

Job Description

Job Title: Team Leader Recovery - Raedwald	Band: 6
Directorate: Surgery, Gastroenterology Anaesthetics	Department: Raedwald Day Surgery Unit
<p>Job summary:</p> <ul style="list-style-type: none"> To create and maintain a safe, therapeutic, clinical environment for all patients and their relatives/care givers within the Post operative Recovery area. To proactively coordinate all functions and activities within the Post-operative Care environment. In conjunction with the Theatres and Anaesthetic Matron and Clinical Leads, to manage Post-operative Care resources of clinical area within the budgetary limitations e.g., finance, equipment and staff. To provide strong leadership of the nursing and support workers that is motivating, supportive, and sets clear boundaries, resulting in high quality safe patient care. To support a clinical learning environment that enables nursing staff to develop professionally and promotes the use of evidence-based practice. <p>Key Responsibilities:</p> <p>Communication</p> <ul style="list-style-type: none"> Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the health care team. Utilises a variety of strategies to communicate with patients and those involved in their care to optimise the patients journey and ensure an informed decision making process. Liaises closely with Theatres, recovery, CCU and wards, maintaining good communication to ensure continuity of patient care. Accepts responsibility for establishing and maintaining productive inter-professional working relationships. <p>Clinical</p> <ul style="list-style-type: none"> Demonstrate highly advanced clinical skill. Assess, plan, deliver and evaluate programmes of care in partnership with the patient and their family/carers. Lead the development, implementation and evaluation of evidence based, specialist, Day Surgery pathways of care. Work in close liaison with the multi-disciplinary team to ensure that patient care is delivered safely, clinically effective and research based. Initiate, co-ordinate and participate in interdisciplinary audit and research projects to improve the quality of care and promote clinical effectiveness. Practice as a clinical Nurse/ODP on a regular basis, with expertise, confidence and authority, acting as a role model for nursing staff and promoting a patient-centred approach to all aspects of care. <p>Managerial</p> <ul style="list-style-type: none"> Participate in the recruitment of staff and in the strategies for recruitment and retention of staff Implement Trust policies for the management of peoples' problems i.e. poor performance, sickness/absence 	

- Manage complaints from patients and relatives in accordance with the Trust complaints procedure.
- Participate in Unit / Clinical Delivery Group (CDG), Trust, internal /external training as required.
- Promote best practice in health, safety and security in accordance with Trust policies.
- Take responsibility for the day-to-day management of the Day Surgery unit.
- In the absence of the Clinical Lead be prepared to make decisions to ensure safe and effective practice will be delivered in accordance with legal, professional and Trust guidelines.
- Participate in resource management actively participating in the supervision of resources at team level.
- To be responsible and accountable for ensuring that all staff under your direction comply with Trust Policies and clinical guidelines.

Education

- To share and promote own specialist knowledge and skills with pre and post registration students and other health care professionals.
- Promote an environment conducive to learning and the recruitment / retention of staff.
- Participate in the delivery and coordination of induction / orientation programmes for new staff.
- To develop in - house teaching and staff development strategies to support individuals personal objectives in line with appraisals and pay progression
- To support the Day Surgery Unit Leads in ensuring that Appraisals and regular 1:1's take place for all staff and that identified training needs are met.
- 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 the Department Induction Training and all necessary training to meet health and safety and statutory requirements is in place and is appropriately reviewed.

Professional/Personal

- Lead in the development of evidence-based guidelines to support the development of day surgery.
- Attend department, Divisional meetings and Trust meetings as required, disseminating information to others.
- Maintain a relevant portfolio of evidence.
- To prepare and actively participate in Trusts annual Appraisal process and progress reviews.
- Take accountability for your Appraisal objectives to ensure your training needs are met and evaluated in terms of self, patient and service.
- In conjunction with line manager, be responsible for identifying and achieving personal and professional development needs by accessing the appropriate education/training programmes.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

Person Specification

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Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Expertise in post anaesthetic recovery. • Knowledge and understating or the intricacies of Day Surgery • Evidence of team building, leadership and first line management • Understands the Divisional / Corporate and National agenda. • Experience of leading a team, working with patients and carers to plan and implement individualised patient pathway 	<ul style="list-style-type: none"> • A recognised leadership/management qualification • Project management training • Experience in successful change management • Previous involvement in project teams
Qualifications	<ul style="list-style-type: none"> • Registered Nurse or Registered ODP • Dip HE • Portfolio / CPD evidence 	<ul style="list-style-type: none"> • Post registration modules in day surgery/theatres, anaesthetic or post anaesthetic recovery • Degree or equivalent experience • Intermediate Life Support • Paediatric Life Support
Knowledge	<ul style="list-style-type: none"> • NMC code of conduct and practice standards or HPC Standards of Proficiency • Demonstrates and implements clinically effective practice. • Understand current issues for clinical/day surgery practice. • Able to teach and assess specialist day surgery 	<ul style="list-style-type: none"> • Evidence of participation in research/clinical audit to change own practice or that of others. • Evidence of involvement in the change process

	<p>practitioner skills.</p> <ul style="list-style-type: none"> • A recognised teaching/assessing mentoring qualification. • Demonstrates knowledge of the current clinical practice to provide high quality patient focused care 	
Personal Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Able to meet the physical demands of the post. • IT literate • Ability to motivate and encourage others. • To understand, follow and demonstrate the trust values 	<ul style="list-style-type: none"> • Negotiating and handling difficult people skills training