

JOB DESCRIPTION

JOB DETAILS	
Job Title	Senior Matron for Theatre Services
Reports to	Director of Patient care - Surgical Care Group
Band	8b (Subject to consistency checking)
Department/Directorate	Surgical Care Group

JOB PURPOSE
<p>To work in collaboration with the Care Group Leadership team and the Theatre Cluster Manager to provide expert leadership and advice in relation to the provision of Operating Theatre services across the Care Group.</p> <p>Working with the Care Group Leadership team and theatre management, clinical, and administration leads to develop, promote, and support the implementation of the theatre transformation agenda across the Care Group.</p> <p>Facilitating and challenging theatre service provision and processes to deliver improvements with a focus on quality and safety, patient involvement and experience, and tackling healthcare inequalities.</p> <p>To provide Clinical leadership and workforce development within Theatre services.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To work with the Care Group Leadership team and the theatre Cluster Manager to support the strategic development of Theatre services throughout the Trust. To lead and be accountable for the operational delivery within General theatres, PEOC theatres, community theatres and ophthalmology theatres across the Trust. Working collaboratively with Clinical Matrons, Cluster Managers and Clinical Leads, provide expert clinical and professional clinical leadership and advice to ensure best practice in relation to Theatre services is achieved consistently throughout the Trust. To ensure the Trust complies with all requirements in relation to providing safe and effective care for all Theatre service users, including their families and carers. This will include advising the Trust in relation to compliance with statutory guidance and best practice guidelines and monitoring and auditing of clinical standards. Promote and embed a culture where all patients and their families, are empowered and treated with dignity and respect. Lead on strategies to improve engagement with patients of all ages and embed patient feedback in service planning. Support organisational change to embed excellence within Theatre Services, this includes but is not limited to: improving theatre utilisation, utilising digital technologies, and focusing on improving outcomes in relation to healthcare inequalities. Develop a suitable clinical leadership structure to support Theatre teams and leading on Theatre workforce planning and development of staff. Provide Line Management for the Clinical Matrons in each of the Theatre specialties. Responsible for ensuring safe deployment of resources to comply with professional nursing/clinical standards, governance, quality and patient safety within budget for Theatre services directly managed. Ensure that robust governance processes are in place to ensure the Safety and Quality of Theatre services.

- Ensure that the experience of patients, families and carers using Theatre services achieves a high standard.
- To be able to support the Trust out of hours when on-call by gathering real time information and attending clinical areas to support teams with staffing, incidents and complaints.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: PEOC theatres, General Theatres in East and North, Community Theatres & Ophthalmology theatres.

No. of Staff reporting to this role: Five band 8a Clinical Matrons/Theatre Managers.

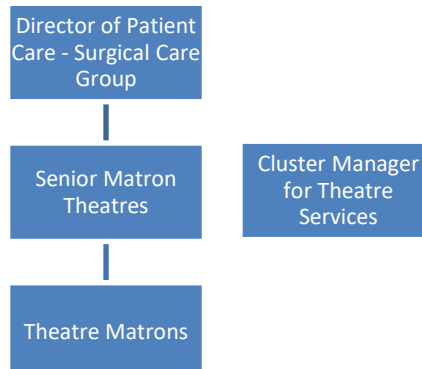
The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter them on a day to day basis. The post holder will be required to work closely with the nursing leads in other Theatre areas such as Child & Women's Health to ensure consistency.

In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Care Group Leadership team • Director of Patient care • Associate Director of Patient care • Clinical Nurse Managers • Theatre Sisters/Charge Nurses • Theatre Registered Nurses & ODPs • Theatre Unregistered Nurses • Clinical Matrons/Theatre Managers • Cluster Managers • Director of Nursing • Consultants • Lead Nurse for Cancer Services • Lead Nurse for Children • Leads for Safety and Quality • Chief Pharmacist • Consultant Nurse - Infection Prevention & Control • Workforce and development leads 	<ul style="list-style-type: none"> • Patients • Relatives • Higher Education Institutes • NHS England • ICB • CQC

ORGANISATIONAL CHART



FREEDOM TO ACT

The post holder will work closely with the Care Group Leadership team and the Theatre Cluster Manager. They will lead the clinical professional aspects of Theatre services but they will be strategically guided by the Director of Patient care.

The post holder will work as an autonomous practitioner ensuring patient safety and optimising patient experience whilst providing professional leadership for the clinical teams. The postholder will be expected to have the ability and confidence to make decisions, and challenge decisions without reference to their line manager. This would include complex patient care and safety decisions, staffing and skill mix challenges, and complex HR issues.

They will maintain an awareness of up to date professional and clinical practice issues and ensure that Trust and national policy is reflected in practice.

They will lead in how to operationalise policies and guidance pertaining to the Theatre environment and safety objectives, and will participate and lead in the formation of policies associated with theatre services.

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will be required to communicate highly complex information with a wide range of patients, managers, clinicians and all levels of staff across the organisation to provide guidance, information and advice on all aspects of clinical and professional standards relating to perioperative practice. This communication will be complex and regularly involving the Care Group leaders and managers and Consultants and a wide range of clinical teams.

The post holder will be required to present specialist information to large groups of staff.

Work in partnership with the care group/service lines to identify areas for collaborative working and redesign and develop long term plans and systems which support the patient's quality agenda.

Use a high level of interpersonal skills to present information that could be sensitive or contentious.

Provide expert clinical advice and support perioperative areas on up to date evidence based perioperative practice in consultation where appropriate with the Quality Governance Team.

To advise on and monitor the standard of patient care/nursing practice delivered to patients throughout the Trust.

ANALYTICAL/JUDGEMENTAL SKILLS

To provide overarching leadership skills which employs complex analytical and synthesis skills to interpret options for a variety of different challenges and consider a range of options.

Makes clinical and operational judgements, manages conflicting views / reconciles inter and intra professional differences of opinion. This will involve facilitating the use of resources such as theatre space and associated teams. Assisting in prioritising cases and liaising with all parties to ensure sound judgement is used.

Management of all Theatre services, supporting the Clinical Matrons, ODPs and Clinical Nurse Managers, and providing expert advice on professional, managerial and budgetary challenges.

PLANNING/ORGANISATIONAL SKILLS

Plan and organise a broad range of complex activities; formulates, adjusts plans or strategies.

Planning of strategies which impact across the service and sector, e.g. care coordination, infection control.

Coordinate the evaluation of clinical practice in relation to its evidence base and clinical effectiveness and proposes changes to practice accordingly using clinical audit.

Coordinate the updating of Perioperative clinical standards. This will include working with clinical leads and managers ensuring the actions are accepted, completed and fully embedded within practice.

To facilitate and challenge clinical practice and processes, and involve relevant staff in improving patient care standards.

To be accountable for the professional leadership and development of theatre service development within the Care Group.

PATIENT/CLIENT CARE

The post holder will provide overall leadership and provide specialist/expert advice to Theatre clinical teams to ensure safe, high quality care.

Ensures that safety checks are in place and upheld to the standard required.

Provides clinical senior nursing support throughout the Trust when acting as the Senior Nurse On-Call.

Supports complex patients attending theatre settings and liaising with other agencies to coordinate care.

They will also have patient and carer involvement with regard to their experience of interacting with theatre services.

They will be accountable for service provision and the patient care delivered in the theatres across RDUH.

POLICY/SERVICE DEVELOPMENT

Develops and implements integrated clinical care policies, protocols and guidelines across Theatre services which will impact upon wider services within the Trust.

Participates in service development and workforce planning in conjunction with the Care Group Leadership team, Theatre Cluster Manager and service users.

Influences and develops strategies that consider how the Theatre services impacts on the elective pathway across the Trust, higher dependency areas such as ITU, and ward areas that use the Theatre service.

Ensures that service development within the theatre environment considers GIRFT recommendations, Trust and peninsular recovery plans.

To act as a key member within the Care Group Senior Management team in implementing and maintaining the clinical governance and risk management work plan, including the evidence of CQC Essential Standards and Outcomes.

FINANCIAL/PHYSICAL RESOURCES

To oversee and be accountable for all clinical budgets within Theatre Services through maintaining/improving profitability, and complying with all Trust financial rules.

Authorised signatory; Purchase of some assets; monitoring budgets.

HUMAN RESOURCES

Oversee and provide expert advice with regard to recruitment and selection.

Act as line manager and be accountable for the compliance of essential and mandatory training for all of the Theatre services staff, including PDRs, absence management, disciplinary & grievance procedures.

To act as investigating officer when appropriate for complaints, serious untoward incidents or safeguarding investigations, providing expert opinion in areas/complex situations where there is conflicting and a range of opinions.

Lead and hear disciplinary, sickness, performance and grievance procedures as appropriate hearing cases as appropriate ensuring issues in relation to NMC/HCPC registration/capability/fitness to practice are properly considered and dealt with.

To lead on the development of teaching and training packages and competencies, and the induction programmes for a variety of professionals across theatres.

INFORMATION RESOURCES

To be an expert in the essential IT systems relevant to the role and be able to analyse and report the complex data provided to guide Theatre services and clinical practice.

Assist the Cluster Manager in providing data that illustrates Utilisation of resources within the service. Work closely with the BPP to analyse HR data setting robust action plans.

RESEARCH AND DEVELOPMENT

Undertake audits, as necessary, within Theatre services and the wider Trust.

Undertakes clinical incident reviews, tests of change and trials of equipment.

Participates with QI and research initiatives.

PHYSICAL SKILLS

The post holder will be required to practice the physical clinical skills within their scope of practice as required when working clinically i.e. to run the shop floor, scrub and/or anaesthetic practitioner skills

Keyboard skills to enable the use of Trust electronic systems.

PHYSICAL EFFORT

The moderate physical effort for this role will be a combination of sitting, standing or walking but will be dependent on the challenge at that time. The units covered are spread across the Trust so it will involve a lot of walking throughout the day and be able to travel to other sites across the Trust.

At times the individual will need to engage in moderate physical effort, for example when providing patient care and/or being on-call.

MENTAL EFFORT

The role is unpredictable and for many this uncertainty in an unplanned manner is an attraction.

Deal with frequent interruptions throughout the day such as responding to emergency calls, emails, requests for assistance and other phone calls. There will also be the requirement for occasional prolonged concentration when dealing with specific pieces of work.

EMOTIONAL EFFORT

Emotional resilience is required to provide pastoral support to the theatre teams. To utilise advanced communication skills to impart information and challenges being asked of the service.

Deal with staff disciplinary/grievance situations and patient complaints within theatre services which may be complex.

Meet with patients and families as required when dealing with complaints/incident investigations.

Support the department with any safeguarding concerns raised.

WORKING CONDITIONS

The post has a responsibility for being part of the Trust's Senior On-Call rota. There are also senior responsibilities with regard to the role if significant incidents are called.

The post will cover all Theatre facilities across the Trust.

The post holder is required to use VDUs regularly throughout their daily role.

Frequent exposure to unpleasant working conditions, including verbal aggression and body fluids.

The post holder is expected to carry a pager or mobile phone during work time to be contactable as required.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

Contribute to and work within a safe working environment.

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach

agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Senior Matron for Theatre Services
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered Nurse/ODP with NMC/HCPC registration.	E	
Relevant 1st degree or equivalent.	E	
Master's level qualification or evidence of advanced practice to equivalent level.	E	
Evidence of leadership development.	E	
Demonstrates evidence of commitment to professional development.	E	
KNOWLEDGE/SKILLS		
Experience of leading and managing change in Theatre Services.	E	
Experience of working and influencing at a senior level and leading a team or service.	E	
Demonstrable experience of developing staff and teams.	E	
Experience of involvement in Clinical Governance.	E	
Highly effective communication skills – able to communicate verbally and written to large groups of staff, patients and relatives including in situations of conflict and distress, ensuring that communication is tailored to the person being addressed.	E	
Thorough understanding of Management of COSHH and Health and Safety of Patients Staff and Visitors across the Trust.	E	
Experience of writing policies and standards without supervision.	E	
Clear understanding of statutory and mandatory responsibilities regarding governance, risk and complaints management.	E	
Project management experience.	E	
EXPERIENCE		
Well-developed clinical practice. Able to advise on and implement improvements to the quality and efficiency of care for patients in theatre services.	E	
Ability to make judgements on clinical and professional standards.	E	
Demonstrates ability to apply research-based practice and advocate it to improve the quality & efficiency of theatre services.	E	

Demonstrate ability to interpret and analyse data and adapt national and local policy from several sources into Trust standards.	E	
Ability to initiate, undertake and facilitate audit and clinical effectiveness projects and to develop services from research and best practice guidance.	E	
Ability to write management reports identifying investigation findings, clearly documented with appropriate judgement and actions needed.	E	
Able to work as the Senior Nurse on call.	E	
Indicate experience of any prior work that could demonstrate the skills required for the post.	E	
PERSONAL ATTRIBUTES		
Excellent written, graphic and oral communication skills, including report writing/detailed correspondence.	E	
Complex problem solving, decision making and analytical skills.	E	
Excellent negotiation, communication and influencing skills.	E	
Proven leadership and staff management skills.	E	
Advanced level of clinical judgement.	E	
Visible leader at an organisational level.	E	
Organisation/time management skills.	E	
Strong IT skills.	E	
OTHER REQUIREMENTS		
Team player.	E	
Resourceful, driven, can do attitude, personal integrity, open, inclusive leadership style.	E	
Ability to work with and influence a number of different teams. Able to cope well under pressure.	E	
Highly motivated and works own initiative.	E	
Exemplary standards of personal and professional behaviour.	E	
Ability to manage conflicting priorities and variations to workload.	E	
Able to work flexibly and participate in the Senior Nurse on-call rota.	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		X		
Contact with patients	Y				
Exposure Prone Procedures	Y		X		
Blood/body fluids	Y		X		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		X		
Animals	Y		X		
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y	X			
Driving	Y				X
Food handling	Y	X			
Night working	Y	X			
Electrical work	N				
Physical Effort	Y		X		
Mental Effort	Y				X
Emotional Effort	Y			X	
Working in isolation	N				
Challenging behaviour	Y		X		