

Job Description

Job title	Deputy Sister/Deputy Principal ODP – Quality and Learning and Development Lead
Grade	6
Reports to	Senior Sister/Principal ODP In Charge
Accountable to	Head of Theatre Services
Directorate	Family Services and Surgical Division
Department	Theatres and Day Surgery

JOB PURPOSE

The post holder will:

- Support the delivery & development of improved performance.
- Provide the co-ordination of theatre staff training and development.
- Promote quality improvement, providing high standards of evidence-based patient centred care.
- Lead on specific training programmes.
- Support in policy and service development.
- Supervise and line management of staff.

FREEDOM TO ACT

The post holder will work autonomously, managed rather than supervised.

- The post holder will be guided by broad occupational policies and guidelines, leading on specific projects and accountable for own professional actions.

DIMENSIONS

Quality

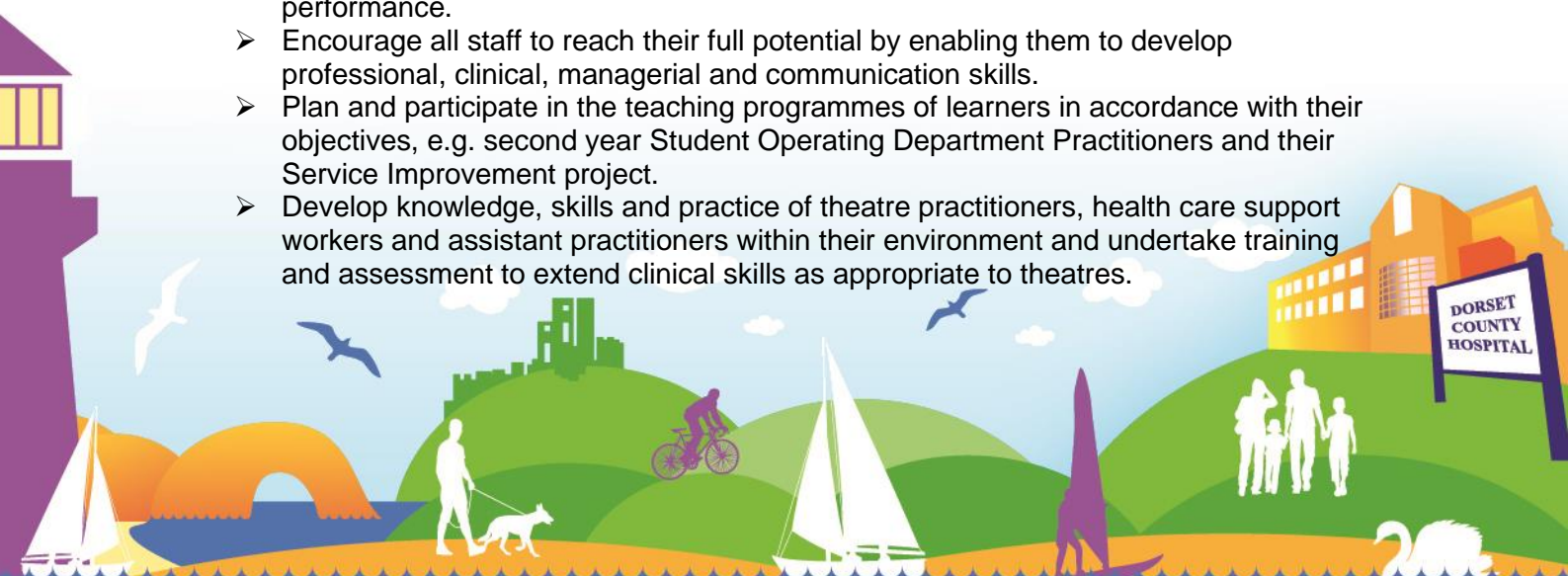
The post holder will work closely with the Head of Theatre Services, the Senior Sister for Theatres, the Day Surgery Manager, and the Theatres Education and Development lead to:

- Represent Head of Theatre Services in complaints from patients and their carers.
- Attend Trust meetings as delegated by the Senior Sister/Day Surgery Manager and provide a review of quality, performance, and risk information.
- Participate in the preparation and completion of capital bids and rolling replacements.

Training and Development Lead

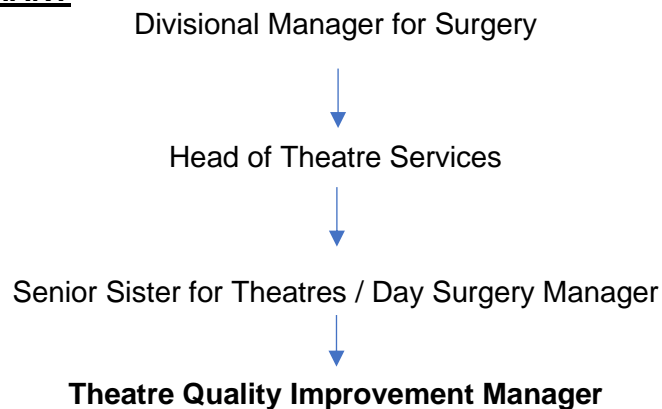
The post holder will:

- Act as a role model and peer support for Anaesthetic, Recovery, Scrub and circulating practitioners.
- Work across Main Theatres and Day Surgery Unit
- Work with all senior staff in Theatres to ensure excellence in patient care.
- Co-ordinate orientation programmes/preceptorship for all new starters and to monitor performance.
- Encourage all staff to reach their full potential by enabling them to develop professional, clinical, managerial and communication skills.
- Plan and participate in the teaching programmes of learners in accordance with their objectives, e.g. second year Student Operating Department Practitioners and their Service Improvement project.
- Develop knowledge, skills and practice of theatre practitioners, health care support workers and assistant practitioners within their environment and undertake training and assessment to extend clinical skills as appropriate to theatres.



- Maintain accurate and up to date records of learning using the weekly RAG report for compliance and to manage action plans for individuals, developing close working partnerships with the Practice based education team.
- Maintain equipment training record.
- Plan and organise a monthly teaching programme on Audit afternoons and maintain records of attendance.
- Meet with students preplacement to discuss their learning objectives, specialty allocation off duty and mentor/assessor during a tour of the department.

ORGANISATION CHART



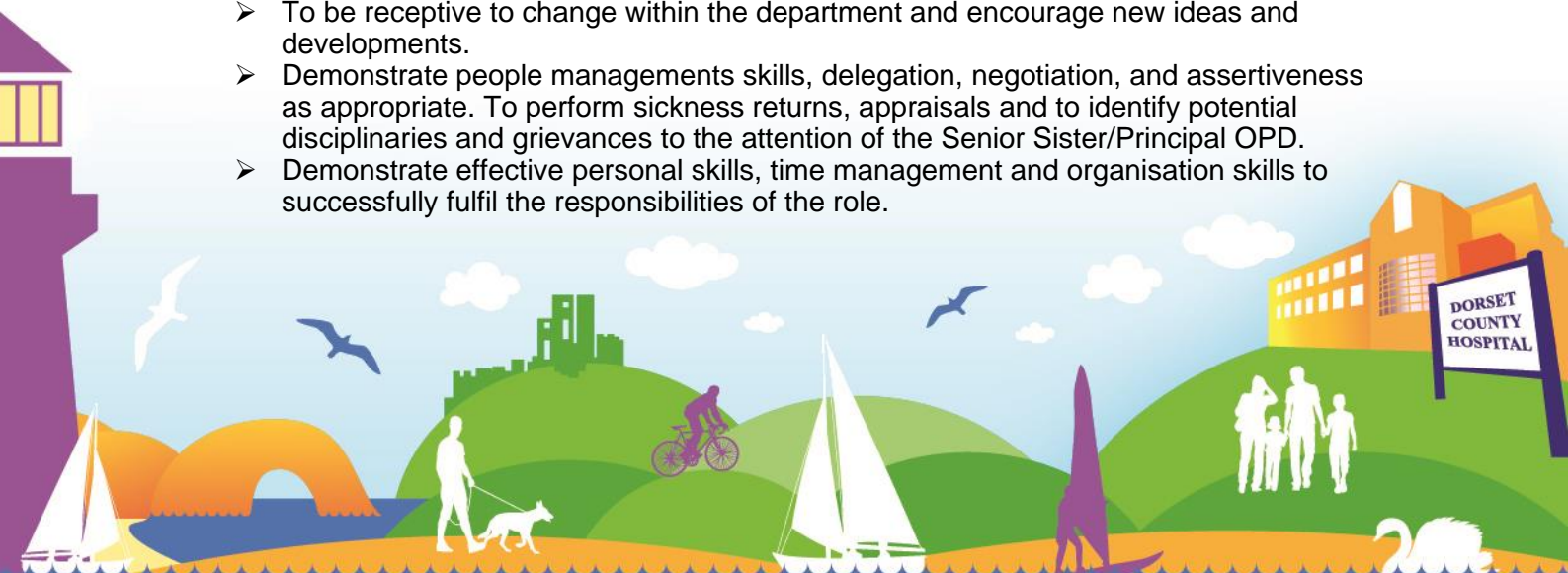
DUTIES AND RESPONSIBILITIES

Main Duties and Responsibilities

- To work in conjunction with the theatre leads
- To assess, plan, implement and evaluate programmes of care, actively seeking evidence-based practice, which will improve the quality of care and meet the needs of the patient.
- Contribute to an effective, motivated, and competent workforce and ensure that high quality standards are maintained and developed.
- To co-ordinate and support completion of internal training competency packs.
- Supervise others and participate in their education and development.
- To comply with existing systems for the accurate recording, collation monitoring and feedback of appropriate information and initiating remedial action, as necessary.
- To participate in clinical developments within the unit
- To collate a list of links of representatives for any chosen area, e.g. pain, infection control, fire, moving and handling, etc. To act as a conduit to join all information together.
- To contribute to audit and research including monthly WHO audits.
- To contribute to the development of performance review in accordance with Trust policy.
- Recognise and respond appropriately to urgent and emergency situations.
- To participate in the formulation of off-duty and allocation for the students across all areas.
- To assist with the senior team in the interviewing of new staff and students at university.

Team Leader Responsibilities

- Demonstrate the ability to function competently both as a leader and as a member of the multidisciplinary team.
- Contribute to an effective, motivated, and competent workforce and ensure that high quality standards are maintained and developed.
- Recognise, plan, and respond appropriately to urgent and emergency situations.
- To contribute to the development of performance review in accordance with Trust policy.
- To be receptive to change within the department and encourage new ideas and developments.
- Demonstrate people managements skills, delegation, negotiation, and assertiveness as appropriate. To perform sickness returns, appraisals and to identify potential disciplinarys and grievances to the attention of the Senior Sister/Principal OPD.
- Demonstrate effective personal skills, time management and organisation skills to successfully fulfil the responsibilities of the role.



- To contribute to policies, procedures, and standard setting and to ensure they are followed.
- To comply with existing systems for the accurate recording, collation, monitoring, and feedback of appropriate information and initiating remedial action, as necessary.

This list of duties is not intended to be exhaustive but indicates the primary areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service.

KEY RESULT AREAS

Governance, Quality & Audit

- To work closely with the Head of Theatre Services and Matron on matters pertaining to governance, quality, and audit and to lead on developing and implementing changes where appropriate.
- To attend meetings relating to governance, quality, and audit.
- Information governance administrator.

Risk Management

- In conjunction with the Head of Theatre Services and Matron, oversee a rolling programme of Health and Safety monitoring, evaluation, control, recording and action which ensures that Theatres can demonstrate compliance with all relevant Health and Safety requirements.
- To review, monitor and collate departmental reports on incidents, both clinical and non-clinical.
- To develop, implement and monitor risk assessment tools that will support service and practice monitoring whilst encouraging the delivery of high quality, safe service.

Analytical and Judgemental Skills

- Required to make judgements based on complex facts or situations, requiring analysis, interpretation, and comparison of a range of options.
- Analysis of performance, capacity, and demand data, assess projects, identify areas for improvement and recommend appropriate courses of action to the relevant accountable officer.

Planning and Organisational Skills

- Plan and organise complex activities or programmes, requiring formulation and adjustment.
- Provide and receive complex, sensitive information to overcome barriers to understanding.
- Communicate with students/University staff/Trust Education link staff to ensure training and education is optimised.



Physical Skills

- Physical skills obtained through practice/developed physical skills, including communication, listening and psychological support for both patients and staff.
- Demonstrates clinical/developed clinical skills, manual assessment and treatment of patients, key board skills, use of presentation, projection/multi-media equipment and e-learning resources.

Responsibility for Patients

- Occasional contact with patients including personal care.
- Provides information to patients/complainants.

Responsibility for Policy and Service Development

- Proposes changes to improve organisational practice, policies and actions plans, such as Nat Sips.
- Provides clinical technical services and advice required to maintain and improve the safe provision of patient care; assists in the development of safe specialised programmes of care.

Responsibility for Financial and Physical Resources

- Personal duty of care in relation to equipment & resources.
- Involved in the health and safety monitoring and the appropriate use and safety of equipment.

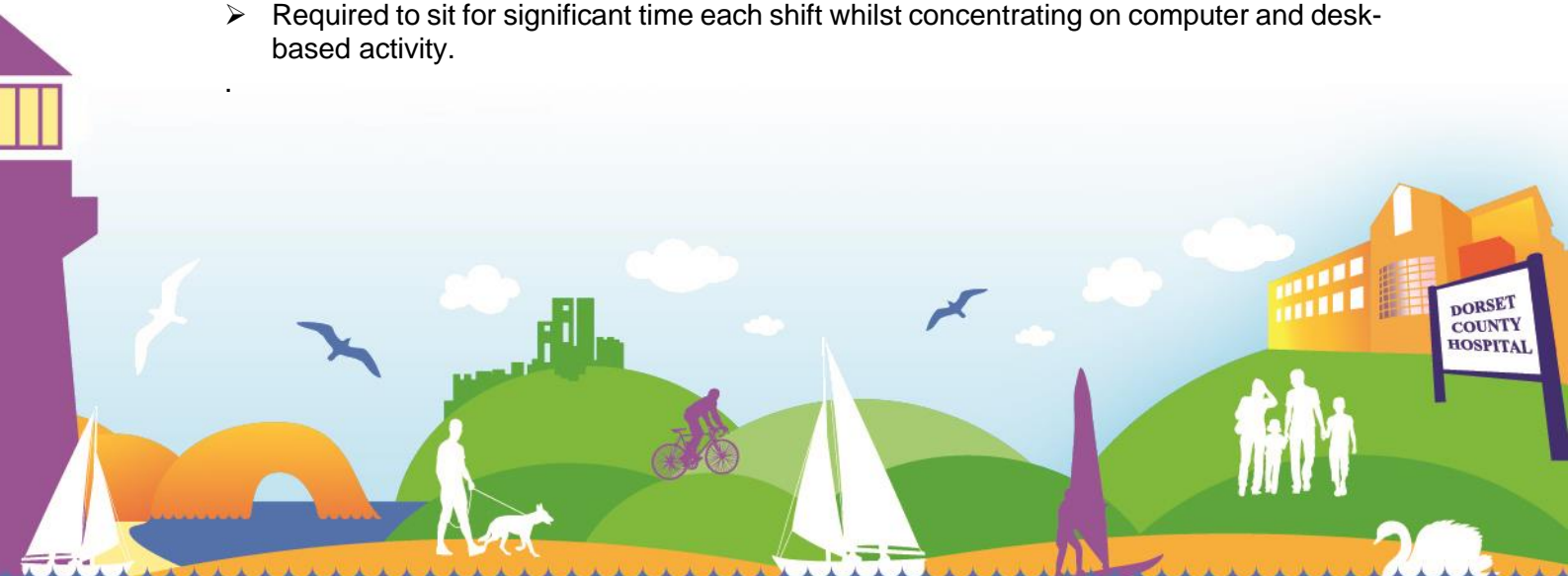
Responsibility for Staff

- Day to day management of staff, appraisals, and development; Team meetings and supervision; interviewing and investigation; provision of basic HR advice.

ENVIRONMENT AND EFFORT

Physical Effort

- Frequent sitting or standing in a restricted position; occasional/frequent moderate effort for several short periods.
- Standing at operating table; manoeuvres of equipment, patients for procedures, pushing and pulling of theatre trolleys
- Required to sit for significant time each shift whilst concentrating on computer and desk-based activity.



Mental Effort

- Frequent concentration required in a predictable work pattern/occasional prolonged concentration.
- Concentration required for checking documents and analysing statistics, investigation, and investigation reports.

Emotional Effort

- Occasional/frequent distressing or emotional circumstances.
- Manages distressed or upset patients; investigate/interview staff; support/provide feedback on performance; patient injury/death.

Working Conditions

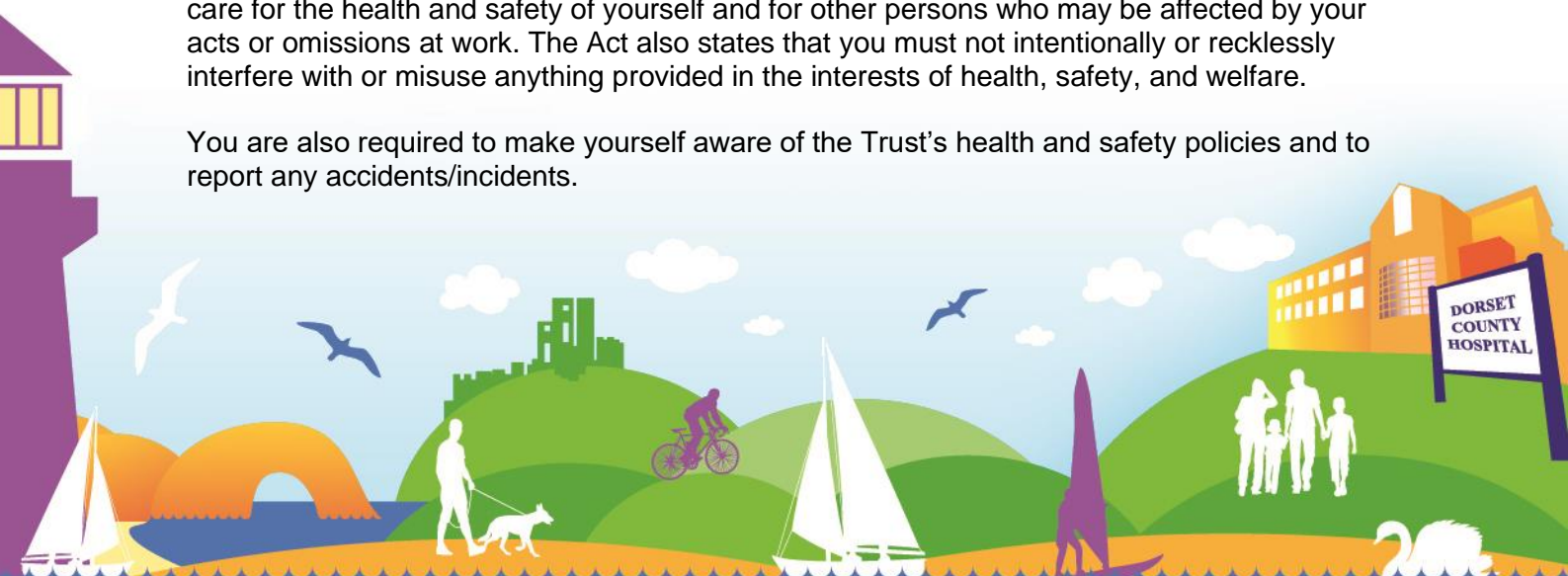
- Frequent exposure to unpleasant conditions.
- Operation smells, noise, body fluids, faeces, vomit, and specimens.

<u>OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST</u> (Please tick as appropriate)				
Patient contact	x ✓✓	Lone working	Working in isolation	
Passenger / Client Transport		Exposure prone procedures	Patient Handling	x
Strenuous Physical Activity		DSE user (defined in DSERegs)	Confined Spaces	
Night working		Food Handling / Preparation	Working at heights	
Working with vibratory tools		Noisy Environment Working	Safety Critical Work	
Working with respiratory irritants (including latex)	x	Please specify LATEX		
Working with substances hazardous to health	x	Please specify PRECEPT		
Other		Please specify		

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.



INFECTION CONTROL

All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies; including policies for the cleaning and contamination of equipment, in order to protect their own health and that of other employees, visitors and patients.

Any employee who wilfully disregards Trust and Departmental infection prevention policies may be liable to serious disciplinary action, which could result in dismissal.

EQUAL OPPORTUNITIES

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

CONFIDENTIALITY

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.

JOB DESCRIPTION AGREEMENT

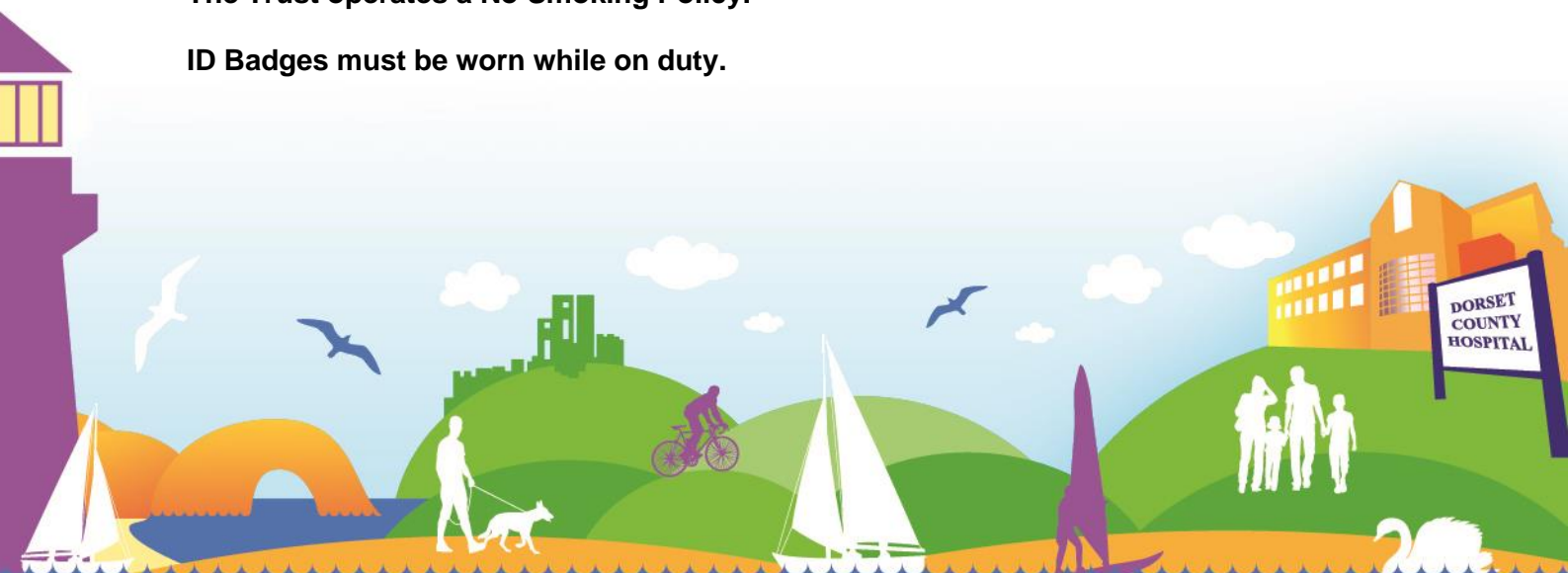
Signed by – Post Holder: _____ Date: _____

Signed by – Manager: _____ Date: _____

This job description is subject to regular review – last reviewed March 2024

The Trust operates a No Smoking Policy.

ID Badges must be worn while on duty.



PERSON SPECIFICATION

POST: Quality, Learning and Improvement Lead – Band 6

CATEGORY	CRITERIA	Score per criteria.	HOW ASSESSED THROUGH SELECTION PROCESS
EDUCATION, QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> Registered Practitioner Evidence of CPD Teaching course/qualification 	<p>3</p> <p>3</p> <p>2</p>	Application form, certificates at interview
E, Q & T total score:			
EXPERIENCE	<ul style="list-style-type: none"> Minimum 2 years' experience at Band 5 in surgery or theatres Understanding of professional nursing issues 	<p>3</p> <p>2</p>	Application form and questions at interview
K & E Total Score			



Outstanding Care, Outstanding Careers

SKILLS & ABILITIES	<ul style="list-style-type: none"> Evidence of ability to practice as a proficient practitioner. 	3	Application form, questions at interview and/or test
	<ul style="list-style-type: none"> Evidence of ability to maintain effective working relationships with colleagues, patients, and visitors. 	3	
	<ul style="list-style-type: none"> Evidence of an ability to manage time effectively. 	2	
	<ul style="list-style-type: none"> Understanding of clinical governance and its requirements. 	2	
	<ul style="list-style-type: none"> Demonstrate an understanding of confidentiality. 	3	
	<ul style="list-style-type: none"> Evidence of an area of special interest. 	1	
	<ul style="list-style-type: none"> Evidence of ability to develop leadership skills. 	2	
	<ul style="list-style-type: none"> Knowledge of clinical audit. 	1	
	<ul style="list-style-type: none"> Evidence of critical appraisal skills. 	1	
S & A Total Score			
Total shortlisting score:			

Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important.
SHORTLISTING CRITERIA

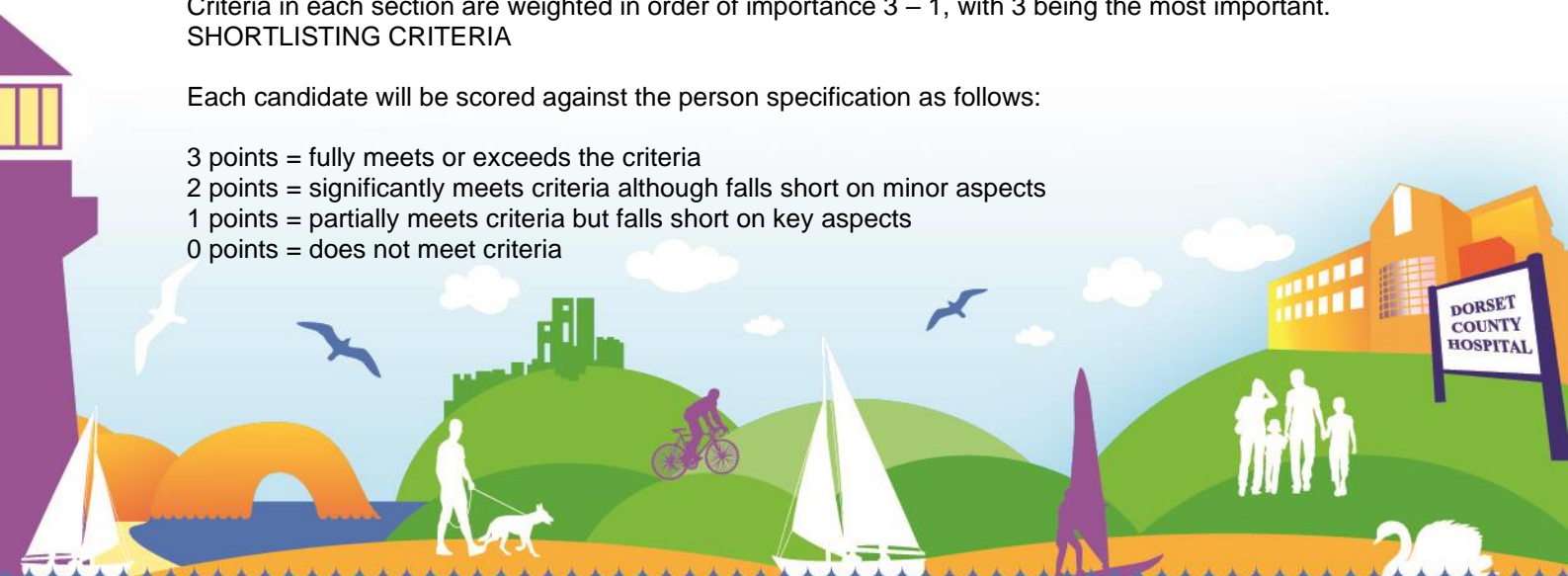
Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria although falls short on minor aspects

1 points = partially meets criteria but falls short on key aspects

0 points = does not meet criteria



Outstanding Care, Outstanding Careers