the research governance department for your trust has been contacted and formal governance processes have been followed and permission given to conduct this research in your trust.

13. What if there is a problem or I want to complain or seek further information?

If you have any queries or questions please contact:

Principal investigator:

Telephone:

Faculty of Health and Wellbeing

**Alternatively**, you can contact the research supervisor:

If you would rather contact an independent person, you can contact

Telephone: 0

He is a member of the relevant University ethics committee.

Reference

1. **CROWN COPYRIGHT (1998)**. The data protection Act 1998.c.29. Schedule 1: the data protection principles. Source last accessed June 2013 at <http://www.legislation.gov.uk/ukpga/1998/29/schedule/1>

**Questionnaire - A study to determine the roles of Operating Department Practitioners (ODP's) in contemporary healthcare**

**Thank you for taking the time to complete this questionnaire. Please ensure that you agree with the following statement;**

*'By completing this questionnaire I understand that I am giving my consent to use the data I provide for the purpose of this service development project and I can confirm I have read the participant information and I confirm that I am currently registered with the HCPC as an ODP.'*

**Please answer the following questions**

**Q1) Are you?**

Male / Female / other (please circle)

**Q2) Please state your age in years .....**

**Q3) Please state your nationality**

.....

**Q4) Which qualification were you awarded when you qualified as an ODP? (Please only circle one)**

NVQ3    C&G752    Dip HE in ODP    BSc/BA (including honours) in ODP    Other (please specify).....

**Q5) Please state the length of time you have been qualified as an ODP**

Years.....

**Q6) Please state the length of time in your current post**

Years.....

**Q7) Please state the agenda for change banding which you currently work within (e.g. band 5)**

Band..... or other (please specify).....

**Q8) Please state your job title (e.g. ODP, theatre practitioner, theatre manager, theatre educator)**

Job title .....

**Q9) Do you work; (please circle all that apply)**

PART TIME / FULL TIME / NIGHTS ONLY / NIGHTS / WEEKENDS ONLY / WEEKENDS / OUT OF HOURS / ZERO HOURS CONTRACT / Other

(Please specify).....

**Q10) Do you currently work in a; (please circle)**

Private healthcare or hospital / NHS / Other (please specify).....

**Q11) Within which UK region do you work? (Please circle)**

Yorkshire & the Humber / Midlands and the East

**Q12) Please identify the academic qualifications you currently possess or are studying towards and state the subject area. (Please tick all that apply)**

Qualification	Completed	Studying towards	Subject area (s)
Dip HE			
BSc (including honours)			
BA (including honours)			
PGCE / PGCEd			
MA			
MSc			
PhD			
Professional Doctorate			
Mentorship Level 6 (Degree level)			
Post qualification anaesthetic modules Level 6			
Assistant Surgical Practitioners Course			
Surgical Care Practitioners course			
Non-medical anaesthetist course			
Other (please specify)			

**Q13) Do you work in any clinical areas other than an operating theatre?**

YES / NO

**Q14) If your answer is YES to Question 14 above please give details of where you work and the roles you perform**

.....  
 .....  
 .....

**Q15) If you do not have a BSc or BA in ODP, would you consider 'topping up' your qualification to a BSc (hons) or BA (hons) in ODP if you could?**

YES / NO

**Q16) If you had the opportunity, would you do further study or take on additional training to develop your skills further?**

YES / NO / MAYBE

**Q17) If your answer is yes or maybe to Question 17, what type of study or training would you like to undertake?**

.....  
 .....  
 .....

**Q18) Are there any barriers which are stopping you from continuing your professional development, taking on further study or additional training?**

YES / NO

**Q19) If your answer is YES to Question 18, please give details of the barriers you face**

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.....

.....

**Q21) Do you agree that, like nurses, ODP should become an all graduate profession?**

YES /NO / UNSURE

**Q22) Do you consider yourself to be an allied health professional who is part of an allied health profession?**

YES / NO / UNSURE

The following questions concern your regular day-to-day activities as an ODP in your current role (the role which you identified in the above questions). Each question relates to a skill or role. For each skill / role there are 4 parts to the question. Please circle YES or NO for parts (i), (ii) & (iii), or leave blank if necessary. For part (iv) please place a tick in the box if your answer is YES. Please use the comments box to explain your answers in more detail.

The following is an example of how to complete each question.

	EXAMPLE	(i) I do this as part of my current role as an ODP and have done this within the last two years	(ii) I consider this to be an extended role of an ODP	(iii) I have received additional training post qualification so that I can perform this role	(iv) Tick here if you are trained to do this but DO NOT perform this as part of your current role	Comments
Q	Prepare endotracheal tubes for insertion by the anaesthetist	YES / NO	YES / NO	YES / NO		
	SKILL OR ROLE	(i) I do this as part of my current role as an ODP	(ii) I consider this to be an	(iii) I have received additional training post	(iv) Tick here if you are trained to do this	Comments

		and have done this within the last two years	extended role of an ODP	qualification so that I can perform this role	but DO NOT perform this as part of your current role	
A	<b>Anaesthetic roles &amp; skills</b>					
A1	Assist the Anaesthetist in a qualified anaesthetic role (e.g. assisting intubations)	YES / NO	YES / NO	YES / NO		
A2	Check anaesthetic machines	YES / NO	YES / NO	YES / NO		
	<b>SKILL OR ROLE</b>	(i) I do this as part of my current role as an ODP and have done this within the last two years	(ii) I consider this to be an extended role of an ODP	(iii) I have received additional training post qualification so that I can perform this role	(iv) Tick here if you are trained to do this but DO NOT perform this as part of your current role	<b>Comments</b>
A3	Transfer intubated patients with an anaesthetist or on my own	YES / NO	YES / NO	YES / NO		
A4	Work in an anaesthetic role in an environment other than an operating theatre (e.g. MRI/CT)	YES / NO	YES / NO	YES / NO		
A5	Intubate patients myself	YES / NO	YES / NO	YES / NO		
A6	Maintain patient airways using bag and mask ventilation	YES / NO	YES / NO	YES / NO		
A7	Cannulate patients for IV fluids	YES / NO	YES / NO	YES / NO		
A8	Catheterise female and or male patients	YES / NO	YES / NO	YES / NO		
A9	Take and interpret basic physiological parameters (e.g. SATS, BP, HR, 3 lead ECG)	YES / NO	YES / NO	YES / NO		
A10	Take and interpret 12 lead ECG readings	YES / NO	YES / NO	YES / NO		
D	<b>Drug management roles</b>					
D1	Administer oxygen to patients	YES / NO	YES / NO	YES / NO		
D2	Administer drugs (non –controlled drugs)	YES / NO	YES / NO	YES / NO		
D3	Prepare or mix drugs but <u>do not</u> administer drugs	YES / NO	YES / NO	YES / NO		
D4	Count controlled drugs	YES / NO	YES / NO	YES / NO		



D5	Issue but not administer controlled drugs in line with local trust policy	YES / NO	YES / NO	YES / NO		
	<b>SKILL OR ROLE</b>	(i) I do this as part of my current role as an ODP and have done this within the last two years	(ii) I consider this to be an extended role of an ODP	(iii) I have received additional training post qualification so that I can perform this role	(iv) Tick here if you are trained to do this but DO NOT perform this as part of your current role	<b>Comments</b>
D6	Issue and administer controlled drugs in line with my local trust policy	YES / NO	YES / NO	YES / NO		
D7	Set up and use cell salvage	YES / NO	YES / NO	YES / NO		
<b>S</b>	<b>Surgical roles</b>					
S1	Assist surgeons in a qualified scrub practitioner role (see definitions below)	YES / NO	YES / NO	YES / NO		
S2	Assist surgeons in a surgical first assistant (formally advanced scrub practitioner) role <sup>1</sup> (see definitions below)	YES / NO	YES / NO	YES / NO		
S3	I am a qualified surgical care practitioner <sup>2</sup> (see definitions below)	YES / NO	YES / NO	YES / NO		
S4	Regularly retract superficial tissue to assist during surgery	YES / NO	YES / NO	YES / NO		
S5	Regularly retract inside body cavities to assist during surgery	YES / NO	YES / NO	YES / NO		
S6	Regularly give local anaesthetic prior to surgery	YES / NO	YES / NO	YES / NO		
S7	Regularly use suction within a patient cavity	YES / NO	YES / NO	YES / NO		
S8	Regularly prepare the surgical site by prepping with surgical solution	YES / NO	YES / NO	YES / NO		
	<b>SKILL OR ROLE</b>	(i) I do this as part of my current role as an ODP and have done this within the last 2 years	(ii) I consider this to be an extended role of an ODP	(iii) I have received additional training post qualification so that I can	(iv) Tick here if you are trained to do this but DO NOT perform this as part of	<b>Comments</b>

<sup>1</sup> Surgical First Assistant (SFA), formally the advanced surgical practitioner –... ‘the role undertaken by a registered practitioner who provides continuous, competent and dedicated assistance under the direct supervision of the operating surgeon throughout the procedure, whilst not performing any form of surgical intervention.’ (Perioperative Care Collaborative, 2012)

<sup>2</sup> Surgical Care Practitioner – ‘A non-medical practitioner, working in clinical practice as a member of the extended surgical team, who performs surgical intervention, pre-operative and post-operative care under the direction and supervision of a consultant surgeon.’ (DH & NHS, 2006)

				perform this role	your current role	
S9	Regularly stick drapes on the patient to prepare the surgical site	YES / NO	YES / NO	YES / NO		
S10	Regularly cut sutures inside body cavities	YES / NO	YES / NO	YES / NO		
S11	Regularly cut skin sutures / sutures at superficial levels	YES / NO	YES / NO	YES / NO		
S12	Lead WHO stop/timeout moments as part of the surgical site safety checklist.	YES / NO	YES / NO	YES / NO		
S13	Circulate for cases	YES / NO	YES / NO	YES / NO		
<b>C</b>	<b>Critical Care</b>					
C1	Able to perform basic life support	YES / NO	YES / NO	YES / NO		
C2	Able to perform intermediate life support	YES / NO	YES / NO	YES / NO		
C3	Able to perform advanced life support	YES / NO	YES / NO	YES / NO		
C4	Able to perform paediatric life support	YES / NO	YES / NO	YES / NO		
C5	Able to perform neonatal life support	YES / NO	YES / NO	YES / NO		
C6	Able to defibrillate using a traditional defibrillator or an Automated Defibrillator	YES / NO	YES / NO	YES / NO		
C7	Able to pace or perform cardioversion techniques using a defibrillator	YES / NO	YES / NO	YES / NO		
	<b>SKILL OR ROLE</b>	(i) I do this as part of my current role as an ODP and have done this within the last 2 years	(ii) I consider this to be an extended role of an ODP	(iii) I have received additional training post qualification so that I can perform this role	(iv) Tick here if you are trained to do this but DO NOT perform this as part of your current role	<b>Comments</b>
C8	Responder to an emergency bleep/telephone	YES / NO	YES / NO	YES / NO		
C9	Work as part of a cardiac / resuscitation arrest team	YES / NO	YES / NO	YES / NO		
<b>R</b>	<b>Recovery roles</b>					
R1	Care for patients in a recovery unit/bay (including physiological monitoring)	YES / NO	YES / NO	YES / NO		

R2	Extubate patients in the recovery unit	YES / NO	YES / NO	YES / NO		
R3	Take out LMA's in the recovery unit	YES / NO	YES / NO	YES / NO		
R4	Use suction to ensure airway patency in the recovery unit	YES / NO	YES / NO	YES / NO		
R5	Responsible for maintaining patients' airways whilst working in the recovery unit	YES / NO	YES / NO	YES / NO		
<b>P</b>	<b>Pre Assessment roles</b>					
P1	Pre assess patients for surgery	YES / NO	YES / NO	YES / NO		
P2	Consent patients for surgery (written)	YES / NO	YES / NO	YES / NO		
P3	Able to take blood	YES / NO	YES / NO	YES / NO		
<b>E</b>	<b>Education Roles</b>					
E1	An education role in theatre (e.g. Mentor, associate mentor)	YES / NO	YES / NO	YES / NO		
	<b>SKILL OR ROLE</b>	(i) I do this as part of my current role as an ODP and have done this within the last two years	(ii) I consider this to be an extended role of an ODP	(iii) I have received additional training post qualification so that I can perform this role	(iv) Tick here if you are trained to do this but DO NOT perform this as part of your current role	<b>Comments</b>
E2	A full time education post in the theatre department	YES / NO	YES / NO	YES / NO		
E3	A part time education role outside of the theatre department/ clinical environment	YES / NO	YES / NO	YES / NO		
E4	A full time education role outside of the theatre department/ clinical environment	YES / NO	YES / NO	YES / NO		
<b>M</b>	<b>Management/Leadership Roles</b>					
M1	Manage other staff	YES / NO	YES / NO	YES / NO		
M2	Manage a theatre (s)	YES / NO	YES / NO	YES / NO		
M3	Manage a theatre department	YES / NO	YES / NO	YES / NO		
M4	Involved in selecting and recruiting employees	YES / NO	YES / NO	YES / NO		
<b>O</b>	<b>Other roles</b>					

O1	Work as part of a transplant team, and/or are involved in retrievals	YES / NO	YES / NO	YES / NO		
O2	Work in intensive care or similar critical care environment as an autonomous practitioner	YES / NO	YES / NO	YES / NO		
O3	Involved in research	YES / NO	YES / NO	YES / NO		
	<b>SKILL OR ROLE</b>	(i) I do this as part of my current role as an ODP and have done this within the last two years	(ii) I consider this to be an extended role of an ODP	(iii) I have received additional training post qualification so that I can perform this role	(iv) Tick here if you are trained to do this but DO NOT perform this as part of your current role	<b>Comments</b>
<b>V</b>	<b>Please identify any other roles you have in the boxes below and answer the questions as above</b>					
V1	a)	YES / NO	YES / NO	YES / NO		
V2	b)	YES / NO	YES / NO	YES / NO		
V3	c)	YES / NO	YES / NO	YES / NO		
V4	d)	YES / NO	YES / NO	YES / NO		
V5	e)	YES / NO	YES / NO	YES / NO		
V6	f)	YES / NO	YES / NO	YES / NO		
V7	g)	YES / NO	YES / NO	YES / NO		

and finally....please specify any other significant roles or clinical skills which ODP's currently perform but have not been identified in this questionnaire

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**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE**

If you require any further information about this project please contact

**Documents cited**

**DEPARTMENT OF HEALTH & NHS (2006).** The curriculum framework for the Surgical Care Practitioner. NHS National Practitioner Programme. Crown Copyright.

**PERIOPERATIVE CARE COLLABORATIVE (2012).** Position Statement; Surgical First Assistant (formally the advanced scrub practitioner).  
Online. Source last accessed March 2014 at [www.1sfa-position-statement-november2102-l-%20\(3\).pdf](http://www.1sfa-position-statement-november2102-l-%20(3).pdf)