

SHAPE YOUR STORY

Recruitment Information Pack



Insert Full Job Title here





Our Vision To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
W WELCOMING 	<ul style="list-style-type: none"> Introduce yourself by saying "Hello, my name is ..." Smile and acknowledge the other person(s) presence Treat others as you would wish others to treat you <ul style="list-style-type: none"> Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors
E ENGAGING 	<ul style="list-style-type: none"> Get involved in making improvements and bring others with you Encourage feedback from patients and colleagues and respond to it Acknowledge efforts and successes; say thank you <ul style="list-style-type: none"> Use feedback to make improvements, and empower colleagues to do this without needing to seek permission Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable
C COLLABORATIVE 	<ul style="list-style-type: none"> Give time and energy to developing relationships within and outside own team Demonstrate pride in Team Barts Health <ul style="list-style-type: none"> Respect and utilise the expertise of colleagues Know your own and others' part in the plan
A ACCOUNTABLE 	<ul style="list-style-type: none"> Always strive for the highest possible standard Fulfil all commitments made to colleagues, supervisors, patients and customers Take personal responsibility for tough decisions and see efforts through to completion <ul style="list-style-type: none"> Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing Do not pretend to have all the answers; actively seek out those who can help
R RESPECTFUL 	<ul style="list-style-type: none"> Be helpful, courteous and patient Remain calm, measured and balanced in challenging situations <ul style="list-style-type: none"> Show sensitivity to others' needs and be aware of your own impact Encourage others to talk openly and share their concerns
E EQUITABLE 	<ul style="list-style-type: none"> Value the perspectives and contributions of all and ensure that all backgrounds are respected Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out Work to enact policies, procedures and processes fairly <ul style="list-style-type: none"> Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them



Job Particulars:

Job Title	Senior Team Leader/Anaesthetic Lead
Pay Band	Band 7
Location	Royal London Hospital
Reports to	Matrons
Responsible to	Associate director of Nursing

1. Job Purpose

The post holder is predominantly concerned with ensuring the delivery of high standards of patient centred care ensuring the cost-effective use of resources. It combines clinical expertise, leadership, and educational/research skills with managerial and professional responsibilities.

The post holder will have overall accountability for the day-to-day management of the registered scrub practitioners and support workers in their team. The post holder will practice at an advanced level demonstrating a high level of autonomy and clinical decision-making. They will work as a highly specialised member of the inter-professional team to ensure that the needs of the patient are met at all times and that staffing is at an appropriate level to meet patient needs.

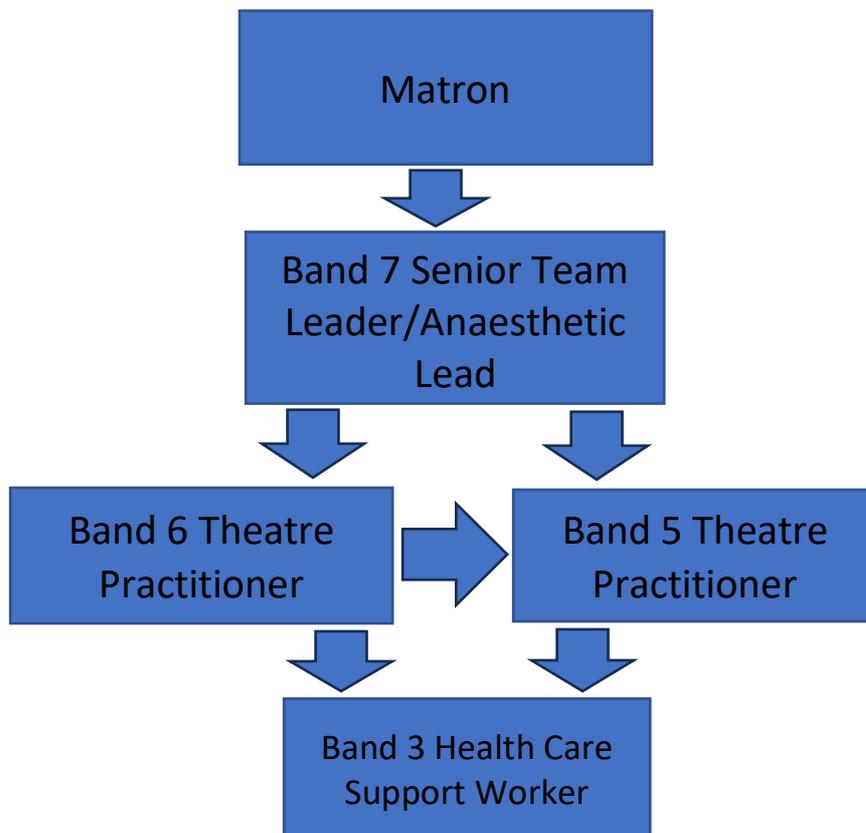
The post holder will take ultimate responsibility for the standard of the environment within his/her identified area of responsibility, ensuring patients' needs are met and staff maintain cleanliness as defined by national standards. The post holder will ensure that good infection control practice and high standards of nursing care are given. The post holder will be accessible and visible to staff, patients and visitors and will ensure that patients are treated with respect and dignity. The post holder might be required to work across the Trust at any time throughout the duration of his/her contract. This may entail travel and working at different hospital sites.

3. Key Working Relationships

Internal	External
All members of the theatres multi-disciplinary team	
Ward managers, Matrons, Senior Nurse and ADONs	Members of the public
Band 2,3,4,5,6, 7 Anaesthetic practitioners/Nursing Staff inc PDN	Friends and relatives of patients
Consultants /Junior Doctors	
Service Managers/Directors	
Site Team	



2. Structure Chart



3. Main duties, responsibilities and results areas

1. Clinical practice

- Act as a role model and clinical expert within the speciality of anaesthetic and nursing across all areas of the Trust.
- Work clinically for a minimum of 50% of contracted hours.
- On a Trust-wide basis, provide access to expert, evidence-based clinical advice on matters relating to the service and practices.
- Work with the Senior Staff to ensure high standards of clinical care are delivered to patients.
- Interpret local policies, health legislation and directives with regard to their impact on, or applicability to the departments, and ensure their effective implementation as appropriate.
- Advise on the management of patients within the departments in accordance with best practice.



- Ensure the appropriate and timely dissemination of information to their teams, providing feedback to the wider Trust as necessary.
- Provide feedback to other workers on their communication at appropriate times
- Utilise a variety of strategies to communicate effectively with patients and those involved in their care as well as staff and other clinical and non-clinical teams
- Reduce cancellations by ensuring effective communication with all clinical departments to ensure patients are properly prepared for their procedures
- Promote health through empowering patients and carers and, offering appropriate health education, information and advice to enable them to take informed decisions about their care.
- Develop extended roles in the department(s) that are specific to the individual specialty or area.
- Ensure strict adherence to guidelines on the prevention and control of infection in hospital.
- Ensure that the agreed high standards of cleanliness are met in clinical and public areas of the Trust and take appropriate action if standards fall, empowering Sisters and Charge Nurses/AHPs to take responsibility for their environment.
- Support the anaesthetic practitioners and nursing teams in ensuring cleaning standards are met, infections are prevented, and incidence reduced.
- Support anaesthetic practitioners and nursing teams in fulfilling their infection control and prevention responsibilities.
- Lead and support staff to enable them to meet their performance management targets, improve clinical care and reduce risk to patients.
- Adhere to Trust policy and infection control principles and standards to minimise patient risk and ensure high quality patient care.
- Undertake appropriate training and practice to ensure you (and your team) have the right skills and are competent.
- Are responsible for keeping the environment clutter free, clean, and raising issues of concern in the interest of staff and patient safety.
- Ensure high standards to prevent infection and increase patient's confidence.
- Responsible and accountable for ensuring that the department complies with the reporting mechanism for monitoring and reporting on quality and safety outcomes.

2. Education

- Ensure that all staff are kept up to date with, and apply, current developments in clinical practice, thereby ensuring the provision of high-quality care.
- Lead on the development and implementation of staff training programme to ensure imaging nursing staff are able to fulfil their roles and meet their competencies and any extended roles.



- Ensure the continued support to the training of members of the teams in their on-going professional development.
- Oversee the provision of appropriate teaching and guidance enabling individual practitioners to develop knowledge and competence in imaging nursing procedures and assume responsibility for their own practice.
- Establish links with educational providers through Trust clinical and educational development programmes, enabling maximum learning opportunities.
- Develop formal links with and work collaboratively with City University, the RCN and other educational providers.
- Monitor and evaluate educational programmes for Anaesthetic practitioners.

4. Staff Management

- In conjunction with the Matron monitor and manage the Anaesthetic budget of the Team ensuring a safe nursing establishment in all areas with the correct skill mix.
- In conjunction with the Matron contribute to the business planning cycle of the Nursing and AHP Service to ensure cost effective but high-quality care.
- Ensure an effective retention and recruitment strategy for the Anaesthetic practitioners and be responsible for ensuring that all new staff receive an effective induction so that they may fully meet the requirements of their role.
- Line-manage staff within the team and ensure that all staff receive annual appraisal / performance reviews including the agreement of personal development plans (PDPs).
- Lead on the development of staff through education and training in line with PDP's and within available resources.
- Ensure that existing staffing resources are deployed in the most appropriate and efficient way and to anticipate and identify staff shortages or exceptional demands, and to act accordingly.
- Ensure that a safe environment is maintained for patients, staff & visitors and ensure that appropriate action is taken on discovery of hazards, faulty equipment or upon the reporting of incidents.
- Be responsible for ensuring complaints, both formal and informal, are responded to appropriately and that action plans are formulated and followed through based on complaint data
- Participate in division and healthcare governance activities
- Play a key role within the service to meet Trust quality and business targets
- Be an active member of appropriate committees and working groups, representing the Anaesthetic Team.

4. Audit and Research

- Work to promote a culture of audit and research within the department.
- Participate in research programmes, as appropriate, for the development of the practice in nursing.
- Develop advanced practice and practice innovation within the team.
- Develop strategies to evaluate practice from healthcare governance, quality, cost effectiveness, risk management and clinical effectiveness perspectives.



- Participate in the audit and evaluation of patient care and practice – reporting and presenting as required.

5. Professional

- Act in accordance with the NMC/HCPC professional codes of practice and statutory guidelines and be accountable for his/her actions at all times.
- Act as a professional leader and role model in all aspects of work and at all times.
- Take responsibility for own professional, clinical and managerial development, identifying training needs to the Matron.
- Take an active part in professional networks to ensure the exchange of knowledge and ideas both locally and nationally.
- Offer advice to other members of the multidisciplinary team on care, practice delivery and service development pertaining to the care of patients within the theatre department.
- The job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.
- The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital

5. Working conditions

Criteria	Description
Physical	The post holder is frequently exposed to episodes of light exertion, for example whilst moving and handling patients with physical limitations or who are attached to medical devices Standard keyboard skills required. The post holder will be required to lift, push, pull objects using hoists/trolleys Advanced sensory skills
Emotional	The post holder will frequently be required to support patients/client./staff during discussions and the decision making process The post holder is likely to be exposed more than once a month to circumstances that are distressing or emotional The post holder has to be able to work successfully under pressure of time and resources The post holder may have to deal with staff, patients and their families who are angry/upset/tearful
Working Conditions	Combination of office and clinically based working environments Frequent VDU use The post holder may frequently come into contact with body fluids/stools/blood/saliva when discharging duties in clinical areas May be exposed to verbal abuse



Mental	<p>The post holder requires high levels of concentration at all times as they deal with heavy demands from a variety of sources</p> <p>The work is unpredictable, and the post holder may have to adapt to change in a short time frame and be able to deliver outcomes</p> <p>The post holder will require stamina</p> <p>The post holder is likely to be frequently interrupted due to the operational nature of the job</p>
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Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e., line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant.

(October 2002). www.nmc-uk.org/

Performance management and appraisal

All staff are expected to participate in individual performance management process and reviews.

Personal development and training

Barts Health NHS Trust actively encourages development within the workforce and employees are required to comply with trust mandatory training.

Barts Health's education academy aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

No matter where you start within the NHS, you will have access to extra training and be given every chance to progress within the organization. You will receive an annual personal review and development plan to support your career progression and you will be encouraged to develop your skills and experience.

Health and safety at work

The post holder has a duty of care and personal obligation to act to reduce healthcare-associated infections (HCAs). They must attend mandatory training in infection prevention and control (IP&C) and be compliant with all measures required by the trust to reduce HCAs. All post holders must comply with trust infection screening and immunisation policies as well as be familiar with the trust's IP&C policies, including those that apply to their duties, such as hand decontamination, personal protective equipment, aseptic techniques and safe disposal of sharps.

All staff must challenge noncompliance with infection, prevention, and control policies immediately and feedback through the appropriate line managers if required.



Confidentiality and data protection

All employees are expected to comply with all trust policies and procedures related to confidentiality and data protection and to work in accordance with the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organizing refresher sessions for staff when necessary).

Conflict of interest

The trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the trust. Staffs are not allowed to further their private interests in the course of their NHS duties.

Equality and diversity

The trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job-related needs of all staff working in the Trust are recognized. The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job. You are responsible for ensuring that the trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). www.nhsemployers.org/



Person Specification

Domain	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> Educated to degree level or relevant clinical experience Registered Nurse/Operating Department Practitioner 	<ul style="list-style-type: none"> Educated at degree level or working towards
Experience	<ul style="list-style-type: none"> Current clinical experience as senior Anaesthetic practitioner Evidence of continued professional development Experience at Band 6 or above as a senior anaesthetic practitioner/sister /charge nurse Mentorship in Practice course or equivalent Management experience including management of rotas, resources, budgets and staff. Experience in staff / practice development including undertaking appraisals and Personal development plans Leadership/Management Course 	
Knowledge	<ul style="list-style-type: none"> Up to date knowledge of current clinical skills and professional issues Awareness of government led and professional issues relating to nursing / patient care 	<ul style="list-style-type: none"> Experience of managing a budget



	<ul style="list-style-type: none"> • Ability to identify patient and staff diversity issues and proactive in addressing of these in business planning and service provision • Demonstrate an awareness of clinical governance and risk management and how this effects their role and the department 	
Skills	<ul style="list-style-type: none"> • Excellent verbal, written and interpersonal communication skills • Strong leadership and team working skills • Computer skills including the ability to use Microsoft Word, and other health databases • Ability to adapt staffing tonchanging patient need • Ability to work unsupervised • Ability to motivate self and others 	

About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St



Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

