

## **Job Description**

<b>Title of Post:</b>	Deputy Team Leader, Theatres
<b>Banding:</b>	Band 6
<b>Department:</b>	Theatres, Anaesthetics & Critical Care
<b>Responsible to:</b>	Team Leader
<b>Accountable to:</b>	Matron/Deputy Directorate Manager

### **1. Job Purpose**

To maintain responsibility for the management and coordination of patient care within the Department in the absence of the Sister/Charge Nurse and demonstrate an advanced level of clinical skills.

To be involved in the assessment of care needs, the development, implementation and evaluation of programmes of care and teach those skills to other members of the multi-disciplinary team. Coordinate where appropriate the activity of other disciplines to meet the care needs of patients. Maintain a safe working environment for staff and patients.

### **2. Key Responsibilities**

#### **Clinical Care**

Demonstrate advanced clinical skills and the ability to prioritise care delivery.

Recognise the importance of a MDT approach to patient care and coordinate the care delivery acknowledging individual personal contributions including statutory and voluntary organisations with the professional guidelines.

To actively participate in the assessing, planning, implementation and evaluation of care for the patient and to contribute to the continuing development of nursing care in agreement with the Department's objectives.

Ensure nursing practice is evidence based and support and develop research initiatives, applying the findings to practice.

Assist in monitoring the quality of patient care and participate in audit.

Advise patients and carers of all aspects of the care and promote compliance where appropriate.

The post holder is responsible and accountable for their own practice in line with Trust Infection Prevention and Control policies that reflect evidence, best practice and legislative requirements.

## **Management**

Demonstrate effective communication skills in all aspects of performance.

Demonstrate advanced leadership skills and the ability to delegate and assess staff performance through the IDR process and use of objective setting as a development tool.

Provide clinical advice and support to junior staff and where appropriate other health workers.

Develop and use induction programmes for all new staff.

Promote and coordinate Department teaching and mentorship of learners.

Maintain an active involvement in providing an educational, supportive and developmental environment for all staff.

Actively participate and support others through the process of change.

Deal with matters of grievance and discipline in the Department.

Take a lead role in helping to maintain and to develop good working relations with the clinicians and non-nursing colleagues.

## **Managing Operations**

Demonstrate a working knowledge of Trust Policies, Standards of Practice and current developments in health care and cascade information to other staff as required.

Ensure safe working practice of self and others with regard Health and Safety, COSHH and emergency protocols.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- **Health & Safety:** Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual

training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.

- Fire: The post-holder must adhere to the Trust's Fire Policy, including attendance at training.

Assist with the development/review of policies and procedures in the Department.

Create and maintain the correct environment to optimise patient care.

Assist in the assessment of patient satisfaction.

To understand and implement the MAJAX procedure in the event of a major incident. In conjunction with senior colleagues provide adequate nursing expertise in the Department at all times.

### **Resources**

Demonstrate awareness of resource management and ensure the effective and efficient use of nursing staff in relation to duty rotas and skill mix.

Ensure effective use of resources and equipment in the Department, assisting in the maintenance of equipment and stock levels showing good budgetary awareness and control.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

### **Equipment**

Participate in the maintenance and cleaning of specialist medical equipment, reporting any faulty equipment to the appropriate Team Leader or E.M.E. Department.

Maintain competency in the use of specialist medical equipment appropriate to the clinical setting.

## **3. Health and Safety/Risk Management**

The jobholder must comply at all times with York Hospitals NHS Foundation Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Adverse Incident Reporting System (AIRS).

## **4. Respect for Patient Confidentiality**

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will uphold and support York Teaching Hospital NHS Foundation Trust in its goal to promote and embed diversity and inclusivity throughout the organisation. The post holder will, in support of The Trust's aims, ensure that everyone is treated as an individual, with dignity and respect. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly.

The post holder will have the appropriate level of child protection knowledge, skills and practice required for the post and be aware of and comply with the Trust's child protection policies and procedures.

The above job description details the main duties and responsibilities of the post, other minor duties being implicit within them. It is not intended to be a complete list. York Hospital NHS Foundation Trust reserves the right to vary the job description in accordance with service requirements, following consultation with the Post Holder.

All staff are expected to keep abreast of current trends and development in medical practice, nursing practice and theatre / perioperative practice. Jobholders will be expected to attend and participate in relevant conferences and courses as agreed at IDR or in consultation with Team Leader and senior manager.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

All staff may, at the discretion of management, be required to work elsewhere in the Trust.

Signed Post Holder .....

Date: .....

Signed: Manager: .....

Date: .....

**Person Specification  
Band 6 Deputy Team Leader, Theatres**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How measured</b>
<b>Qualifications</b>	<p>Registered Nurse with current NMC registration or ODP with current HCP registration.</p> <p>Formal recognised nursing/ODP qualification</p> <p>Willingness to undertake further study to achieve specified skills/outcomes.</p>	NVQ assessor	Application form NMC / HPC websites
<b>Experience</b>	<p>Minimum 3 years Theatre experience</p> <p>Evidence of continued educational and professional development.</p>	Experience of writing policies and/or protocols	Interview
<b>Knowledge</b>	<p>Demonstrate awareness of current theatre issues and developments.</p> <p>Demonstrate awareness and understanding of NHS standards of Professional Practice.</p> <p>Awareness of own limitations, roles and responsibilities of the multi-disciplinary team</p>	<p>Demonstrates understanding of Health and Safety / COSHH</p> <p>Awareness of managing resources, including budgets.</p> <p>Understanding of change management, audit and research methods.</p>	Interview
		Capable of lateral thinking	Interview

<b>Behaviours</b>	<p>Demonstrates a professional approach to patient care.</p> <p>Demonstrate ability to work effectively and autonomously and as a member of the MDT</p>		
<b>Skills and Attributes</b>	<p>Demonstrate excellent use of good written, communication and listening skills across all settings.</p> <p>Evidence of clinical and managerial leadership.</p> <p>Decision making and problem solving skills.</p> <p>Ability to organise, prioritise, influence, problem solve, negotiate, persuade.</p>	Computer skills.	Application form Interview
<b>Disposition</b>	<p>Ability to motivate and lead staff.</p> <p>Assertive, dynamic, proactive thinker.</p> <p>Enthusiastic and self motivated</p> <p>Ability to work flexibly to meet the demands of the service</p> <p>Demonstrate a commitment to self development.</p>		Interview