

# Scrub Lead Practitioner

## Job description and person specification

**Department:** Theatres

**Division:** Surgery

**Responsible to:** Clinical Theatre Manager

**Accountable to:** Head of Nursing

**Band:** Band 7

**Hours:** 37.5/ 150 hours per month

**Location\*:** Central Middlesex Hospital

\*To meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

# About the elective orthopaedic centre

Join #Team LNWH in the £9 million, brand new, state of the art North West London Elective Orthopaedic Centre.

Based at Central Middlesex Hospital in Brent, the elective orthopaedic centre will see over 4,000 Londoners a year for routine bone and joint surgery when it opens in November 2023.



The elective orthopaedic centre is opening at Central Middlesex Hospital later in the year

You'll work with colleagues from 12 different hospitals in eight boroughs from four acute trusts to provide outstanding care to the people of northwest London.

## It's an exciting time to join #TeamLNWH

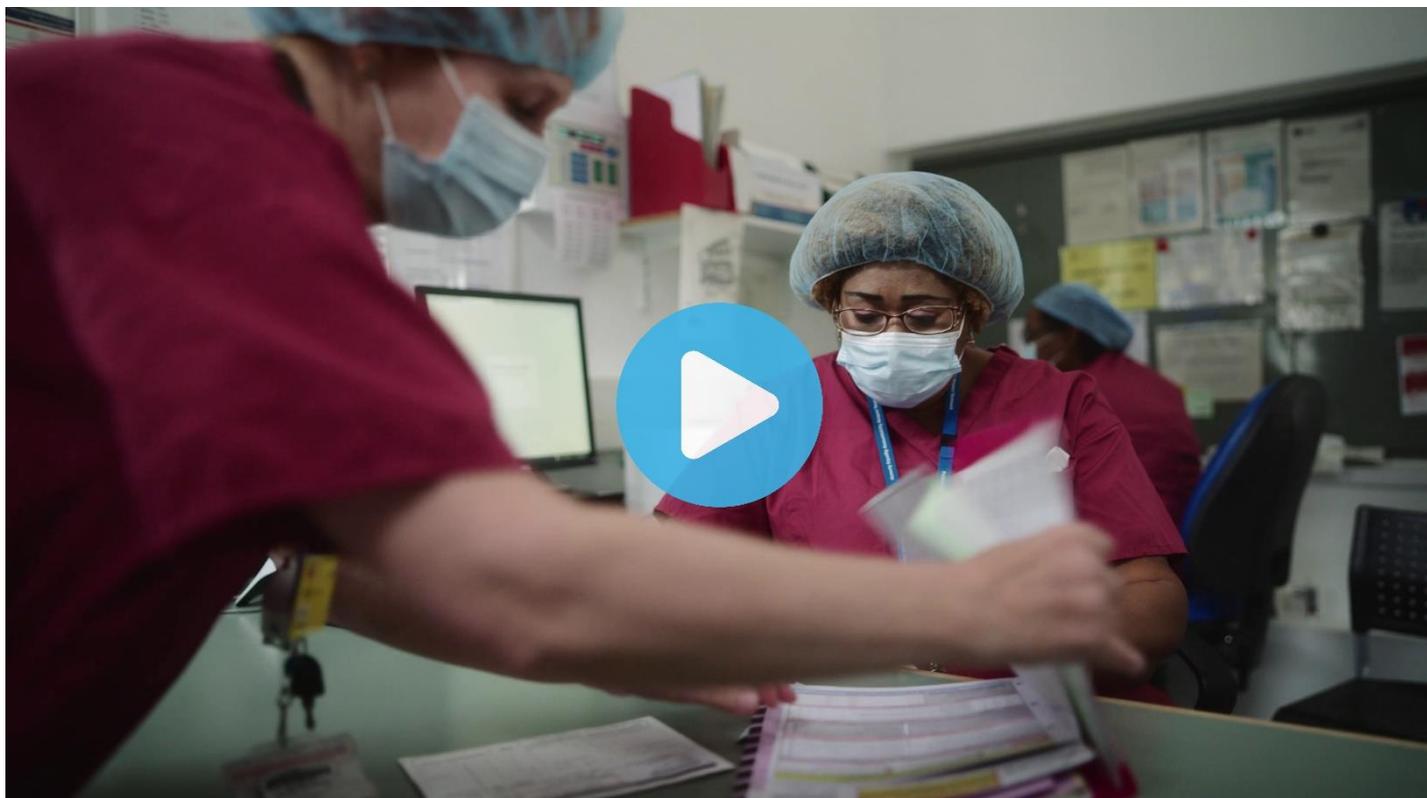
We're looking for a permanent, highly skilled, specialist team of healthcare professionals to care for our patients in theatres and in recovery.

Working in the elective orthopaedic centre, you'll have countless opportunities to learn and develop your skills while working with medical professionals from across our northwest London acute provider collaborative.

And because you'll be a part of TeamLNWH, you'll have access to plenty of great benefits too, including fitness classes, our employee assistance programme, and some massive discounts from popular brands.

## About the pathway

It's an entirely new and exciting elective pathway: you can expect to see over 4,000 north west Londoners a year through their elective surgery.



[Find out what it's like to work in our surgery division at Central Middlesex Hospital](#)

When they're ready, your patients will travel to the state-of-the-art elective orthopaedic centre at Central Middlesex Hospital for their operation, where you'll work with your patient's surgeon from their home hospital.

## Teamwork: putting quality at our HEART

The North West London Elective Orthopaedic Centre is an exciting collaboration between the four acute healthcare providers in north west London.

The north west London acute provider collaborative is made up of TeamLNWH, Chelsea and Westminster NHS Foundation Trust, Imperial Collage Healthcare NHS Trust, and The Hillingdon Hospitals NHS Foundation Trust.

[Read more about our elective orthopaedic centre](#)

# Our vision and values

Our vision is quality **at our HEART**

## Quality...

**Delivering quality means consistently meeting requirements and exceeding expectations.**

We strive to deliver quality in everything we do – from the clinical care we provide to the employment we offer to the support services and systems that underpin our care.

And in delivering high-quality clinical care, we mean services that are safe, effective, offer a good patient experience, are timely, equitable, and sustainable.

## ...at our HEART

**By placing quality at our heart, everything we do as an organisation should further our ability to deliver quality.**

This includes the people we hire, the skills our employees develop, the behaviours we celebrate, how we think and act, the investments we make, our systems and processes, and our organisational values.

Our vision also encompasses our **HEART** values, which were shaped and developed in 2017 by more than 2,500 employees as well as many patients. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

- ♥ **Honesty:** we're truthful, we're open, and we speak up
- ♥ **Equity:** we're kind and caring, we act with fairness, and we're understanding
- ♥ **Accountability:** we're professional, we strive for excellence, and we improve
- ♥ **Respect:** we're attentive and helpful, we're appreciative, and we act with empathy
- ♥ **Teamwork:** we involve others, we support our colleagues, and we set clear goals.

You can read more about our vision, values and objectives at [lnwh.nhs.uk/OWF](https://lnwh.nhs.uk/OWF).

## Our objectives

Our objectives set out how we plan to realise our vision. They offer our employees, partners and our communities' clarity about what we will do.

- We will provide high-quality, timely and equitable care in a sustainable way
- We will be a high-quality employer where all our people feel they belong and are empowered to provide excellent services and grow their careers
- We will base our care on high-quality, responsive, and seamless non-clinical and administrative services
- We will build high-quality, trusted ways of working with our local people and partners so that together we can improve the health of our communities

You can read more about our vision, values, and objectives at [lnwh.nhs.uk/OWF](https://lnwh.nhs.uk/OWF).

## Job Summary

In support of the Theatre Clinical Manager, the post holder is responsible for the operational management of designated elective orthopaedic theatres within Central Middlesex Hospital including budgetary awareness, clinical governance, and staff development and training.

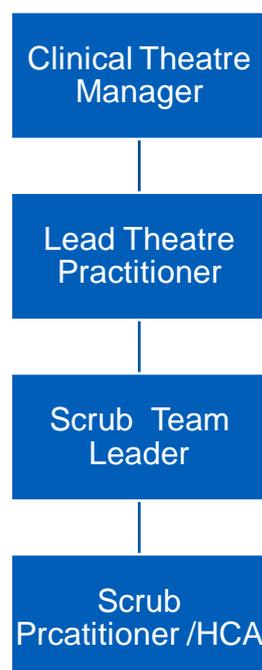
In conjunction with the other Lead Practitioners is responsible for the operational management of the Operating Theatres in the absence of the Clinical Theatre Manager. The post holder will have responsibility for effective theatre utilisation, ensuring lists start promptly, delays are minimized, and throughput is maintained

The post holder will be expected to provide professional leadership within the clinical area and provide direction and inspirational leadership to all members of the multi-disciplinary team within their sphere of influence. The post holder will be involved in the development of protocols / guidelines and patient information

The service will be working six days per week and to meet the needs of the Trust's services you may also be required from time to time to work at different locations to your normal place of work.

Required to participate in the on-call rota for CMH Theatres

## Structure



## Key responsibilities

### Leadership and Managerial

- Lead the **orthopaedic** theatre team and build successful links between key professionals to support and promote effective multi-disciplinary team working.
- The post holder will have responsibility for effective theatre utilisation, ensuring lists start promptly, delays are minimised, and throughput is maintained
- To ensure optimised skill mix within the department and review the skill mix as required, monitoring the use of bank and agency staff.
- To manage the theatre staff team, ensuring patients receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs, and doctrines.
- Is wholly accountable for his / her practice in line with the NMC/HCPC code of professional conduct and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence.
- To communicate effectively and efficiently and liaise with other members of the multidisciplinary team to ensure that patients receive seamless care within the theatre department.
- Act as a professional theatre team leader and role model to the staff.
- To apply clinical skills of the highest standard and to take a proactive approach to the development of clinical competence in self and others
- To have an awareness of monthly budget statements, identifying trends, understanding spending patterns to stay in budget and to act as required.
- To ensure that the departments have adequate resources /equipment to provide an effective service.
- To ensure the Clinical Theatre Manager is informed when changes to circumstances may affect safe competent practice.
- To participate in nursing and multi-professional research and audit and to implement actions identified from quality initiatives.

## **Staff Management, Education and Training**

- Motivate, develop, support, and identify training needs for department staff.
- Implement and work within the Trust's HR policies on all staffing matters, including sickness, capability, and disciplinary issues. Take corrective measures if indicated in liaison with Human Resources and the Clinical Theatre Manager.
- Work with the Clinical Theatre Manager and Human Resources Department in the recruitment, selection, appointment, and retention of staff.
- Monitor recruitment and retention and use all available strategies to retain and motivate staff e.g., flexible working policy.
- Participate in appraisals and the setting of objectives for junior staff in the department to enable them to achieve optimal effectiveness and to understand their contribution to the service.
- Ensure that appropriate written induction programmes are available and utilised for all new staff within the department.
- Working closely with the Education Team, ensure that relevant clinical based teaching programmes are in place and maintain accurate training records.
- Actively participate in teaching of junior staff and students.
- Ensure that nursing / ODP staff receive appropriate training and professional education in accordance with the NMC's PREP and/or HCPC recommendations.
- Ensure that staff attend and assist in training and maintain accurate records.
- Liaise with affiliated Institutes of Higher Education to ensure that the learning environment is appropriate for both pre- and post-registration learners and undertaking any action identified through audit.
- Participate in the education and assessment of staff undertaking a specialist course or further education programmes.
- To keep abreast of developments and research in Peri-operative Practice.

- To ensure that staff execute Trust and departmental policies and procedures.
- To organise team meetings at an appropriate frequency, recording and circulating minutes.

### **Clinical Governance, Audit and Research**

- Ensure that the delivery of care to patients meet the standards set by the Trust.
- Responsible for ensuring the highest standards of Infection prevention and Control are always practiced.
- Demonstrate a high level of commitment to and enthusiasm for research, evidence-based practice, audit, and education in the clinical area.
- Actively contribute to reconfiguration projects, service redesign developments and business planning as required.
- Be proactive in the risk assessment, management, clinical incident reporting and management of complaints and incidents
- Ensure all staff move and handle patients and goods in ways that promote the health of the patient and care team and are consistent with legislation.
- Contribute to the development of Directorate and Divisional Trust policies, procedures and clinical guidelines and ensure adherence by self and theatre team.
- Undertake clinical and associated audits as appropriate for the given area.
- To record and report all incidents, accidents and complaints involving staff, patients, and visitors in accordance with the trust policies and initiate investigations as required.
- To assist in the investigation and timely resolution of complaints, incidents and comments relating to the Theatres Department.

## **Service Development.**

- In conjunction with the Clinical Theatre Manager, monitor the overall activity for the theatre department.
- Identify opportunities to develop new ways of working and challenge, change and expand roles, working in conjunction with the Education Team and Clinical Theatre Teams.
- Proactively seek feedback on patient and public experience to address concerns in a timely manner and build on success.
- Assist with the development, implementation and evaluation of departmental protocols ensuring coherence and consistency across all sites.
- Undertake audit and participate in the implementation of changes to improve patient satisfaction and service delivery.

# Additional responsibilities

## Information governance

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data.

The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks).

The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation.

You must comply with the Trust's data protection policy at all times, and you agree that you will only access the systems, databases or networks to which you have been given authorisation.

The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal.

You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

## Information security

All staff must adhere to the requirements of the Trust's information security policy, which covers the deployment and use of all the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious

cases, failure to comply with the policy may result in disciplinary action and could also result in a criminal offence.

## Health and Safety at Work Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty, and apply to all Trust premises, also whilst working in the community or on any other Trust business.

## Equal opportunities and equalities legislation

It is the policy of London North West University Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

## Patient and public involvement

Section 11 of the Health and Social Care Act 2001 places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

## Risk management

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

## Corporate/clinical governance

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

## Infection control and hospital-acquired infection

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's infection prevention and control policies and make every effort to maintain high standards to infection control at all times thereby

reducing the burden of healthcare associated infections including MRSA. All staff have the following key responsibilities:

- staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact
- staff members have a duty to attend infection control training provided for them by the Trust
- staff members who develop an infection that may be transmissible to patients have a duty to contact occupational health.

## Safeguarding children and vulnerable adults

Everyone has a personal and a professional responsibility to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns.

Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk.

The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

As an employee of the Trust, you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## Staff commitment to patient care

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

## Health records

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy.

For further information refer to Records Management Code of Practice via gov.uk.

## NHS constitution and code of conduct for managers

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

**This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.**

**The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.**

## Person specification

**Job title: Lead Practitioner**

**Division/department: Theatres**

Requirement	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> <li>• RN with theatre course or ODP</li> </ul>	<ul style="list-style-type: none"> <li>• Management course</li> </ul>
Knowledge and experience	<ul style="list-style-type: none"> <li>• Experience as Scrub Team Leader in orthopaedics</li> </ul>	<ul style="list-style-type: none"> <li>• Working in other theatre specialities</li> </ul>
Skills, abilities and attributes	<ul style="list-style-type: none"> <li>• Team building and working skills – able to lead a team to achieve results as well acting as part of team member.</li> <li>• Ability to organise and manage day to day department activities Understanding of the issues pertaining to clinical risk management</li> <li>• Ability to utilise research in clinical practice</li> <li>• Problem solving skills – able to respond to unexpected issues and provide first line response and to identify appropriate sources of secondary support</li> <li>• IT skills to include presentation packages, projects, practice developments.</li> <li>• Ability to delegate and prioritise work independently</li> <li>• Excellent teaching/facilitation skills.</li> <li>• Able to positively influence others.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of issues pertaining to change management</li> </ul>

Requirement	Essential	Desirable
HEART values	Demonstrate commitment to Trust HEART values: honesty, equity, accountability, respect, and teamwork.	<ul style="list-style-type: none"> <li>• Demonstrate involvement in developing teams, promoting equity</li> </ul>