

Job Description

Job Information	
Job Title:	Theatre Team Leader
Directorate/Service:	Surgical Care
AfC Band:	6
Responsible to:	Theatre Operational Lead
Accountable to:	Theatre Operational Manager
Base Location:	Ormskirk Theatres
Job Code:	

Job Summary
<p>The post holder is responsible and accountable for day-to-day supervision and leadership of a designated team of staff to supporting the operational lead in achieving the delivery of a safe, cost-effective clinical care service and environment.</p> <p>The post demands a research based professional approach to underpin clinical leadership decisions, develop individual staff and nurture a cohesive team to achieve continuous quality improvement and delivery of best practice peri-operative patient care.</p> <p>The post holder will be responsible for a team supporting the operational lead to promote the principles of the productive theatre program and contribute to achieving improvement in services and key performance indicators for the Care group/Trust.</p> <p>The role requires the ability to act in capacity of theatre coordinator on a regular rotational basis or as necessary to deliver service requirements over a 24hour period 7days a week.</p>

Dimension & Context of the role
<p><u>KEY DUTIES</u></p> <p>Provide professional supervision and leadership for the theatre team, acting as an expert resource, developing, and evaluating programs of care to ensure clinical effectiveness.</p> <p>Ensure practice development, promoting innovation, applied research and best practice within theatres for the multidisciplinary team, focusing on specific skills for the delivery of quality peri-operative care. Maintain a highly professional profile and provide an expert clinical resource within theatres and the Care Group.</p> <p>Be responsible for the delivery of the departmental targets by the team.</p> <p>To be responsible for ensuring that all members of the team maintain and update their clinical skills and implementing any required induction and development programs.</p> <p>To ensure the effective communication and negotiation within a department of multi professional/disciplines on a daily basis whilst maintaining and developing communication with others about difficult matters and/or situations.</p> <p>Will be responsible for the overall supervision and monitoring of stock control while developing improved procurement systems.</p> <p>Will ensure that adverse incidents are reported, and action plans are implemented.</p> <p>To take responsibility for the delegated management of sickness and absence as outlined in the Trust policy.</p> <p>Actively promote and manage the principles of the productive theatre program in line with key performance indicators for the Care group/Trust.</p> <p>Participate in the recruitment and selection of non-medical staff under the direction of senior managers ensure adherence with Trust recruitment policy.</p>

Supervise a clinical team within the theatre environment on a day-to-day basis at Ormskirk Theatres in order to support the delivery of a productive theatre program and Theatre Modernisation Agenda for the Care Group.

Contribute to developing a culture that promotes equality and values diversity.

Foster an environment conducive to learning and development of self, staff, and students.

Act as clinical assessor and mentor and provide support and supervision for junior staff undertaking this role.

To participate in the requirements of an out of normal hours service as required when necessary, including weekends, rotation of nights and on call duty across a 24 hour service and within a range of working environments.

Key Responsibilities

KEY DUTIES

To supervise the development of clinical teams by creating a learning environment in which the individuals' performance is reviewed.

To supervise the delegation of work within the team and review performance.

To work with and on behalf of the Theatre Operational Lead managing key operational aspects of theatres and providing support and advice on all matters.

To establish excellent working relationships with all service users and actively encourage and promote joint working in the pursuit of continuous service improvement.

CLINICAL & PROFESSIONAL RESPONSIBILITIES

Maintain personal, professional knowledge and clinical competencies as required for NMC/HCPC.

In close liaison with the Theatre Operational Lead promote a culture of training, development and evidence-based research in the pursuit of clinical excellence.

To be responsible for the support the development of nursing and operating department practices in theatres, which reflects evidenced-based research e.g. NCEPOD and clinical audit and to recommend initiatives that will improve the quality of patient care.

To act on and be responsible for the team support of the Theatre Operational Lead in initiating appropriate actions in response to complaints or comments by patients and/or service users.

To be responsible for ensuring that all equipment and working practices within theatres comply with and meet the requirements of the Health & Safety at Work Act and other statutory requirements.

To be responsible for the supervision of quality standards in all areas of service provision by monitoring and reviewing performance while contributing to the improvement of all quality standards.

To supervise and support the theatre teams in initiating appropriate actions in response to Datix reports and any resultant action plans are implemented and adhered to.

Support the Operational Lead to undertake risk assessments to identify potential risks to patients and staff and success of operational objectives, producing action plans as necessary.

To be responsible that team members are aware of and adhere to all Trust policies and procedures.

LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES

To assist and support the Theatre Operational Lead in achieving clinical, operational and corporate objectives, by the supervision of the clinical team.

Ensure the management of emergencies by all personnel is fully compliant with hospital and trust policy.

To supervise the theatre team in order to support the achievement of the Care Group and Trust objectives through the appraisal process.

Support the Theatre Operational lead to manage inefficiencies and ineffective utilisation.

To supervise the implementation and regularly review agreed clinical protocols to ensure patient safety.

To actively participate in and ensure the full support of all team members in all clinical audits.

Participate in the recruitment and induction of staff working in theatres and ensure Trust policies on recruitment and retention are strictly adhered to.

To supervise and monitor sickness and absence within the theatre environment and ensure that team members comply with Trust policy by maintaining clear and accurate records on ESR.

To ensure that all individuals are appraised yearly (minimum), by reviewing the individual performance and planning the delivery of any required training and development needs.

Ensure own and team members Personal Development Plans following the appraisal process in support of service provision are monitored and met within agreed timescales.

Responsible for monitoring and maintaining staff discipline in all areas of service delivery and where necessary escalate to operational leads to manage incidents of misconduct in accordance with Trust policies and procedures.

Support and encourage the integration of staff throughout theatres and aim to develop a greater breadth of competencies enabling service flexibility for the future.

FINANCIAL RESPONSIBILITY

Support the Theatre Operational manager to achieve meeting agreed budget targets by monitoring and reviewing the use of all financial resources.

GENERAL DUTIES

To observe the provisions of and adhere to all Trust policies and procedures.

To actively participate in the annual performance review to identify personal development needs.

To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.

To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.

To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently, and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.

The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.

All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.

You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous

In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.

To adhere to relevant Code of Practice of Professional body (if appropriate)

The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.

The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.

To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.

The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.