

Date 29/06/2026
Your Ref
Our Ref 11542

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Dear

FREEDOM OF INFORMATION – MATCHED JOB REPORTS

I write in response to your request for information in relation to

Question:

- Could you please send me the most recent “matched job report” for band 6 Team Lead within Theatres at Royal infirmary of Edinburgh.
- In addition could I also request the matched job report for a band 5 Operating department practitioner in theatres in Royal infirmary of Edinburgh.
- I have requested both of these so I can see how job evaluation points and levels were rewarded.
- For these requests could you please also tell me the date these reports were last evaluated?

Answer:

Enclosed are the most recent centrally held matched job reports. Dates included within document titles.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner’s Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner’s response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

Headquarters
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Chair Professor John Connaghan CBE
Chief Executive Professor Caroline Hiscox
*Lothian NHS Board is the common
name of Lothian Health Board*



FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive
Enc.

Matched Job Report

Job Title	Team Leader - F / ODP MTO3
Job ID	Sco13/U-SR-THA-ALL-TL2
Score	406
Band	6
Status	Band Matched
National Profile	Theatre Practitioner Higher Level

Job Statement

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, evaluation of care plans, ensuring the delivery of high quality care to patients. In the absence of the Clinical Lead the post holder will have continuing responsibility for the management of the Department including supervision and deployment of staff.

The post holder has responsibility and accountability for maintaining both clinical and staff governance

The postholder may be expected to participate in duty rosters consisting of day, late and night shift working, where required. Within some areas the postholder may be required to participate in on call rosters, which provide 24 hour cover over 7 days per week

1. Communication and relationship skills

National Profile Level: 4(a) **Selected Level:** 4
Factor Status: Matched **Score:** 32

National Profile Factor Description

****Provide and receive complex, sensitive information requiring empathic and reassurance skills or where there are barriers to understanding ****

Communicates sensitive information concerning adult and child patients medical condition; requires persuasive, reassurance skills; some patients have special needs/learning disabilities

Relevant Job Information

Provide and receive complex, sensitive information requiring empathic and reassurance skills or where there are barriers to understanding

Level 4a Awarded

Communicating complex issues with the multidisciplinary team. REF JD Section 12 Emotional

The post holder will be expected to communicate and liaise with the patient, relatives and the multidisciplinary team involved in the provision of care. REF JD Section 11

Provide clinical and professional advice to the multidisciplinary team. REF JD Section 9

Analysis and assessment of patient condition to establish continuing care plan making autonomous decisions on the assessment of more complex patient and providing advice to enable and empower junior staff to make clinical decisions. REF JD Section 9

2. Knowledge, training and experience

National Profile Level: 6

Selected Level: 6

Factor Status: Matched

Score: 156

National Profile Factor Description

**Specialist knowledge across range of procedures underpinned by theory **

Knowledge of a broad range of theatre procedures and instrumentation acquired through degree or diploma plus experience and further study or qualification, or an equivalent level of knowledge

Relevant Job Information

Specialist knowledge across range of procedures underpinned by theory

Level 6 Awarded

- First Level Registered Nurse – (adult/child)
- National Vocational Qualification/Scottish Vocational Qualification Level 3
- Diploma in Operating Department Practice
- City & Guilds 752

Additionally, the postholder will be expected to have the following:

- A minimum of 4 years post qualification experience REF JD Section 13

3. Analytical skills

National Profile Level: 3

Selected Level: 3

Factor Status: Matched

Score: 27

National Profile Factor Description

Judgements involving a range of facts or situations requiring the analysis or comparison of a range of options

Assess patient's condition including suitability for transfer or discharge

Relevant Job Information

Assess patient's condition including suitability for transfer or discharge

Level 3 Awarded

Analysis and assessment of patient condition to establish continuing care plan making autonomous decisions on the assessment of more complex patient and providing advice to enable and empower junior staff to make clinical decisions. REF JD Section 9

Assess any changes to patient condition and ensure appropriate action is taken. REF JD section 9

Assessment of care needs, evaluation of care plans. REF JD Section 2

4. Planning and organisation skills

National Profile Level: 2

Selected Level: 2

Factor Status: Matched

Score: 15

National Profile Factor Description

Planning and organisation straightforward tasks, some ongoing

Organise the provision of the relevant equipment required for clinical procedures, plan staff rotas

Relevant Job Information

Planning and organisation straightforward tasks, some ongoing

Level 2 awarded

In the absence of the Clinical lead assume responsibility for the management of daily operational responsibilities in the department including work allocation, deployment and supervision of staff to ensure smooth running of the department. REF JD section 6 Managerial

5. Physical skills

National Profile Level: 3(a)(b)

Selected Level: 3

Factor Status: Matched

Score: 27

National Profile Factor Description

Developed physical skills, manipulation of objects, people, narrow margins for error; highly developed physical skills, accuracy important

Manipulation of patients during clinical procedures; assembles instruments and equipment; laryngeal mask insertion

Relevant Job Information

Manipulation of patients during clinical procedures

Level 3ab Awarded

Frequent moving & handling of conscious and unconscious patients, also equipment e.g. surgical trays, beds, operating tables etc REF JD Section Physical Effort

Good manual dexterity. REF JD Section 12 Physical Skills - See Equipment List

6. Responsibility - patient/client care

National Profile Level: 5(a)

Selected Level: 5

Factor Status: Matched

Score: 30

National Profile Factor Description

****Develops programmes of care****

Delivers peri and post operative patient care

Relevant Job Information

Develops programmes of care

Level 5a Awarded

the post holder will have responsibility for assessment of care needs, evaluation of care plans, ensuring the delivery of high quality care to patients. REF JD Section 2

Analysis and assessment of patient condition to establish continuing care plan making autonomous decisions on the assessment of more complex patient and providing advice to enable and empower junior staff to make clinical decisions. REF JD Section 9

7. Responsibility - policy and service

National Profile Level: 2

Selected Level: 2

Factor Status: Matched

Score: 12

National Profile Factor Description

****Implements policies and proposes changes to practices, procedures for own area****

Implement new theatre procedures

Relevant Job Information

Implements policies and proposes changes to practices, procedures for own area

Level 2 Awarded

Propose and develop policies/procedures and working practices within clinical area and ensure they are implemented. REF JD Section 6 Clinical

8. Responsibility - finance and physical

National Profile Level: 2(b)(c)

Selected Level: 2

Factor Status: Matched

Score: 12

National Profile Factor Description

****Safe use of equipment other than equipment used personally****

Assembles and dismantles theatre instruments; pre-use checks of anaesthetic equipment/orders stock for theatre

Relevant Job Information

Assembles and dismantles theatre instruments; pre-use checks of anaesthetic equipment/orders stock for theatre

Level 2abc awarded

Ensure patients property and valuables that are received by the department for safe keeping are secured

and processed as division policy.

Ensure that equipment (both disposable and non-disposable) is maintained and stock managed within the

available financial resource. REF JD Section 6 Managerial

9. Responsibility - staff/HR/leadership/training

National Profile Level: 2(a)(b)(c)

Selected Level: 2

Factor Status: Matched

Score: 12

National Profile Factor Description

****Day to day supervision; professional/clinical supervision; undertakes basic workplace assessments****

Allocates, checks work of staff; clinical supervision of junior staff; undertakes basic workplace assessments

Relevant Job Information

Responsible for day to day supervision of a group of staff and provides training in own discipline

Level 2ac Awarded

Lead, support, counsel and appraise junior grades of staff to ensure development needs are identified and a cohesive multidisciplinary team approach is maintained. REF JD Section 6 Managerial

Deliver teaching in internal / external study programmes. REF JD Section 6 Education

10. Responsibility - information resources

National Profile Level: 1

Selected Level: 1

Factor Status: Matched

Score: 4

National Profile Factor Description

****Record personally generated clinical observations****

Maintains patient records

Relevant Job Information

Record personally generated clinical observations

Maintains patient records

Level 1 Awarded

Maintaining patient records – Through out the perioperative phase of the patient journey REF JD Section 7B

11. Responsibility - research and development

National Profile Level: 1-2(b)

Selected Level: 1

Factor Status: Matched

Score: 5

National Profile Factor Description

****Undertakes surveys or audits as necessary to own work; regularly undertakes clinical trials****

May participate in trials/regularly undertakes clinical trials

Relevant Job Information

Undertakes surveys or audits as necessary to own work

Level 1 Awarded

Responsible for ensuring the agreed standard of patient care is delivered during span of duty and is monitored through participating in clinical audit.

Where relevant be involved in research programmes within the clinical area and disseminate findings of

relevance to the multidisciplinary team. REF JD Section 6 Clinical

12. Freedom to act

National Profile Level: 3

Selected Level: 3

Factor Status: Matched

Score: 21

National Profile Factor Description

****Clearly defined occupational policies, work is managed rather than supervised****

Works within codes of practice and guidelines

Relevant Job Information

Clearly defined occupational policies, work is managed rather than supervised

Level 3 Awarded

Analysis and assessment of patient condition to establish continuing care plan making autonomous decisions on the assessment of more complex patient and providing advice to enable and empower junior staff to make clinical decisions. REF JD Section 9

Workload will be in the main, self directed under the leadership of the Clinical Lead.

The post holder will delegate/allocate work to the team. REF JD Section 8

13. Physical effort

National Profile Level: 2(a)/3(c)

Selected Level: 3

Factor Status: Matched

Score: 12

National Profile Factor Description

****Frequent sitting or standing in a restricted position/frequent moderate effort for several short periods****

Standing at operating table/ Moving patients, beds, trolleys and equipment several times a day

Relevant Job Information

frequent moderate effort for several short periods

Standing at operating table/ Moving patients, beds, trolleys and equipment several times a day

Level 3c Awarded

Frequent moving & handling of conscious and unconscious patients, also equipment e.g. surgical trays, beds, operating tables etc

• Patient movement with use of mechanical aides, manoeuvre patients. REF JD Section 12 Physical Effort

14. Mental effort

National Profile Level: 2(a)/3(b)

Selected Level: 3

Factor Status: Matched

Score: 12

National Profile Factor Description

Frequent requirement for concentration/Occasional requirement for prolonged concentration, predictable work pattern

Concentration required for carrying out theatre procedures; formal student/trainee assessments

Relevant Job Information

Occasional requirement for prolonged concentration

Level 3b Awarded

Being able to concentrate for long periods of time REF JD Section 12 Mental Demands

e.g Scrubbing REF JD Section 12 Physical Skills

15. Emotional effort

National Profile Level: 3(a)

Selected Level: 2

Factor Status: Variation

Score: 11

National Profile Factor Description

Frequent distressing or emotional circumstance

Patients involved in major trauma, dealing with distressed patients or relatives, deaths of patients during surgery

Relevant Job Information

Occasional exposure to distressing or emotional circumstance

Level 2 Awarded

Dealing with emotional demands following perioperative death REF JD Section 12 Emotional Demands

16. Working conditions

National Profile Level: 4(b)

Selected Level: 4

Factor Status: Matched

Score: 18

National Profile Factor Description

****Frequent exposure to highly unpleasant working conditions****

Contact with body fluids

Relevant Job Information

Contact with body fluids

Level 4b Awarded

Constant exposure to body fluids and rigid adherence to standard precautions REF JD Section 12 Environmental

Matched Job Report

Job Title	Staff Nurse E / ODP MTO2
Job ID	Sco13/U-SR-THA-ALL-TP1
Score	363
Band	5
Status	Band Matched
National Profile	Theatre Practitioner

Job Statement

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, the development of programmes of care and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.

In the absence of the Clinical Lead or deputy take charge of the clinical area to ensure effective operation of the department.

The postholder may be expected to participate in duty rosters consisting of day, late and night shift working, where required. Within some areas the postholder may be required to participate in on call rosters, which provide 24 hour cover over 7 days per week

1. Communication and relationship skills

National Profile Level: 4

Selected Level: 4

Factor Status: Matched

Score: 32

National Profile Factor Description

****Provides and receives complex, sensitive information requiring persuasive, empathic and reassurance skills; co-operation required; or where there are barriers to understanding****

Communicates sensitive information concerning adult and child patient's medical condition, requires persuasive, reassurance skills; some patients have special/learning disabilities

Relevant Job Information

4a) Communicates sensitive information concerning patient's medical condition

ref JD section 11: The post holder will be expected to communicate and liaise with the patient, their relatives and the

multidisciplinary team involved in the provision of care.

Section 12: Communicating complex issues with the multidisciplinary team.

2. Knowledge, training and experience

National Profile Level: 5

Selected Level: 5

Factor Status: Matched

Score: 120

National Profile Factor Description

****Understanding of a range of work procedures, which requires expertise within a specialism underpinned by theoretical knowledge or relevant practical experience****

Theoretical and practical knowledge of theatre procedures acquired through relevant degree or diploma plus experience or an equivalent level of knowledge

Relevant Job Information

5) Professional/clinical knowledge acquired through training to degree/diploma level

ref JD section 13:

First Level Registered Nurse – (adult/child)

- National Vocational Qualification/Scottish Vocational Qualification Level 3
- Diploma in Operating Department Practice
- City & Guilds 752 or equivalent qualification

Additionally, the postholder will be expected to have the following:

- A minimum of 2 years post qualification experience
- Evidence of continual professional development

N.B. All Operating Department Practitioners will require to be registered with the HPC prior to taking up employment with the Trust

3. Analytical skills

National Profile Level: 3

Selected Level: 3

Factor Status: Matched

Score: 27

National Profile Factor Description

****Judgements involving a range of facts or situations which require the analysis, or comparison of a range of options****

Assess patient's condition

Relevant Job Information

3) Judgements on problems requiring investigation, analysis e.g. assessment of patient condition, suitability for discharge

ref JD section 9: Analysis and assessment of patient condition to establish the continuing care plan.

Section 6: Recognise and respond to clinical emergency utilising skills learnt to assist in clinical emergency

4. Planning and organisation skills

National Profile Level: 2

Selected Level: 2

Factor Status: Matched

Score: 15

National Profile Factor Description

****Plans and organises straightforward activities some of which may be ongoing****

Organises own time and that of junior staff

Relevant Job Information

2) Organises own time and that of junior staff and learners

ref JD section 6: In the absence of the Clinical Lead / Team Leader, take charge of the department for the management of

the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the area.

Organise own workload to ensure that the interests of patients/clients are met.

5. Physical skills

National Profile Level: 3(a)(b)

Selected Level: 3

Factor Status: Matched

Score: 27

National Profile Factor Description

****Developed physical skills, manipulation of objects, people, narrow margins for error; highly developed physical skills, accuracy important****

Manipulation of patients during clinical procedures; assembles instruments/equipment; laryngeal mask insertion

Relevant Job Information

3a) Dexterity and accuracy required for e.g. syringe pumps and infusions

ref JD section 12: Competent and have the skills appropriate in at least two out of the four following areas of

Perioperative practice: (a)Scrubbing, (b)Circulating,(c) Anaesthetic Assistance,(d)Recovery.

- Good manual dexterity

Frequent moving & handling of conscious and unconscious patients, also equipment e.g. surgical trays, beds, operating tables etc

Section 7a: DRIVER SYRINGE, PUMP VOLUMETRIC INFUSION

6. Responsibility - patient/client care

National Profile Level: 5(a)

Selected Level: 5

Factor Status: Matched

Score: 30

National Profile Factor Description

****Develops programmes of care****

Delivers peri and postoperative patient care

Relevant Job Information

5a) Assesses, plans, implements & evaluates clinical care of patients

ref JD section 6: Responsible for the assessment of care needs and the development, implementation and evaluation of care plans for patients to ensure delivery of a high standard of care.

7. Responsibility - policy and service

National Profile Level: 1

Selected Level: 1

Factor Status: Matched

Score: 5

National Profile Factor Description

****Follows policies in own role****

May comment on theatre policies

Relevant Job Information

1) Professionally responsible for adherence to Trust policies and procedures

ref JD section 6: Work within and monitor standards of care within the defined policies, procedures, standards and

protocols of the Department, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

8. Responsibility - finance and physical

National Profile Level: 2(b)(c)

Selected Level: 2

Factor Status: Matched

Score: 12

National Profile Factor Description

****Safe use of equipment other than equipment used personally; orders stock****

Assembles/dismantles surgical equipment; pre-use checks of anaesthetic equipment; orders stock for theatre

Relevant Job Information

2a and c) Personal duty of care /handles patient valuables; orders supplies when necessary

ref JD section 6: Maintain departmental stock levels, through ordering of stores, ensuring the

economic use of all

resources.

Ensure patients property and valuables that are received by the Department for safe keeping are secured

and processed as division policy.

9. Responsibility - staff/HR/leadership/training

National Profile Level: 1-2(b)

Selected Level: 2

Factor Status: Matched

Score: 12

National Profile Factor Description

****Demonstrates own activities to new/less experienced employees/ provides clinical supervision****

Demonstrates own duties to staff; supervises staff working towards a qualification or professional registration

Relevant Job Information

2b) Allocates, checks work of staff on ward; clinical supervision of junior staff

ref JD section 3: The post holder will have junior staff reporting to them (registered nurses/non-registered

nurses and learners), who will also require supervision.

Section 6: Undertake teaching of registered and non-registered nursing staff, including pre and post registration

students, and participate in the implementation of staff personal development plans to facilitate ongoing

development.

10. Responsibility - information resources

National Profile Level: 1

Selected Level: 1

Factor Status: Matched

Score: 4

National Profile Factor Description

****Record personally generated clinical observations****

Maintains patient records

Relevant Job Information

1) Maintains patient records

ref JD section 7b: Maintaining patient records

11. Responsibility - research and development

National Profile Level: 1-2(b)

Selected Level: 1

Factor Status: Matched

Score: 5

National Profile Factor Description

****Undertake surveys or audits as necessary to own work/ regularly participates in clinical trials****

May participate in clinical trials/regularly participates in clinical trials

Relevant Job Information

1) Undertakes R&D activity, clinical trials

ref JD section 6: Participate in clinical audit activity and research as required

12. Freedom to act

National Profile Level: 3

Selected Level: 3

Factor Status: Matched

Score: 21

National Profile Factor Description

****Clearly defined occupational policies, work is managed rather than supervised****

Works within codes of practice and guidelines

Relevant Job Information

3) Clearly defined occupational policies, work is managed rather than supervised

ref JD section 6: Work within and monitor standards of care within the defined policies, procedures, standards and

protocols of the Department, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

Section 8: Workload will be assigned by the Clinical Lead or Deputy however this post holder will have

responsibility for managing defined workload within professional guidelines.

13. Physical effort

National Profile Level: 2(a)/3(c)

Selected Level: 3

Factor Status: Matched

Score: 12

National Profile Factor Description

****Frequent sitting or standing in a restricted position/frequent moderate effort for several short periods****

Standing at operating table/ Moving patients, beds ,trolleys, equipment several times a day

Relevant Job Information

3c) Frequent light effort for several short periods

ref JD section 12: Frequent moving & handling of conscious and unconscious patients, also equipment e.g. surgical trays, beds, operating tables

Patient movement with use of mechanical aides, manoeuvre patients.

Stand/walking for the majority of shift.

14. Mental effort

National Profile Level: 2(a)/3(b)

Selected Level: 3

Factor Status: Matched

Score: 12

National Profile Factor Description

Frequent requirement for concentration/Occasional requirement for prolonged concentration, predictable work pattern

Concentration required for carrying out theatre procedures

Relevant Job Information

3b) There is an occasional requirement for prolonged concentration by the postholder when scrubbed during surgical procedures as evidenced in JD section 12.

15. Emotional effort

National Profile Level: 3(a)

Selected Level: 2

Factor Status: Variation

Score: 11

National Profile Factor Description

Frequent distressing or emotional circumstance

Patients involved in major trauma, dealing with distressed patients or relatives, deaths of patients during surgery

Relevant Job Information

2a) Occasional distressing circumstances

ref JD section 12: Dealing with emotional demands following perioperative death.

16. Working conditions

National Profile Level: 4(b)

Selected Level: 4

Factor Status: Matched

Score: 18

National Profile Factor Description

****Frequent highly unpleasant working conditions****

Contact with body fluids

Relevant Job Information

4b) Smell, noise, dust/ body fluids, faeces, vomit, emptying bed pans and urinals, catheter bags

ref JD section 12: Constant exposure to body fluids