

## Job Description

<b>Job Title:</b> Theatre Lead – Essex and Suffolk Elective Orthopaedic Centre (ESEOC) ODP / Nurse	<b>Grade:</b> Band 7
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<b>Accountable to:</b> Matron
<b>Reports to:</b> Theatre Matron
<b>Key Relationships with:-</b> All Theatre Staff, Team Leaders, Training and Education Lead, Student Facilitator, ESEOC leadership team, managers, , Matron, SSD, Clinicians, Finance Department, Human Resources, Infection Control Team, Facilities Team

### Job Summary

The quality of patient care and efficient use of all operating theatres is wholly dependent on the effective utilisation of clinical resources. The primary purpose of this post is to support clinically the management of Orthopaedic theatres.

To support the Matron in optimising the operational management of theatres including the management of senior staff.

The post holder will co-ordinate the provision of a timely, high standard, cost effective and safe theatre service, developing collaborative relationships between the multi-professional team and geographical areas, which supports the patients journey.

The post holder will work under the direction of the Matron to ensure that through continuous quality assurance, services are modernised to provide a positive patient experience and improve staff satisfaction.

Under the guidance of the matron, work alongside the Student Facilitator and Training and Education Lead and nominated clinicians to facilitate achievement of the Division's Clinical Governance Strategy.

Develop collaborative relationships with the Trust's specialist support teams to ensure quality and performance standards are consistently met by ensuring that all staff properly apply policies and procedures. They will, under the supervision of the matron, support modernisation strategies to meet the national and local healthcare agenda.

### Key Responsibilities

Ensure that a consistently high standard of patient focused care is delivered in a professional, safe, timely and effective manner, underpinned at all times by best practice and in accordance with Trust policies and procedures

- Monitor the quality and timeliness of service provided by the Theatres Service; initiating and participating in audits (Local, Trust and National), service improvement initiatives, focus groups and forums aimed at optimising service delivery and or the patient experience.
- Take the lead for ensuring that the clinical and operational needs of the relevant service are met, optimising patient throughput and productivity, thereby supporting the Trust in sustaining the 18 week referral to treatment target.
- Take charge operationally of a theatre suite in the absence of and at the request of the matron.
- Have first line managerial responsibility for their staff, setting objectives and measuring performance against the appropriate knowledge and skills framework outline incorporating an annual appraisal.
- Under the guidance and supervision of the matron, monitor the performance of non-pay elements within their theatre speciality and suggest corrective action if and when required.
- To support the Training and Education Lead in ensuring the all new and existing theatre staff receive appropriate training prior to the introduction of new products/procedures/equipment.
- To participate in on call rotas as deemed necessary.
- To fully participate in the theatre co-ordinator rota. To take charge on a daily basis of ESEOC theatres

### Management

Apply their specialised expert knowledge to take charge of the clinical needs of their speciality; leading in the provision of a high quality, patient focused service, planned in accordance with best practice, optimising productivity, safety and throughout.

- Support of the Matron by ensuring effective utilisation of all theatre staff; ensure that the daily skills mix, clinical competence, specialist demand and departmental day-by-day staffing requirements are met. This should include the daily running of Orthopaedic theatres as the co-ordinator at the request of the Matron.
- Work with the Training and Education Lead to develop and maintain a system for the effective annual appraisal of all staff within their speciality to ensure that the development needs of the service and staff are being met.
- Support the Matron in maintaining effective recruitment and retention strategies, supporting initiatives to improve the quality of staff's working lives.
- Ensure all staff understand and work within their boundaries of their roles, responsibilities and accountability. Monitor performance within their sub speciality teams to ensure that their team provides a safe, professional, competent, cost effective quality driven delivery of service. Report any deviation/inconsistencies to the matron.
- Support the Training and Education Lead in their role of ensuring all staff receive and have recorded equipment competency training. Assist them in organising/facilitating training when required. Report and deviation/inconsistencies to the matron.
- Collate and analyse information within their specialist field, as requested by the Matron or operational team, if required, present these figures at working groups/professional advisory committees.
- Deputise for the other departmental leads in their absence as requested by the Matron.
- Advise the Matron where changes in practice adversely affect service delivery or fail to optimise the best use of resources.
- Support the Matron in ensuring that all theatre staff are given opportunity to be involved in decision making process by actively participating in regular staff meetings/briefings and other means of two way communication.
- Attend meetings relevant to the speciality ensuring the Matron receives feedback from their forums.
- Assist the Training and Education Lead in the co-ordination and ongoing development of new techniques and equipment.

- Ensure optimum use of theatre time, identifying any constraints and taking action where appropriate keeping the Matron informed at all times
- Under the direction of the Matron, work in collaboration with the Training and Education Lead to identify and implement innovative strategies for delivering effective care within a changing environment that improves the quality of patients' experience and health outcomes.
- Review instrumentation and equipment requirements for the speciality whilst being mindful of financial implications and resource allocations. Under the guidance and support of the Matron, formulate equipment purchase business case
- Work collaboratively with the Training and Education Lead to promote and support effective risk management systems to ensure that the theatres service meets (and as applicable exceeds) Clinical Governance requirements. Keep the Matron involved and regularly appraised of speciality developments, deviations and inconsistencies.
- Support the Trust and the Division by optimising the Theatre services' ability to meet short, medium and long term operational/strategic goals.
- Display effective clinical leadership throughout all aspects of the role, actively supporting the principles of Shared Governance and promote the concept of facilitating staff empowerment.
- Provide a visible and accessible role model for all service users.
- To participate in the use of the Medway clinical portal on a daily basis.

### **Clinical Responsibilities**

- Maintain 'live' professional registration with either the NMC or the HCPC and be able to demonstrate advanced specialist skills/knowledge and expertise in clinical practice.
- To perform extended skills supported by additional competency based training and evidence based best practice.
- Provide expert clinical advice, guidance and support to all staff and provide specialist clinical knowledge and advice where appropriate to the Training and Education Lead and Matron.
- Ensure that all staff are aware of clinical protocols and procedures relating to their duties and ensure that the Matron is regularly appraised of developments, deviations and inconsistencies.
- Ensure that the asset register and maintenance of all equipment is monitored to ensure it is in safe working order and take action when faulty equipment is reported. Report any risks to safety and or service delivery in a timely manner to the Matron and Service Manager.
- At the request of the Matron, work with colleagues internal and external to the service to develop and review documentation, policy, procedures and practices.
- With the Support of the Matron, working in conjunction with the Student Facilitator and Training and Education lead, ensure that all staff are empowered to keep up to date with all aspects of theatres practice by implementing and working with care/operational protocols developed from evidence based best practice.
- Develop collaborative working relationships with the Theatre Service Improvement Team and other specialty Clinical Leads aimed at supporting initiatives and projects from all Theatre staff disciplines demonstrating a commitment to all staff and service development.
- Act as a patient/staff advocate through the application of ethical, legal and professional knowledge and skills.
- In conjunction with the other speciality Clinical Leads, harmonise practitioners' practice to promote service efficacy and efficiency. Promote a quality driven patient centred approach to managing individual patient care taking remedial action locally and keeping the Matron regularly appraised of developments, deviations and inconsistencies.
- In conjunction with the Clinical Leads, ensure patients and carers views are sought and taken into account in the decision making process and that due regard is given to their customs, values and spiritual beliefs. Keep the Matron appraised of deviations and inconsistencies.
- Take a lead role in defining, assessing, planning, implementing and evaluating care standards within the specialty, actively seeking best practice which improves the quality of and meets the needs of the patient.
- With the support of the Training and Education Lead develop guidelines, operational policies, care profiles and patient information leaflets as required, ensuring annual updates. Keep the Matron fully appraised regarding potential changes to policies and practice.

- At the request of the Matron, participate in the development and review of all applicable Trust policies.
- Participate in the daily use of the Medway clinical portal.

### **Communication**

- Promote a positive image of the Trust at all times.
- Under supervision of the Matron, share ideas and information; develop collaborative relationships with the Matrons and Service Managers within the Division and if applicable across the Trust in order to empower all members of the multi-disciplinary theatre team.
- In conjunction with the Matron, other leads and Training and Education Lead, ensure that options and information are sought from colleagues of all levels to facilitate a consultative, informed decision making process to improve the provision of services.
- As applicable, ensure where possible patients receive information that is appropriate to their language and cultural or special needs requirements.
- Ensure that all documentation related to the patients pathway and or experience is completed accurately and processed accordingly including full utilisation of the Theatre Web system. Report any deviation to the matron.
- Ensure that all staff actively support the audit process; oversee that documentation is completed accurately, in a timely manner and is processed accordingly. Report any deviation to the matron.

### **Risk Management**

- Promote the safety and well-being of service users through supporting the development and implementation of policies and protocols applicable to their specialty.
- Ensure there is compliance with the risk management strategy in liaison with the Training and Education Lead and the matron.
- Under the direction of the Matron review clinical incident forms relevant to the specialty and action accordingly.

### **Personal and Professional Development**

- Be an experienced and expert Theatre Practitioner, with excellent proven and demonstrable leadership qualities. Act as an effective role model.
- Maintain an up to date knowledge of the theatre speciality, staffing and professional requirements and developments as well as an awareness of future strategic development implications for the service e.g. NHS Service Improvement Initiatives, professional regulatory guidelines, clinical practice developments, GIRFT.
- Take an active part in professional networks to exchange knowledge and ideas, locally and nationally as requested by the Matron.
- Support the Matron in the management service development. Under the direction and guidance of the Matron they will assist in the modernisation of services and positively advocate through leadership the benefits for staff to do likewise. This will include supporting surgical hub accreditation and delivery of GIRFT.
- In liaison with the Training and Education Lead, ensure that the developmental needs of the service and staff are being met. Keep the Matron involved and regularly appraised of developments, deviations and inconsistencies.
- Take responsibility as first line manager for all staff within the Speciality team ensuring that the Matron are kept appraised of developments in a timely, professional manner. Under the direction and supervision of the Matron apply Trust policy and procedures when managing staff.
- Ensure all staff within the speciality team have appropriate and documented orientation, learning objectives, records of competency and mentors.
- Maintain 'live' teaching qualifications and provide supervision and mentorship to trainees and students.
- Participate in the interview selection process at the request of the Matron.

### **Development of a Multidisciplinary Team**

- Demonstrate as an expert practitioner, skills in multi-professional team working in which the leadership role responds to changing client needs, utilises leadership and team building skills to organise the delivery of care. Promote positive inter-professional working relationships within the clinical environment. Report any deviations or obstructions to achieving this to the Matron.

- Apply the Personal and Professional development frame work to evaluate performance of staff within specialty team. Ensure that the Matron is kept fully informed of all staff development requirements. At the request of and under the guidance of the Matron and/or Service Manager utilise the Trust Human Resources policies to address performance shortfall and aid staff development.
- Demonstrate effective delegation to the service teams ensuring that it is accompanied by empowerment.
- Work as an innovative team member whilst being able to lead a cohesive and motivated team.
- Support the Matron in ensuring that all staff have a clear understanding of their role and responsibilities in relation to the Trust, clinical specialty and theatre unit/team.
- At the request of Matron and in conjunction with the Training and Education Lead arrange training/updating where such needs are identified both informally and formally via the appraisal system.
- In conjunction with the Training and Education Lead, plan and implement a structure rotational competency based learning programme which facilitates staff development across theatre services. Keep the Matron involved and regularly appraised of developments.

#### **Quality and Practice Development**

- Participate and contribute to focus groups, audit meetings and service improvement initiatives.
- Develop an understanding of the Trust's safety, quality and governance strategies. They will support the Matron in ensuring that the theatre teams meet audit requirements and ensure that action plans are implemented accordingly to address shortfalls in a timely manner. Clinical Leads will work with the Training and Education Lead to ensure that the results of audit, surveys etc. are used to sustain or improve quality of care programmes.

#### **General**

- As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).
- If you have responsibility for a budget, you are expected to operate within this and under the Trust's standing financial instructions (available on the Intranet site) at all times.
- To be responsible and accountable for ensuring that all staff under your direction comply with Trust Infection Control policies and clinical guidelines
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To conduct annual Performance Development Reviews, incorporating talent management reviews (if applicable) and progress reviews for staff in your charge and, through this process, identify and facilitate development opportunities to improve the performance of the individual and the Trust.
- Ensure training and development needs identified in the individual's personal development plan are followed up and assist staff to identify their development needs and to promote a learning culture.
- Ensure that Departmental Induction training and all necessary training to meet health and safety and statutory requirements is in place and is appropriately reviewed.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

## Person Specification

**Job Title: Theatre Lead**

**Band: 7**

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable performance as a senior theatre practitioner within theatres including staff supervision/management of staff</li> <li>• Evidence of attending and applying into practice training related to the theatre specialty.</li> <li>• Evidence of service development and improvement within the Theatre Service</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• BSc (Hons ) Operating Department Practice or RGN/Dip. HE, NVQ III in Operating Department Practice/C&amp;G 752 or Dip. HE Operating Department Practice</li> <li>• Current registration of professional body</li> <li>• Mentorship in Public Health (998) or comparable educational mentorship qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to Master Degree Level in relevant subject or equivalent experience.</li> <li>• Trained Appraiser</li> <li>• Advanced Scrub Competencies</li> <li>• Certificate in Management Skills or comparable management qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Evidence of ongoing performance in a lead theatre practitioner role demonstrating departmental organisation with responsibility and accountability at a senior level</li> <li>• Evidence of advanced clinical knowledge and ability underpinned by continual professional development.</li> <li>• Good understanding of competency based learning.</li> <li>• Understand the principles of the appraisal process.</li> <li>• GIRFT</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the tendering process and prosthesis management including involvement in the clinical trials and procurement process.</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills underpinned by leadership and inter-transferable across disciplines.</li> <li>• The ability to priorities with multifaceted complex situations.</li> <li>• Excellent organisation skills which demonstrate that the patient is central to the service.</li> <li>• Sound knowledge and application of national and local theatre policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Contributed to the formation of new policies and procedures.</li> <li>• Experience of workforce development</li> <li>• Basic IT skills</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Professional and innovative role model with a proven ability to inspire and motivate others</li> <li>• Able to work effectively in an unpredictable and demanding environment including dealing with frequent interruptions.</li> <li>• Able to deal with exposure to sights, smells and emotions that come with working in an operating theatre</li> <li>• Polite manner with mature and professional attitude ensuring approachability and demonstrating sensitivity to the needs of others.</li> <li>• Confident approach to challenging situations and performance management of others</li> <li>• Readiness and willingness to accept responsibility.</li> </ul>	