



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk

Welcome from *Chief Executive Officer* Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff

ACCOUNTABLE and responsible, always improving

RESPECT for all colleagues, patients and their families

ENCOURAGING and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

Job Description

Job Title	Clinical Co-ordinator
Department	Main Theatres BNHH
Division	Surgery
Salary Band	Band 7
Accountable To	Clinical Matron - Theatres
JOB SUMMARY	
<p>To be directly accountable for the continual operational management of the theatres at BNHH in relation to staffing arrangements, the management of theatre lists, resource use, (such as X-ray liaising), maintaining professional and clinical standards, staff compliance to policies and procedures, overseeing allocation of staffing, supporting the Band 6 with the writing of the off duty, and supporting the teaching and development of staff to provide an effective learning environment whilst maintaining a safe staffing skill mix. The post holder will also be expected to provide clinical leadership to staff within the designated specialist area, and wider theatre team. To provide visible and credible clinical leadership within the peri-operative department.</p> <p>To work closely with the Theatre Teams, Service Speciality Managers, Waiting List Teams and co-ordinators to optimise theatre utilisation and patient flow through the Operating Theatres.</p> <p>To be jointly responsible for management of the Theatre Department at BNHH theatre site as required with other Band 7 staff, deputising for the Clinical Matron when required. Flexible cross site working to include Basingstoke & North Hampshire Hospital and Andover War Memorial to support the theatre service if required.</p> <p>The successful candidate will provide direction and inspirational leadership to all members of the multidisciplinary team; they will also be expected to work as an expert clinical practitioner providing through themselves and their theatre an excellent quality of care to patients and service users.</p> <p>The post holder will provide skilled specialist assistance in the delivery of high-quality patient care throughout the Operating Department, joining the on-call rota, and working weekends and nights, as and when the service requires it; they will be committed to providing research, conducting audits and evidence-based practice whilst working as part of, and leading a multi professional team.</p>	
KEY RESULT AREAS/RESPONSIBILITIES	
<ul style="list-style-type: none"> To work across organisational boundaries and multi-disciplines to co-ordinate the Theatre Suites on a day to day basis. Identify areas of service constraint within surgery and facilitate appropriate actions to remedy recurring problems for both elective and emergency surgery. 	

- Ensure Trust policies and procedures are adhered to.
- To motivate and inspire others to ensure clinical excellence, promoting awareness and cascading information regarding best practice and research.
- Ensuring daily audits are completed.
- Take immediate action where performance, conduct or attendance falls short of the expected standard.
- To ensure that accepted Theatre Safeguards / Codes of Practice are maintained and followed by all staff working in the department.
- To assist with and participate in, the recruitment and retention process.
- To undertake appraisal, personal development plans and objective setting ensuring staff development, learning and personal / professional growth.
- Lead the clinical team to ensure a clean and safe environment for patients and staff in accordance with Trust Health and Safety Policies.
- To lead in the planning, implementation and evaluation of specialist care programmes and treatment for patients, in line with agreed peri-operative guidelines and protocols.
- To lead and develop patient responsive and centred practice.
- Be a positive role model and leader for the department.
- To build and lead the team to advance clinical practice.
- Demonstrates high clinical standards, maintaining his/her knowledge base thereby acting as a role model to other staff.
- Proactively assess theatre capacity and liaise with all members of the Multi-professional teams to ensure maximum utilisation of appropriate available slots for elective and emergency patients.
- Co-ordinators and all other members of the multidisciplinary teams thereby assuring access to theatres and preventing non clinical cancellations.
- Monitor Theatre utilisation and sessions used against sessions available, clearly identifying poor utilisation and capacity gaps, developing appropriate action plans with the Clinical Matron, Operational Service Managers for Surgery so as to maximise utilisation to the required 85%.
- Commitment to on call duties as per rota requirements

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- To participate in the investigation of complaints, incidents and accidents in conjunction with the Clinical Theatre Matron, thereby addressing risk issues and promoting and maintaining quality care.
- Devise action plans to resolve issues identified in clinical incident reporting.
- Support all staff to ensure Trust standards are monitored effectively.
- Ensure all aspects of Infection Control are adhered to including policies and procedures.
- Support the team to ensure all aspects of both the Safeguarding of Children's Policy and Guidance and Vulnerable Adults Policy are implemented and adhered to at departmental level.
- To maintain a professional portfolio in line with prep and CPD requirements.

COMMUNICATION

- Be a visible, accessible, credible and assertive Team leader to whom patients, relatives and staff can turn for assistance, advice and support
- Lead and support the team through the process of change, demonstrating tenacity, drive, professional integrity, balance and perspective
- Maintain effective communication with all members of the multi-professional team across all the theatre suites to provide an effective service within the Operating Department.
- Take responsibility to ensure all relevant parties are kept informed of any changes which may occur within the working day, particularly in relation to published operating sessions.
- Contribute to and influence care decisions within the multi-disciplinary team.
- Keep up-to-date with Trust initiatives and developments
- To maintain staff morale through effective communication.
- To attend departmental and other meetings as required and actively participate with information sharing and networking.
- Liaise with external organisations and medical companies and their representatives, particularly in relation to the management and use of specialist instrumentation and equipment.
- Take responsibility to ensure that all relevant parties are kept informed of any changes which may occur within the working day particularly in relation to published operating sessions.

- Facilitate and encourage an open culture for discussion at all levels in order to implement change effectively.
- To assist in the monitoring of sickness and absence in line with Trust Policy and Procedure, undertaking Back to Work interviews as necessary.

PLANNING AND ORGANISATION

STAFF MANAGEMENT

Day to day Supervision:

- Responsible for the professional /clinical supervision of a number of staff and/ or students.
- Delegating or allocating work and checking for quality and timely completion
- Manage concerns in relation to performance, attendance and conduct
- Delegate and empower staff where appropriate, whilst maintaining overall responsibility
- Undertake sickness reviews

Day to day Management:

- Responsible for reviewing work performance, progress, work allocation and checking for quality and timely completion, undertaking appraisal reviews, acting as a panel member for recruitment and selection, undertake the initial stages of staff management by applying HR policies e.g. grievance, conduct and capability.
- Show positive and strong leadership in times of change or crisis.
- Act in a professional manner at all times and ensure self and department staff adhere to all relevant Hampshire Hospitals Foundation Trust Policies for example; Uniform Policy.
- Maintain standards in relation to World Health Organisation 'Five Steps to Safer Surgery'.

BUDGETARY AND RESOURCE MANAGEMENT

- To take responsibility for efficient and effective use of resources within a clinical area, working closely with the Procurement Team and Clinical Matron, ensuring compliance within budgetary limitations.
- Continuously encourage staff/team to take responsibility for the way they use resources.
- To be responsible for the acquisition and organisation of loan equipment from medical companies and other Hospitals so as to ensure effective use of resources in liaison with the Procurement Team.
- Advise the Clinical Matron on capital investment priorities (i.e. capital medical equipment/ instrumentation priorities)
- Work collaboratively with the Clinical Matron and Procurement Team to identify CIP's annually.

- Demonstrate and utilise change management skills to support and lead projects and initiatives that enhance or improve the patient pathway or outcomes.
- To undertake the acquisition and organisation of loan equipment from medical companies and other Hospitals so as to ensure effective use of resources.
- To constantly look for new ways of improving our sustainability and waste/recycling management to achieve a net zero NHS by 2045.

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- Assist in the development of theatre practice in collaboration with the Practice Development Leads
- To act as a mentor to junior and unqualified staff in educational, professional and development activities.
- To assist in the implementation of educational projects relevant to perioperative practice.
- To supervise and support learners of perioperative practice (e.g. New/rotating staff, NVQ diploma programmes / Student Nurses / ODP's/ apprentices and existing staff).
- To teach perioperative clinical skills in practice.
- To provide preceptorship to newly qualified staff.
- In conjunction with the Practice Development Lead, take personal responsibility for ensuring Mandatory Training is current and complete.
- To assist with the development of a culture of reflection on practice to enhance professional learning and development.
- To ensure that all new members of staff are fully orientated to the department and undertake the Trust Induction programme.
- To participate in audit and research activities in the theatre department.
- To critically evaluate relevant research findings.
- Collaborate with other team leaders in implementing research findings in perioperative practice.
- Maintain an enquiring approach to patient care, ensuring current and evidence-based practice is the basis for care provision.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these

values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

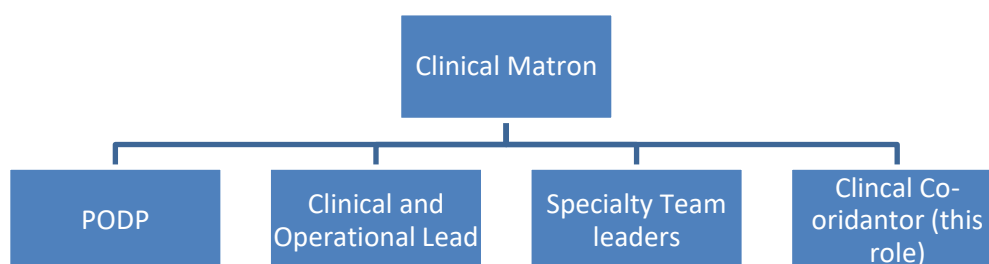
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



Person Specification

Job Title: Colorectal Team Leader

Training & Qualifications

Essential

- Professional UK registration e.g. NMC, HCPC
- Mentorship Award / ENB 998 / TLDB Assessor D32 / 33 / 34 / A1 or City & Guilds 730 Teaching Award or equivalent experience
- Evidence of Management and Leadership qualification
- Experience as a Band 6 Senior Theatre Practitioner

Desirable

- Post Registration relevant Diploma / Degree / Masters
- Surgical First Assistance qualification
- 2 years experience as a Band 6

Experience & Knowledge

Essential

- Advanced clinical skills in scrub role
- Good understanding of quality, safety and risk management
- Knowledge of the role in the context of local and National Plans and professional strategies to deliver services within the current and future NHS
- Evidence of continued professional development (CPD) clearly recorded for professional profile
- Evidence of significant post registration clinical work experience
- Evidence of leadership skills

Desirable

- Demonstrates knowledge of clinical risk management
- Experience of staff supervision and mentorship
- Audit experience/ research skills

Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> • Uses initiative and has the skills ability to lead and co-ordinate a multidisciplinary team • Good verbal and written skills • Able to influence other professional groups • Effective communicator and negotiator • Act as a clinical role model and support all multidisciplinary learners within the department • Able to manage people effectively • Evidence of planning and organisational skills • Understanding of effective clinical governance, including; audit and research • Recognises own limitations • Demonstrates the ability to see problems arising and plan to avoid or manage them appropriately • Demonstrates understanding of efficient and effective use of resources where the workload can be unpredictable • Able to think in an innovative way regarding sustainability and waste reduction. 	<ul style="list-style-type: none"> • Ability to scrub for Obstetrics, Urology, General Surgery and CEPOD cases • Laser trained
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to work within rapidly changing environment. • Ability to manage conflicting and changing priorities • Ability to empower and enable others • Ability to work under pressure • Ability to delegate effectively • Positive optimistic attitude • Proven reliability • Enthusiastic and self-motivated • Willing to work flexible hours 	<ul style="list-style-type: none"> • Responds positively to constructive feedback



Post holders signature: Date:

Managers' signature: Date:

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

MCA

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.