



JOB DETAILS:

Job Title	Deputy Clinical Lead (Speciality)
Pay Band	Band 6
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Anaesthetics, Critical Care and Theatres
Department	Perioperative Care
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Clinical Lead
Reports to: Name Line Manager	Clinical Lead
Professionally Responsible to:	Theatre Manager

VALUES AND BEHAVIOURS:

MAE EIN GWERTHOEDD YN EIN HELPU NI I FOD AR EIN GORAU
OUR VALUES HELP US BE AT OUR BEST

RYDYN NI'N GWRANDO, YN DYSGŪ AC YN GWELLA
WE LISTEN, LEARN AND IMPROVE

RYDYN NI'N TRIN PAWB A PHARCH
WE TREAT EVERYONE WITH RESPECT

RYDYN NI I GYD YN CYDWEITHIO FEL UN TIM
WE ALL WORK TOGETHER AS ONE TEAM

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect
We all work together as one team

To find out more about our values, visit:

<https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

Job Summary/Job Purpose:

To contribute to the provision of health care to the people of Cwm Taf Morgannwg University Health Board (CTMUHB), with responsibility for the assessment of care needs, and the delivery and evaluation of skilled professional care to the patient in the peri-operative care environment.

The post holder will be expected to:

- Act as a credible and professional role model.
- Provide leadership, guidance, advice and liaison to the multi-disciplinary team.
- Provide a conducive learning environment for students and registered staff.
- Encourage and empower staff to develop both personally and professionally.
- Provide the highest level of clinical expertise within the peri-operative care environment.
- Manage the resources for the clinical environments.
- Manage the department as required.
- Maintain and develop professional standards.
- Ensure the highest standards of patient care which reflects the standards and values of the University Health Board.
- Lead a multi-disciplinary theatre team in the absence of the Team Leader.
- Provide technical/specialist assistance in sphere of peri-operative practice.
- Contribute to the development and implementation of policies and procedures within sphere of responsibility.
- Deputise for the Clinical Team Leader as required.

DUTIES/RESPONSIBILITIES:**Professional Leadership**

- Provide credible specialist clinical advice to the multi-disciplinary team when required.
- Demonstrate leadership in relation to the implementation of departmental and University Health Board policies.
- Keep abreast of professional issues and current research-based practice and support the Team Leader in ensuring these are reflected in practice by all staff in the team.
- Demonstrate visible clinical and managerial leadership and take a proactive approach to review, implement, and evaluate local and national policies, protocols and directives which may impact upon and affect the delivery of care in the specialty.
- Develop own and others knowledge and practice across professional boundaries.
- Assume accountability for practice and strive to attain the highest standards of practice.
- Incorporate professional/legal standards into practice.
- Ensure that all activities of self and team members are in keeping with the NMC Code and HCPC Codes of conduct.

Clinical Care

- Monitor and respond to patients. This will include the ability to undertake complex and specialist clinical assessments, assess events, assess problems or changes in

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patient's conditions and provide solutions.

- Respond to the changing clinical situation, using expert knowledge by providing advice to the clinical team as required.
- Required to set up and oversee the set up and use of complex specialist equipment.
- Work clinically to maintain skills within area of peri-operative practice to ensure credible professional and clinical leadership.
- Ensure the delivery of high-quality care using advanced specific clinical knowledge and skills.
- Ensure and demonstrate that all care and treatment provided is evidence based.
- Provide specialist advice on care plans for patients who have specialist and complex needs.
- Develop programmes of care including the assessment, planning, implementation and recording of care for both conscious and unconscious patients.
- Prioritise patient care, recognise deterioration in a patient's condition and alert senior staff immediately.
- Ensure complex medical equipment is prepared for use correctly, monitor its usage, and ensure it is stored safely.
- Ensure work area is correctly stocked, monitor stock levels and report stock deficiencies.

Communications and Relationships

- Communicate with patients, perioperative care staff, medical staff, senior managers, ancillary staff, radiographers, medical representatives on a daily basis, usually orally but also using all types of communication methods.
- Regularly provide and receive complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. Examples include receiving information about patient's histories, leading the daily team briefings in line with the World Health Organisation guidelines, negotiating clinical priorities with medical staff during list over runs or life-threatening emergencies in what can occasionally be a challenging and sensitive atmosphere.
- Constructively challenge any interaction, which fails to deliver a quality service to patients.
- Manage conflict promptly and effectively, supporting and promoting effective working relationships within the multi-disciplinary team.
- Establish and maintain a high level of interpersonal communication skills.
- Establish an effective communication network with the multi-disciplinary team as well as patients, relatives and other departments.
- Take an active role in facilitating departmental meetings and working groups, contributing to agenda items and taking an active part in discussions and decision making.
- Have well developed presentation skills which includes imparting complex and detailed information to a range of different audiences where the information may not be easily understood.
- Brief the Clinical Team Leader regularly on operational and clinical issues affecting own specialty.
- Establish and promote good relationships between all peri-operative care areas, wards, departments, stakeholders.

Planning

- Frequently manage and act as department co-ordinator in/out of hours, with regard to the needs of patients, surgeons and anaesthetists and other professionals in the multi-disciplinary team as required as required.
- Act up during the absence of the Clinical Team Leader as required.
- Co-ordinate the department as required.
- Manage procedure/operating lists, including planning, prioritising and organization of activities and staff.
- Make regular judgements throughout the day as to the safe staffing levels required to deliver the service required without assistance.
- Participate in work allocation.
- Organise day-to-day work tasks of staff/students following agreed protocols.
- Follow the agreed Standard Financial Instructions of the Health Board.
- Day to day management of clinical team members on a day-by-day basis.
- Perform staff appraisals as delegated by the clinical team leader.
- Participate in managing staff sickness/absences as required in absence of clinical team leader.

Quality/Governance

- Participate in the Health Board's Major Incident Procedure by following the designated action card for the peri-operative care environment.
- Maintain appropriate documentation including computer systems.
- Moving and handling of patients, ranging from self-caring to total dependence.
- Document incidents on Datix in real time and escalates any concerns to the Practitioner in charge.
- Ensure Local Safety Standard for Invasive Procedures (LocSSIPs)/National Safety Standard for Invasive Procedures (NatSSIPs) are conducted as per guidance.
- Adhere to peri-operative care environment policies, protocols, guidelines and standing operating procedures. Recognise variances, and act upon them or report them appropriately.
- Contribute to the development and implementation of specialty specific related policies, procedures and guidelines that will impact beyond their immediate clinical area.
- Monitor staff in the application of policies, protocols, guidelines and standing operating procedures.
- Contribute to the implementation of audit standards, protocols, policies and procedures of clinical care.
- Promote and implement evidence-based care of the peri-operative patient, following clinical governance standards and utilising risk assessment strategies to ensure optimum peri-operative care.
- Ensure patient records are accessed and completed on the relevant Health Board computer systems and manually in compliance with professional and Health Board standards of record keeping.
- Maintain patient records to ensure information is accurate and up to date for future reference and complies with the Data Protection Act/GDPR.
- Be prepared to be trained to use any information technology that is brought into the

clinical area.

- Ensure all staff comply with Health Board policies, procedures, guidelines and standard operating procedures.
- Maintain a working environment and culture that promotes health, safety and security for all.
- Comply with national regulations on health and safety.
- Carry out formal risk assessments as per Health Board policy to identify areas of concern in clinical practice.

Audit, Research and Development

- Regularly undertake data collection activities as required such as:
 - AfPP/AMaT audits.
 - List utilization audits.
 - Modernisation agenda audits.
- Assist in clinical trials as and when required.
- Participate in the sourcing, trialing and evaluation of new equipment and consumables.
- Participate in research and development to improve own practice and those of others.
- Will contribute and comply with the Health Board's Strategy for Research and Development.

Education and Professional Development

- Participate in personal objective setting and review, including the creation of a personal development plan.
- Support the planning, development and implementation of clinical supervision.
- Duty of care to observe and advise registered staff and students.
- Participate in the delivery of education and training to meet identified needs. This may include junior and rotational staff, pre-registration students and mandatory training requirements.
- Work clinically, evaluating the outcomes of education and training in terms of:
 - Clinical competence.
 - Clinical effectiveness.
 - Standards and quality.
- Work with education leads, managers and supervisors to establish mechanisms for enhancing, developing and assessing the quality of placement learning.
- Contribute to the development, planning and organisation of the continuous professional development of peri-operative staff.
- Participate in all relevant training related to role.
- Participate in formal/informal teaching/training on other courses/educational programmes as indicated and agreed.
- Attend and present at study days/courses, national and international conferences presenting to large audiences and groups, some of whom may be a lay audience or from a different professional group.
- Provide support and assessment of staff working in clinical practice.
- Support assessment of student clinical competence as required, and complete required student clinical documentation e.g. portfolios.

The post holder will be a lead specialist and clinical practitioner for assistance in the peri-

operative environment. They will :

- Demonstrate clinical expertise and clinical credibility including having expert knowledge in area of peri-operative practice.
- Demonstrate the ability to work autonomously using own initiative.
- Be accountable for their own actions and those of others who they delegate to.
- Exercise professional accountability at all times and to be aware of own development needs/limitations, actively seeking to address these and raise awareness in others.
- Follow clearly defined occupational policies with limited supervisory control. These include professional standards, Health Board policies, local clinical policies, procedures and guidelines.
- Undertake effective management of own time, balancing clinical and administrative duties.

Other

- Adheres to the Health Board's uniform and dress code policy.
- Honour the Health Board's core values and behaviours by demonstrating appropriate behaviours, and encouraging this in others.

This list of duties are not intended to be exhaustive, only to indicate the main areas of work. This will be subject to revision in conjunction with the post holder.

CTM is a Living Wage Employer
Mae Cwm Taf Morgannwg yn gyflogwr Cyflog Byw

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<ul style="list-style-type: none"> Registered Nurse or Operating Department Practitioner. Current registration with NMC/HCPC. Additional qualifications required for the role e.g. The Association of Anaesthetists Great Britain and Ireland for Anaesthetic Practitioners. Possess knowledge and competence in specialty. Completion of Bronze IQT Evidence of continuing professional development. 	<ul style="list-style-type: none"> Postgraduate qualification in operating theatre practice. Management qualification. Teaching/training/mentorship qualification. Resuscitation skills e.g. Advanced Life Support/Paediatric Advanced Life Support. 	Application Form Pre employment checks Interview References
Experience	<ul style="list-style-type: none"> Significant Band 5 experience in specialty. Evidence of mentorship activity. Experience of leading and managing staff. 	<ul style="list-style-type: none"> Experience of working clinically out of hours. 	Application Form Interview References
Aptitude and Abilities	<ul style="list-style-type: none"> Good organisational skills. Good communication skills. Works well in a team. Ability to teach registered and unregistered members of staff. Flexible to changing work demands. Good leadership skills. Ability to concentrate for prolonged periods. Ability to respond and provide care during clinical emergencies that may be life threatening/traumatic. Able to demonstrate motivation and enthusiasm, both personally and professionally. Demonstrate awareness of individual accountability. 	<ul style="list-style-type: none"> Ability to speak Welsh. 	Interview References
Values	<ul style="list-style-type: none"> Evidence of promoting the University Health Board values and behaviours. 		Application Form Interview References

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Other	<ul style="list-style-type: none"> • Able to work hours flexibly to meet the requirements of the job role. • Participate in departmental on call requirements. • Able to work shifts/nights/out of hours cover. • Ability to travel to other hospitals in a timely manner if required. • Able to stand for periods of time. • Satisfactory enhanced DBS check. 		Application Form Interview References
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GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Line Manager) _____ Date: _____

Signed: (Service Group Manager) _____ Date: _____

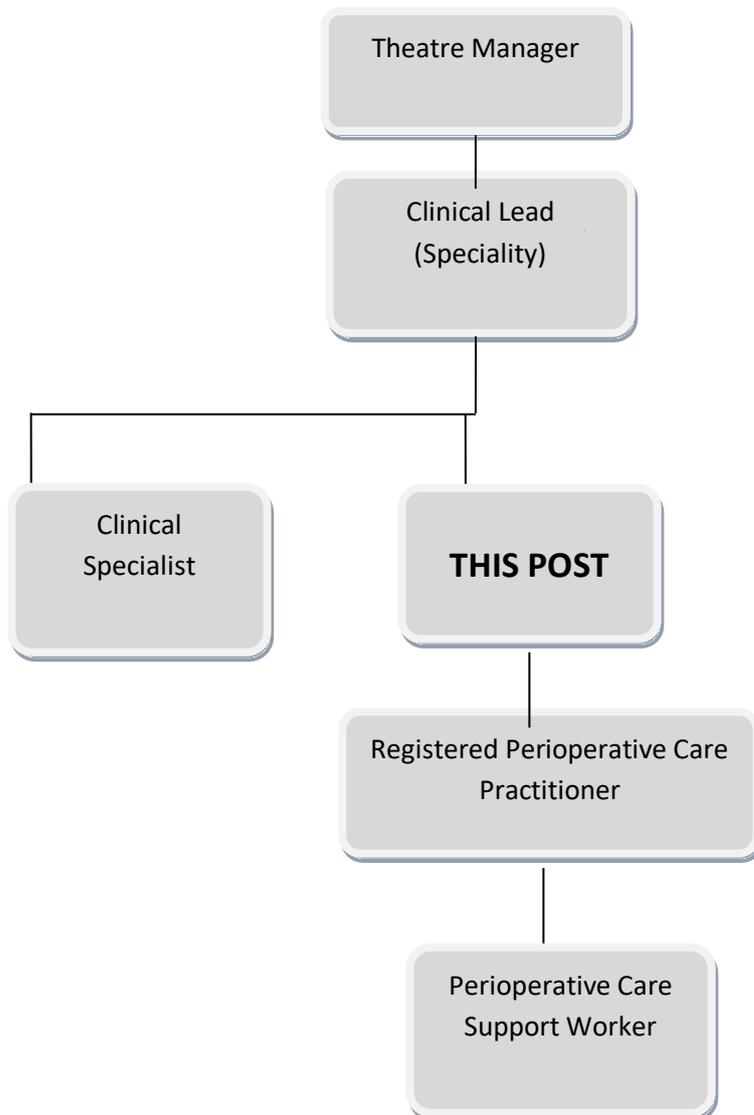
Date Job Description compiled: _____

Date for Review: _____

APPENDIX 1

Job Title: Deputy Clinical Lead (Specialty) Perioperative Care

Organisational Chart



APPENDIX 2

Job Title: _____ Deputy Clinical Lead (Specialty) Perioperative Care _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

‘Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**’

Examples of Typical effort(s)	How often per day/week/month?	For how long?	Additional Comments
Working in uncomfortable/unpleasant physical conditions	Several times daily	30 minutes to 10 hours	Standing for long periods of time. Unpleasant odours during surgery

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Examples of Typical effort(s)	How often per day/week/month?	For how long?	Additional Comments
Lifting weights/equipment without mechanical aids	Several times daily	5-10 minutes	Moving heavy instrument trays and large items of equipment
Making repetitive movements	Several times daily	5 – 30 minutes	Manipulating surgical instruments/medical equipment
Standing/sitting/walking for substantial periods of time	Several times daily	For most of the shift	During most surgical/anaesthetic procedures
Kneeling, crouching, twisting, bending or stretching	Several times daily	5-10 minutes	During most surgical/anaesthetic procedures
Pushing/pulling trolleys or similar	Several times daily	5 – 30 minutes	Patient transfer trolleys and large pieces of surgical/anaesthetic equipment
Frequent requirement to exert moderate physical effort for several long periods during a shift.	Daily	Approximately up to 10 patients per day.	Roll and slide patients up to 100kgs on a frequent basis the majority being unconscious.

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

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'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day/week/month	For how long?	Additional Comments
Frequent requirement for concentration where the work pattern is predictable.	Couple of times a day	Up to 30 minutes at a time	Mentoring student nurses, student ODPs and novice staff. Completion of patient care records. Set up infusion pumps containing medication and calculate drug doses.
Checking patient details, medical details	Daily	Variable from 15 minutes to patients up to 3 hours or more	
Monitoring and assessing patient's condition	Daily	Variable	

Responding to emergency situations that can be life-threatening/traumatic	Variable	Variable	May perform more than 1 role throughout the day as Anaesthetic Practitioner and recovery practitioner in response to service needs.
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Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, ' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
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Occasional exposure to traumatic circumstances. Frequent exposure to distressing or emotional circumstances.	Couple of times per week	Varies	<p>Examples: Managing difficult operational issues around cancellation of surgical cases with patients and staff.</p> <p>Managing staff whilst performing distressing surgical procedures such as : Unexpected death. Organ retrieval Life or limb threatening procedures, Termination of pregnancy, inoperable cancers.</p>
Providing reassurance and support to patients/carers/relatives	Daily	Up to 10 times per day	Supporting distressed relatives when patients are undergoing unplanned surgery or where surgery/anaesthetic has been complex/supporting parents bring their child to the anaesthetic/recovery room.

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of

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patients, clients, relatives, carers. Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week/month?	For how long?	Additional Comments
Frequent exposure to highly unpleasant working conditions uncontained: <ul style="list-style-type: none"> ○ Smells/odours. ○ Infectious Material ○ Foul Linen ○ Body fluids, faeces, vomit ○ Contaminated equipment or work areas 	Daily	30 minutes to 10 hours	Example: Exposure to uncontained bodily fluids whilst performing the role of scrub practitioner during surgical procedures.
Exposure to anaesthetic gases/cement fumes/diathermy plume	Daily	Up to 10 times or more per day	Dependent on role
Use of VDU	Daily	Up to 10 times or more per day	Patient care records.