

## Job Description

<b>Post</b>	Orthopaedic Scrub Team Manager
<b>Band</b>	Band 7
<b>Department</b>	Manfield Orthopaedic Theatres
<b>Responsible to</b>	Theatre Matron
<b>Professionally Accountable to</b>	Nursing and Midwifery Council/ Health and Care Professions Council
<b>Date evaluated</b>	February 2023

## Job Summary

With a keen focus on Surgical Scrub Staff within the orthopaedic theatre complex; The purpose of the Orthopaedic Scrub Team Manager is to provide a professional focus for leadership and clinical expertise within the clinical area. The Orthopaedic Scrub Team Leader will take continuing responsibility for the effective and efficient use of the facilities and for assessment of needs for the service, staff and patients. In conjunction with the other departmental Managers, this includes assessment of training, learning and development needs of theatre staff.

The Orthopaedic Scrub Team Manager is expected to be a role model for clinical leadership; setting and upholding agreed clinical standards and enabling patients to receive high quality, evidenced based care. The post holder will be a visible presence for all patients, staff and visitors to the clinical area, and provide a pivotal role for inter-professional working in the theatre suite. All band 7 Theatre Managers take responsibility for infection prevention and control, budget management, patient safety and experience and compliance with Trust values, policies and providing best possible care.

The Orthopaedic Scrub Team Manager will work with the multi-disciplinary team to ensure the Trust's resources are effectively used to maintain and improve the quality of the services provided and that service or resource deficiencies are identified.

The post holder will contribute to the provision of out of hour's cover within the Trust as required.

## Key Working Relationships

- Directorate Manager for Theatres, Anaesthetics and Critical Care
- Directorate Manager for Trauma and Orthopaedics
- Matron(s) for Theatres
- Band 7 colleagues within Manfield Theatres and within Theatres throughout the Trust
- Orthopaedic Consultants
- Theatre Teams
- Trauma Coordinators
- Booking and Admin teams for Trauma and Orthopaedic directorate.



Compassion



Accountability



Respect



Integrity



Courage

## Organisational Structure

### Surgical Division

Divisional Director

Divisional Manager

Associate Director  
of Nursing

### Theatres and Critical Care Directorate

Clinical Director

Directorate Manager  
/ Deputy Divisional  
Manager

Matron

### Manfield Theatres Band 7 Management/Leadership Team

Orthopaedic  
Scrub Team  
Manager

Anaesthetic +  
Recovery  
Manager

Quality and  
Safety Manager

## Main Duties and Responsibilities

### Supporting Clinical Excellence

- Act as a clinical leader and role model for all staff.
- Maintain a visible presence and act as the first contact point for patients, relatives and staff to address concerns and complaints.
- Maintain a 50/50 clinical presence within theatre activities
- To monitor activity and patient dependency, reporting any concerns to the Matron for Theatres
- To work clinically within the individuals area of expertise within the theatre environment.
- Work in conjunction with the full team of band 7 staff within the directorate to ensure that there is (whenever possible) a band 7 working in the clinical setting every day from Monday – Friday.

### Leadership

- Lead by example with drive and enthusiasm, responding appropriately to the needs of patients, families and carers
- Responsible for 24 hour management and leadership of designated departments maintaining an appropriate management style that maintains good morale, a team approach to work and a culture which fosters innovation and change
- Sets high standards of care, including departmental cleanliness, are maintained so that

the patient experience is excellent

- Represents the team and organisation at professional meetings as requested and feeds back information appropriately. Ensures there is a method of communication that reaches all staff within the team considering different working patterns
- With due regard to Risk Management policies and procedures. Uses local data to ensure the environment is safe for patients, relatives, carers' and staff
- To be a visible, accessible and assertive figure to whom staff, patients and relatives can turn for assistance and guidance
- To be a pivotal figure drawing together the multi-disciplinary team towards their shared goal of excellence in patient care
- Influence people and events through successful communication, negotiation and persuasion skills
- Develop and use local and national networks to identify and introduce to the directorate best practice in the management and care of patients
- Constructively challenge practices as necessary, which impact on patients care and or staff wellbeing

To be clinically based, dividing time equally between all areas within the job description

### **Supporting Patient Excellence**

- Maintain a visible presence and act as the first contact point for patients, relatives and staff to address concerns and complaints
- To act as a positive role model to the team
- Proactively seek patients', carers' and families' feedback on the service provided by the team
- To reinforce the culture that patients, relatives and carers participate and understand treatment plans
- Adopt an open learning culture from clinical incidents and patient/staff feedback and implement improvements as necessary
- Be responsible for the safe and secure storage and handling of medication in line with Trust policy
- Ensure that the department is clean in line with the hygiene code

### **People/Management Excellence**

- Work alongside and with all other band 7 Managers within the theatre complex ensuring standards, safety, quality, and communication are optimal at all times.
- Deputise for other band 7 Managers within the theatre complex, covering periods of annual leave, sickness, unforeseen absence etc.
- In collaboration with other band 7 Managers within the department; ensure that band 7 shift cover is spread effectively throughout the week.
- To promote effective communication channels both within the department / directorate and Trust.
- To be informed of any Government initiatives relevant to the specialty that will influence future service developments.
- Keep the Theatre Matron informed of all the relevant issues affecting patient care e.g. risk, staffing levels, skills and equipment needs.
- Participate with the Matron for Theatres in skill mix reviews based on patient

dependency, case mix, activity data and professional judgement.

- Participate in the recruitment and selection of all staff, both clinical and non-clinical, who work in theatres.
- Monitor and manage sickness and absence, keeping informed of patterns and trends and action plans implemented.
- Participate in the investigation of complaints and/or adverse incidents, ensuring lessons are learnt and action plans implemented.
- Enable all staff, irrespective of band, to have access to supervision, mentorship, coaching.
- Ensure all staff are aware of the Trust policies, protocols and other documents, and take appropriate action where compliance is breached.
- Ensure that all staff undertake Trust and professional mandatory training and development as required, or outlined in PDP.
- Ensure the department has the capability to provide newly qualified staff with good quality of induction and support.
- Ensure all department staff have a formal annual appraisal in line with the Knowledge and Skills Framework and PDP.
- Liaises with the Matron for Theatres and Directorate Manager regarding departmental training needs.
- Ensure that the Trust competencies for all staff are implemented within the working environment.
- Ensure that contractual student requirements are met and that all pre-registration students, and O/U students, NVQ trainees and work experience students are adequately mentored and assessed within the workplace.
- Ensure the department has adequate active mentors to facilitate student placements.

### **Quality Assurance and Monitoring**

- To ensure that all theatre management documentation is produced as requested. Audits and action plans will be produced in liaison with the Departmental Team Leaders, Theatre Management Team, Matron for Theatres.
- To ensure that all agreed action plans from national and local strategies, benchmarking standards and clinical audits are achieved through dedicated administration time.
- To participate in developing working guidelines, protocols and practices that enhance the patient experience in line with national and Trust policies.
- Lead on audit initiatives
- Lead on and be responsible for setting and reviewing standards for practice and evaluating outcomes as part of the clinical governance agenda
- Promote and maintain evidence-based practice and lead on its implementation

### **Policy and Service Development Responsibilities**

- Consider new ways of working which enhance and improve patient care, presenting outline proposals to the Matron for Theatres.
- Seek out 'Best Practice' to generate new ideas and generate change
- Ensure all staff work within the confines of Trust policies, protocols and other relevant documentation, taking appropriate action where compliance is breached
- Drive research and service improvement/development programmes within the department

- To participate in developing working guidelines, protocols and practices that enhance the patient experience in line with national and Trust policies
- Contribute to the update of policies and protocols within own speciality

### Supporting Financial Excellence

- To manage the budget with the support of the Matron for Theatres participating in cost improvement programmes where opportunities arise
- Exerts influence and control of the overall department expenditure
- To work with Team Leaders and Elective coordinators to ensure that the facilities are fully utilised.
- To manage the capital and revenue equipment replacement plans within Manfield theatres, taking into account age and replacement cost of essential surgical instrumentation.
- To identify issues relating to under-utilisation of theatres and report to Directorate Manager.
- Control expenditure so that the most cost-effective use of resources is made.

### Corporate Responsibilities

- To act-up for the Matron as required.
- To work collaboratively with other colleagues across the Trust to enable the safe delivery of care across the organisation
- Facilitate measures to help achieve directorate/divisional and Trust targets and agendas, ensuring dissemination of appropriate information to all members of the team
- Share best practice through meetings and forums
- Act as a Trust role model at all times, whilst at work and whilst off duty

### Statutory and Miscellaneous

- Takes responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns if registration lapses or expires (all registered staff).
- This post involves treatment to children and/or adults at risk, as defined by the Disclosure and Barring Service (DBS). It will therefore be necessary for the post holder to apply for and be in receipt of a satisfactory **Enhanced DBS check**.
- The Trust requires all new starters to subscribe to the DBS update service, where it is a requirement of the role.
- Be responsible for maintaining own vaccinations that are applicable to the role.
- Safeguard patient confidentiality at all times, including adherence to the Data Protection Act.
- Attend statutory and mandatory training and refresher courses as necessary.
- This post is subject to the terms and conditions of employment of Northampton General Hospital NHS Trust.
- Be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.

- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiative within the area of work and the Trust's Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to the manager any risks which need to be assessed.
- Sustainability is integral to the Trust achieving the NHS Net Zero target. All employees are therefore actively encouraged and supported to implement new ways of working within their field of expertise.
- Any other duties commensurate with the grade and in line with the requirements of the post.
- This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder. Appropriate notice of such changes will be given.

### Confidentiality, Data Protection and Data Quality

General Data Protection Regulation (GDPR) safeguards the handing of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- Uphold its principles; and
- Adhere to Trust policies and to maintain strict confidentiality at all times.

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff Privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained, where appropriate.

### Safeguarding Children and Adults at Risk

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact with during your work. To fulfil these duties you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

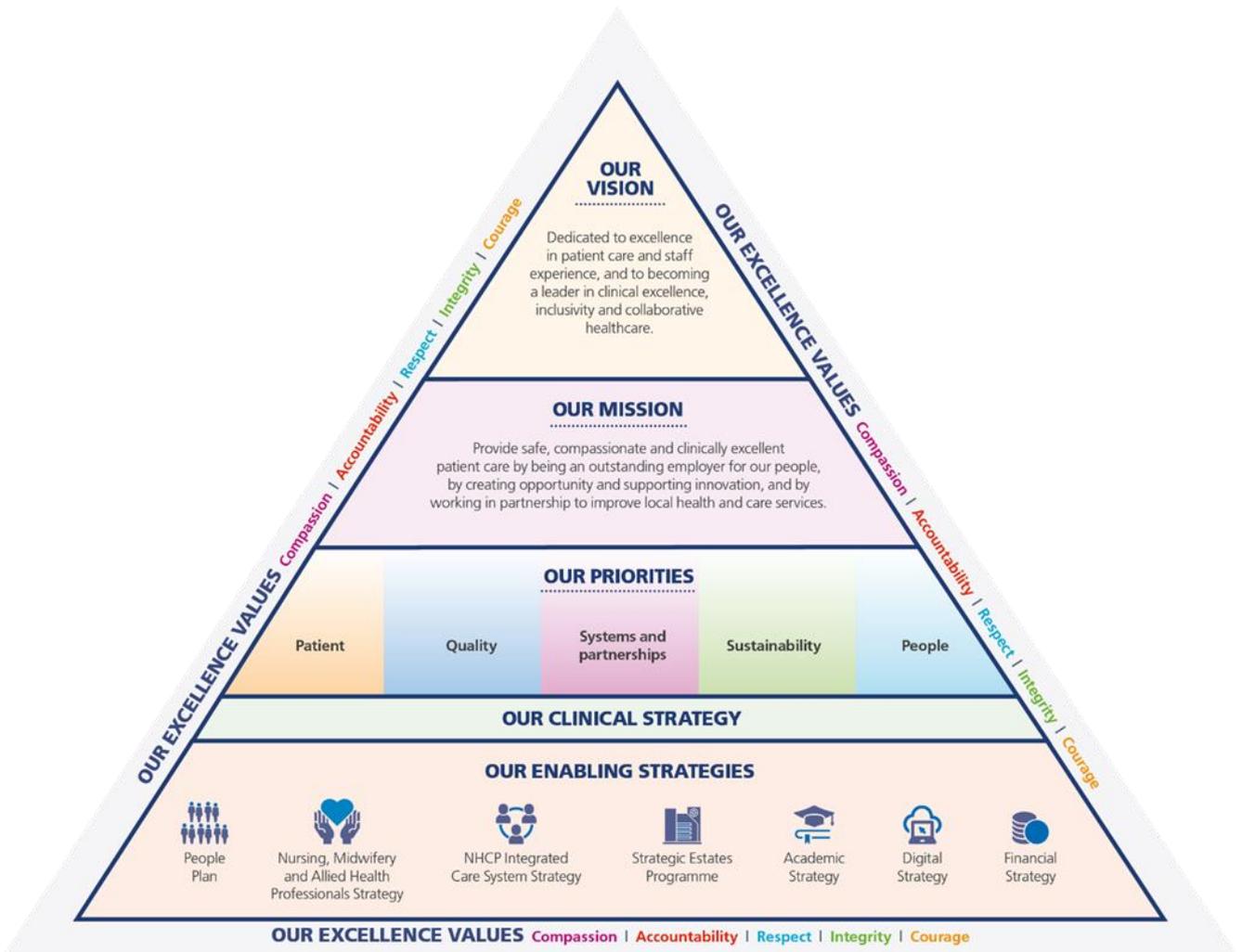
### Our Vision and Values

Northampton General Hospital NHS Trust and Kettering General Hospital NHS Foundation Trust are both part of the University Hospitals of Northamptonshire Group. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team, leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information:

- [Northampton General Hospital NHS Trust](#)
- [Best of Both Worlds Northamptonshire](#)

- [University Hospitals Northamptonshire NHS Group](#)
- [Kettering General Hospital](#)



**Our Excellence Values**



▶ Compassion

We care about our patients and each other. We consistently show kindness and empathy and take the time to imagine ourselves in other peoples shoes.



▶ Accountability

We take responsibility for our decisions, our actions and our behaviours. We do what we say we will do, when we say we will do it. We acknowledge our mistakes and we learn from them.



▶ Respect

We value each other, embrace diversity and make sure everyone feels included. We take the time to listen to, appreciate and understand the thoughts beliefs and feelings of others.



▶ Integrity

We are consistently open, honest and trustworthy. We can be relied upon, we stand by our values and we always strive to do the right thing.



▶ Courage

We dare to take on difficult challenges and try out new things. We find the strength to speak up when it matters and we see potential failure as an opportunity to learn and improve.

Person Specification (Shortlisting Criteria/Role Requirements)	Essential	Desirable
<b>Educations, Training and Qualifications</b>		
Registered Nurse Level 1/ Registered ODP	X	
Educated to Degree Level or equivalent experience	X	
First line management course or equivalent management experience	X	
Up to date mentoring qualification	X	
Evidence of continuous professional development	X	
Post –registration theatre course or other relevant to speciality		X
<b>Knowledge and Experience</b>		
Recent substantial experience within an Orthopaedic Theatre setting	X	
Evidence of leadership experience at Band 6 level or above	X	
Experience at a Band 6 level, of managing a team and staff performance	X	
Staff and resource management	X	
Effective clinical leadership and experience in the management of change	X	
Experience of financial management	X	
Demonstrates awareness of current changes in the NHS	X	
Experience of managing challenging situations to meet a positive outcome	X	
Has participated in clinical governance, research and audit	X	
Experience of conducting appraisals and mentoring others	X	
Experience of recruiting and inducting new staff	X	
Research awareness		X
<b>Skills</b>		
Demonstrable ability to manage a department and undertake challenging conversations	X	

Effective managerial, leadership and motivation skills	X	
Effective teaching, training and mentorship skills	X	
Excellent interpersonal and organisational skills, time management and prioritisation	X	
Proven ability to communicate effectively with staff, patients, and their carers from a diverse background	X	
IT competent using word and excel	X	
Ability to undertake clinical duties and act as a role model to perioperative teams	X	
Ability to influence change	X	
Ability to problem solve, anticipate and forward plan	X	
Planning and analytical skills	X	
Experience of policy/protocol development		X
Advanced computer knowledge		X
Experience of audit implementation and evaluation		X
Negotiation skills		X
<b>Key Competencies/Personal Qualities and Attributes</b>		
Passionate and committed to bring our Dedicated to Excellence values to life, improving the way we work with each other, particularly focusing on empowerment, equality diversity and inclusion of our staff, patients and service users	X	
Enthusiastic about professional development	X	
Assertive, confident and approachable	X	
A strong desire and ability to lead the department and can adopt leadership style to meet the needs of staff and act as a role model to others	X	
Innovative and creative	X	
Reliable	X	
Diplomatic	X	
Professional	X	
Flexible and resilient	X	
Ability to work under pressure and seek help when required	X	
Able to demonstrate reflective practice	X	
Team player	X	
An ability to remain positive during service changes and challenges	X	