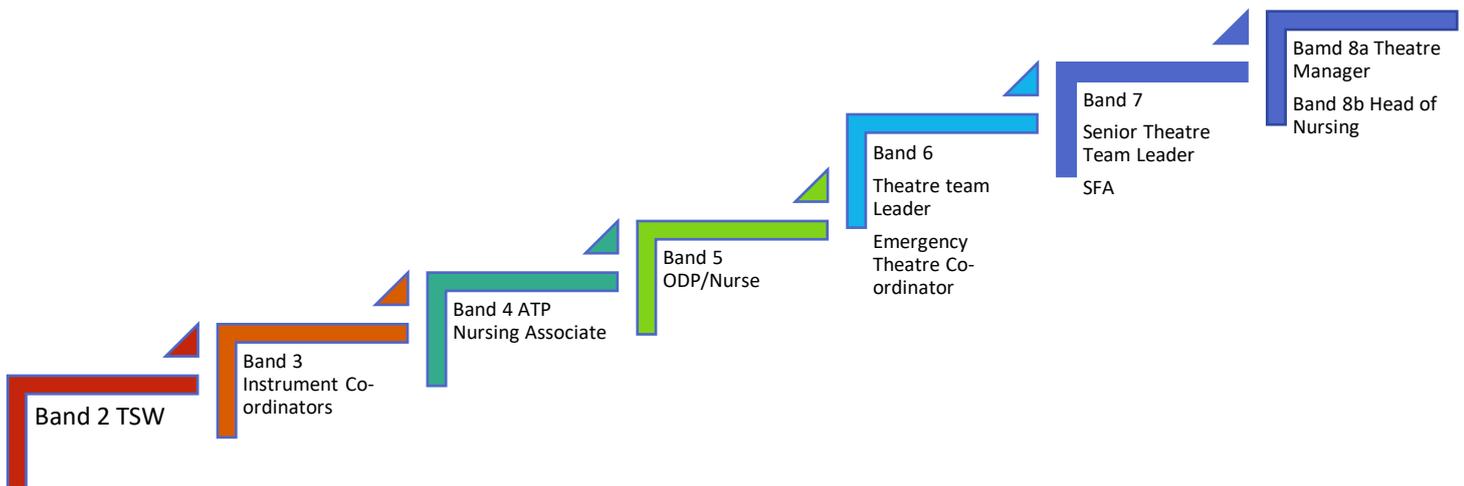


## JOB DESCRIPTION

<b>Job Title</b>	Anaesthetic and Recovery Theatre Team Leader
<b>Job Matching Reference</b>	HS76
<b>Band / Grade</b>	6
<b>Directorate</b>	Clinical Support Services
<b>Reports to</b>	Theatre manager
<b>Accountable to</b>	Head of Nursing

## ORGANISATIONAL STRUCTURE



## PURPOSE

- To provide exemplary care of patients within the perioperative and assist in the management and organisation of care provision in the operating theatre.
- To support the Senior Team Leaders/Theatre Manager to manage a team of practitioners ensuring the development and maintenance of high standards of Perioperative care.
- To take responsibility for the day-to-day operational and resource management of the clinical area.
- To take the lead for specific areas of professional practice as delegated by the Senior Team Leaders.
- Acts as a leader, delegating appropriate tasks and supervising the standard of care delivered by more junior qualified staff, unqualified staff and student nurses/ODP's in the perioperative team.
- To take responsibility for operational and financial resource management, as



delegated by Senior Team Leaders / Theatre Manager.

- To deputise for the Senior Team Leaders in their absence.

In conjunction with the Professional Development Team, (Theatres), assist with the Training & Development Programmes for the following group of staff:

- Preceptorship of Newly Qualified Practitioners,
- Training & Development programmes Registered Practitioners
- Return to Practice staff
- Mentorship of Nursing/ODP students/ODP Apprenticeship/Nursing Associate
- Mentorship/Training & Development programmes Support Worker

## **MAIN DUTIES AND RESPONSIBILITIES**

### **1.0 Clinical**

- 1.1 Deliver a high standard of perioperative care without direct supervision, based upon a sound evidence base.
- 1.2 To provide skilled clinical assistance to the anaesthetic and recovery teams.
- 1.3 Undertakes and document comprehensive, systematic and accurate perioperative care assessment of the physical social and spiritual needs of the patient where appropriate.
- 1.4 Creates and utilizes opportunities to promote health and wellbeing of patients in their care.
- 1.5 Leads a perioperative team to manage a group of patients throughout a shift.
- 1.6 Working within the NMC/HCPC Guidelines and Trust Policies recognising one's own abilities and limitations.
- 1.7 Maintain a good standard of communication with the multi-disciplinary team and respect the confidentiality of patients, relatives, and colleagues.
- 1.8 To ensure 24-hour cover, working rotational shifts to include earlies, lates, nights, weekends and Bank Holidays.
- 1.9 Influence and monitor the standards of direct patient care delivery in accordance with best practice and operational protocols and guidelines.
- 1.10 Promote good working relationships within the perioperative teams providing appropriate advice and support.
- 1.11 Facilitate the development of standards of care and assist with the implementation of appropriate monitoring techniques.

### **2.0 Managerial**

- 2.1 Ensure that all staff working within the Policies, Procedures of the Trust in line with NMC/HCPC Guidelines.
- 2.2 Ensure that adequate resources are available to meet the needs of the patients. Assist with the management of the department resources in an efficient and effective manner.



- 2.3 Ensure that all equipment for patient use is kept in good working order
- 2.4 Ensure that adequate skill mix is available to meet the needs of the patients. Planning the appropriate skill mix and staffing levels using competent duty rostering skills. Make every effort to remedy deficits should they arise. If deficits are irresolvable contacting the appropriate Senior Staff for support.
- 2.5 Support Senior Team Leader in ensure that concerns and complaints from patients, visitors or colleagues are resolved where possible and report to Theatre Manager
- 2.6 Be conversant with all Trust Emergency Procedures.
- 2.7 Use computerised systems to support the provision of patient care and treatment.
- 2.8 Deputise for the Senior Team Leader.
- 2.9 As part of the Directorate Team assist with the development and implementation of the Trust's Business Plan and Strategy for Nursing.

### **3.0 Educational and Training**

- 3.1 Maintaining a positive attitude to continuing professional education to enhance knowledge, skills and attitudes needed for safe and effective perioperative practice.
- 3.2 Maintaining standards by ensuring that evidenced based practice underpins all health care interventions.
- 3.3 Participate in Trust Appraisal System
- 3.4 Possess a clear understanding of Clinical Governance in relation to standards
- 3.5 In collaboration with the Senior Team Leader and the Theatres Professional Development Team, ensure effective orientation, supervision and mentorship programmes are in place.
- 3.6 Facilitate the development of perioperative practice founded on up-to-date information and research.
- 3.7 Create a learning environment which actively facilitates learning.
- 3.8 Undertake training sessions in theatre environment evaluating effectiveness within clinical care in patients using appropriate audit tools.
- 3.9 To take responsibility for professional development including Statutory and Mandatory training for self and others as per Trust policy.

### **4.0 Professional**

- 4.1 Ensures that the Senior Team Leader/Theatre Manager is informed of any Professional concerns at the earliest opportunity.
- 4.2 Ensure that Revalidation requirements for NMC/HPCPC Registration are adhered to.
- 4.3 Ensures current registration with NMC/HPCPC of all Registered Practitioners
- 4.4 To act as an ambassador for the clinical environment promoting a professional approach to leadership



## 5.0 Human Resources

- 5.1 Participate in the recruitment and selection of staff below Band 6.
- 5.2 Ensure that the off duty/daily work rota meets the needs of the service considering the skill-mix required for the theatre sessions scheduled
- 5.3 Ensure that the Annual Leave/Bank Holiday entitlement meets the needs of the staff, skill mix and service requirement

### Relationships

- All theatre staff
- All HSDU Staff
- Patients and their relatives/carers
- Surgeons and anaesthetists
- Ward and other departmental staff
- Representatives from appropriate firms and companies

### Special Requirements

- Provide on-call/stand-by cover as necessitated by departmental needs
- During night duty, may be required to call in a second team.
- Pre-check the operating lists (all specialties competent in), to ensure that any 'special' prosthesis required have been ordered.
- Provide cover for extra-theatre activities e.g. maternity, cardiac arrest team, trauma team, external transfers, x-ray,
- Be able to cannulate and administer intravenous drugs
- Be able to catheterise male and female patients

## ADDITIONAL INFORMATION

### 1. Trust EXCEL Values and 'Behaviour Framework'

Our EXCEL values are at the heart of everything we do and how we treat each other. They were developed by our colleagues and describe what we think is important, including:

- essential guiding principles about the way that we work and set the tone for our culture, and identify what we, as a whole, care about;
- shared ideas and attitudes that guide our organisational thinking and actions
- common purpose and understanding that helps us to build great working relationships

We make our EXCEL values real by demonstrating them in how we behave every day. Our EXCEL behaviours apply to all and are about how we work. They are part of everyone's role and help us to make sure we demonstrate our values. The EXCEL behaviours demonstrate the attitudes and approach we take to work; they are:

*'Our vision is to EXCEL at patient care'*





✓ how we do things; ✓ how we treat others; ✓ what we say and how we say it; ✓ how we expect to be treated.

Having really clear expectations around behaviours will support all of us, every day, to deliver our ambition to create an EXCELent colleague experience to EXCEL at patient care.

## 2. Sustainable Development

It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

## 3. Criminal Records

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. As George Eliot Hospital NHS Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment (subject to meeting disclosure criteria), will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

## 4. Confidentiality and Data Quality

To comply with the Data Protection Act 1998 and NHS Confidentiality guidelines e.g. Caldicott, General Medical Council (GMC), the post-holder must maintain confidentiality, security and integrity of information relating to patients, employees and other Health Service business, including commercially sensitive data.

All employees must ensure that they are familiar with and comply with the duties and responsibilities outlined in the Trust's policy and procedures on Information Governance. In particular, ensuring that all information collected, stored and used is done so in accordance with the Trust guidelines, including password protection and encryption.

This obligation shall continue in perpetuity.

All employees have a responsibility to ensure that the quality of data is maintained and to take an active role in the identification of, reporting and resolution of any data quality issues.

Breaches of confidence will result in disciplinary action being undertaken, which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. All employees must take responsibility for any request for information that they receive and respond in line with the Trust's Freedom of Information Policy and Guidance.

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## 5. Records Management

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trust's Corporate Records Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work.

## 6. Health and Safety & Fire Safety

Employees must be aware of their general duties under the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and others around them, co-operate with the Employer in relation to Health and Safety and adhere to safe systems of work. In addition they should ensure that they are aware of their roles in relation to the Management of Health & Safety at Work Regulations 1999, in relation to specific duties for carrying out risk assessments and risk mitigation commensurate to their role.

The post holder is required to comply with agreed fire procedures, taking appropriate action if the fire alarm sounds and attend relevant training programmes as required.

## 7. Risk Management

Employees have a responsibility to:

- Report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken;
- Take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks;
- Attend training in risk management as appropriate to their grade;
- Promote an open and honest "fair blame" culture;
- Adhere to the responsibilities within the Risk Management/Health and Safety and other relevant policies ratified by the Trust Board and to attend appropriate mandatory training to facilitate this;
- Attend relevant risk management training to ensure that they are able to undertake their risk management and health and safety responsibilities in line with legal requirements;
- Ensure that external standards such as NHS Resolution, Clinical Negligence Scheme for Trusts (CNST) Controls Assurance and Care Quality Commission (CQC) Healthcare regulations (Outcomes) are met and that resources are made available to improve service delivery;
- Ensure that they are active within their roles to promote a positive risk management culture throughout the Trust;
- Monitor and continue progress to attain higher level of achievement and compliance against external standards and legislative requirements.

## 8. Safeguarding Children, Young People and Vulnerable Adults

The Trust has a clear commitment to safeguarding children, young people and vulnerable adults. All employees will have an organisational and individual responsibility towards safeguarding children, young people and vulnerable adults with whom they have contact with.

To fulfil these duties all employees must attend training and development to recognise the signs and symptoms of abuse or individuals at risk; to follow local and national policies relating to safeguarding practice; and to report and act on any concerns they may have.



## **9. Infection Prevention and Control**

The jobholder must comply at all times with the George Eliot Hospital NHS Trust Infection Control policies, in particular, by practicing Standard (Universal) Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

All employees must attend infection control training as required within their department or as directed by their line manager. In addition, employees with clinical responsibilities must ensure that they hold up to date evidence that supports safe infection control practices and procedures, including correct use of Personal Protective Equipment (PPE), use of aseptic techniques, safe disposal of sharps and management of patients with communicable infections.

Employees are required to report any breaches or concerns promptly using the Trust's incident reporting system.

## **10. Equality, Diversity & Human Rights**

George Eliot Hospital NHS Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. George Eliot Hospital NHS Trust welcomes applications from diverse candidates. The Trust has a clear commitment to equal opportunities and it is the duty of every employee to comply with the detail and spirit of the Trust's policy.

Employees will have the right to be treated equitably and with dignity and respect in all areas of employment, regardless of age, gender, disability, ethnic or national origin, religious belief, sexual orientation, HIV status, social and employment status, gender reassignment, political affiliation or trade union membership.

## **11. 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 employees 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. Employees are not allowed to further their private interests in the course of their NHS duties.

## **12. No Smoking**

The Trust acknowledges its responsibilities to provide a safe, smoke free environment for its employees, patients and visitors and is therefore committed to a No Smoking Policy. All Health Service premises are considered as non-smoking zones and smoking is not permitted in any part of the premises or grounds.

Employees can only smoke/vape out of working hours and off-site where they are non-identifiable as a member of the Trust. All employees have a responsibility to support the policy with their own behaviour and, to communicate it to others on site.

Assistance and support will be given to any employees who wish to give up smoking.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

