

JOB DESCRIPTION

Theatre Sister/Team Leader

|  |  |
| --- | --- |
|  | |
| **JOB DETAILS** | |
| **Job Title** | Theatre Practitioner/ODP |
| **Reports to** | Clinical Nurse Manager Plastics and Breast Surgery |
| **Band** | Band 6 |
| **Department/Directorate** | General Theatres, Surgical Services Directorate |

|  |
| --- |
| **JOB PURPOSE** |
| * To lead and work within the Plastic surgery Theatre teams, providing high quality care for the patients and acting as a resource for that speciality * To plan and manage the implementation of individual care programmes for patients in the perioperative period as part of the theatre team. * To guide, instruct and monitor junior staff, students and support staff. * To practice in accordance with Professional Codes and statutory requirements * The post holder will be expected to meet objectives set out during Personal Development Reviews. * To work flexibly within any area of the Trust as directed by the Senior Nurse/Matron to provide support according to service needs * To work as part of a 24hr unit, participating in on calls, weekend working and night duty |
| **DIMENSIONS** |
| The hospital has several areas where surgery is carried out, these consist of:   * General Theatre * Princess Elizabeth Orthopaedic Theatres * West of England Eye Unit * Heavitree Day Case Unit * Centre for Womens Health; Gynaecological / Maternity   The General Theatre Department consists of 10 theatres divided into teams under the direction of clinical Nurse/ODP managers. The general theatre suite covers a number of surgical specialities. The department is operational and staffed 24 hours a day 365 days a year. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Quality Management**   * To contribute to the implementation of improvements of working methods and practices * To identify and act on any risk that could affect the safety of patients or staff * To participate in and contribute to changes and improvements within the Directorate and Trust. * Recognises situations that may be detrimental to the health and well-being of the individual and institutes preventative measures. * To comply and work in accordance with Trust Policies and Theatre Standards of care. * Handles complaints by patients, clients, their careers and staff according to Trust policies. * To adhere to trust policies with regard to Clinical Governance and share responsibility with their line manager for lower band staff’s PDR’s * To assist in establishing appropriate systems within the department for monitoring of quality standards, facilitate audits of services and risk assessment and act on them accordingly   **Professional Development**   * To practice in accordance of Professional Codes and Standards * Seeks out new knowledge of perioperative practice and health by reading, enquiring and partaking of continuing education. * Seeks to develop new skills. * Applies validated research findings to practice. * Facilitates the professional development needs of the theatre team and facilitates their development through Professional Development Review (PDR). * Takes responsibility for personal development and education. * To take part in regular performance appraisal. * To undertake any training required in order to maintain competency including mandatory training, e.g. Fire, Manual Handling. * To contribute to and work within a safe working environment. * The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all To develop own supervisory skills and competence.   **Other Responsibilities:**  To take part in regular performance appraisal  To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  To contribute to and work within a safe working environment  The post holder is 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. |
| **KEY WORKING RELATIONSHIPS** |
| **Clinical Area:**  Clinical nurse/ODP managers Sister/Team leaders, Senior Theatre Practitioners, Theatres Practitioners, Health care assistant Theatre Assistants, Support Staff, Recovery Staff  All departments when necessary, primarily to include:  Theatres  Recovery  Wards  **Multi-disciplinary Team:**  Medical Staff  Allied Health Professional  Clerical Staff  Ward Staff |

|  |
| --- |
| **ORGANISATIONAL CHART** |
|  |
| **FREEDOM TO ACT** |
| Act within your scope of practice and be accountable for those actions, only delegate tasks that are within that person’s scope of competence. Be guided by SOP’s and previously defined operational policy’s and practice within the trust and local area and follow NatSips and Locsips set out by the trust and wider authorities. Participate in regular performance reviews continually update your CPD to practice effectively. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| You will need to be able to use excellent communicate and interpersonal skills. Working alone or as part of a multi-disciplinary team. Build partnerships and therapeutic through safe, effective and non-discriminatory communication, considering individuals differences capabilities and needs.  Use a range of communication skills and technologies to support person-centred care and enhanced quality and safety. Be supportive of colleagues who are encountering health or performance problems. Place measures to rectify these issues ensuring that patient safety is never compromised. Be able to perform in intensely stressful situations acting as a conflict negotiator when necessary. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| You must practice autonomously compassionately, skilfully and safely, maintain dignity and promote health and wellbeing. The must assess and meet the full range of essential physical and mental health needs of people of all ages who come into their care. All practices should be informed by best available evidence and comply with local and national guidelines. Decision -making must be shared with service users, carers, families and informed by critical analysis of a full range of possible interventions, including the use of up-to-date technology |
| **PLANNING/ORGANISATIONAL SKILLS** |
| You must act as change agents and provide leadership through quality improvement and service development to enhance people’s wellbeing and experience of healthcare. Be self-aware and recognise how their own values, principles and assumptions may affect their practice. They must be able to identify priorities and manage time and resources effectively to ensure the quality of care is maintained or enhanced. Evaluate their care to improve clinical decision-making quality and outcomes, using a range of methods, amending the plan of care, where necessary and communicating changes to others. Implementing methods of practice using change theory and leadership skills. |
| **PATIENT/CLIENT CARE** |
| **Care Management**   * Is responsible for assessment, planning, implementation and evaluation of peri-operative care of patients (undergoing surgery in theatre) * Identifies individual patient requirements and   acts effectively on changing needs; liaising with and directing relevant staff. * Organises time, equipment and staff to deliver care. * Gives skilled support to medical staff and other members of the multidisciplinary team. * Administers drugs and treatments as prescribed in accordance with Trust Policies and Procedures. * Actively promotes effective communication within Departments and multidisciplinary team. * Participates in audits of patients care and Safe Site Surgery. * Instructs patients, their carer and other staff about theatre practice * Advises patients, their carer and other staff on the promotion of health and prevention of illness. * Recognises situations that may be detrimental to the health and well-being of the individual and institutes preventative measures. * Identifies the priorities of care for patients, liaising with and directing relevant staff |
| **POLICY/SERVICE DEVELOPMENT** |
| To follow local and national guidelines, keep yourself up to date following with in your code of conduct help identify any service improvements which are in your field of practice. By taking part in audits training and other service improvement tools. Be a leader in innovation and a role model for excellent practice. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| **Financial Management**   * To contribute to the monitoring and control of the use of resources within budgetary limits * To contribute to the analysis of staffing requirements against work load activity * To assist with developing the financial awareness of the team so that individual staff contribute to the efficient use of resources * To work with the PRM system to establish and maintain stock levels. * To work with company representatives and the procurement team to ensure best value for stock items |
| **HUMAN RESOURCES** |
| **Staff Management**   * To work as a role model in the clinical environment * To contribute to the supervision, development and coaching of individual staff so that they function effectively within their role and responsibilities * To provide clear instructions and accurate information to junior staff, students and support workers.  Monitoring and evaluating their work, to ensure standards are maintained. * Taking an active role in ensuring compliance of designated staff with the principals of the unit’s skills matrix and competency programme * To assist with the process of allocating workload to junior staff, students and support workers that is within each individual’s competence and capability. * To continue to develop own supervisory skills and competence. * To co-ordinate the Theatre Department out of hours and when required by the Senior Nurse. * To manage disciplinary situations and maintain confidentiality at all times relating to disputes or disagreements |
| **INFORMATION RESOURCES** |
| Follow trust guidelines relating to information governance and your own code of conduct. Contribute to the collection, recording and storage of information. To make use relevant information in decision making, problem solving and care management. |
| **RESEARCH AND DEVELOPMENT** |
| You must act as change agents and provide leadership through quality improvement and service development through audit tools and RISK assessment to enhance people’s wellbeing and experience of healthcare. Be self-aware and recognise how their own values, principles and assumptions may affect their practice. They must be able to identify priorities and manage time and resources effectively to ensure the quality of care is maintained or enhanced. Evaluate their care to improve clinical decision-making quality and outcomes, using a range of methods, amending the plan of care, where necessary and communicating changes to others. Be a leader in care initiatives acting as a role model implementing evidenced based care when necessary. |
| **PHYSICAL SKILLS** |
| The post holder must be physically able to perform the skilled practice involved in perioperative care for example scrub practice and anaesthetic practices within their limits of registration. |
| **MENTAL EFFORT** |
| This position requires the employee to have extended periods of concentration while scrubbed carrying out perioperative care and unpredictable levels of concentration where the postholder maybe required to change from one activity to another at a third parties request dealing with frequent interruptions and answering telephones and bleeps when necessary.  Sometimes co ordinating the department which will require dealing with complex people management and allocation of resources. |
| **EMOTIONAL EFFORT** |
| Working within an environment that at times can be distressing or emotional dealing with patients with complex needs and progressing disease and chronic illness even death. Difficult family issues, occasional exposure to safe guarding situations or severely challenging patient behaviour. As a team leader it is a requirement that you check that staff in your care are coping with these difficult situations and sign post any of them who are not escalate to your line manager. |
| **WORKING CONDITIONS** |
| You may need to deal with unusual smells noises and fumes, hazardous waste including blood and bodily products. following trust policy. You may come into contact with aggressive behaviour from patients, clients, relatives and carers. |
| **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 an Enhanced 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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Theatre Sister / Team Leader Band 6 |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered General Nurse/C&G 752/Diploma or Degree Level ODP  HEA369/370 or equivalent | E  E |  |
| **KNOWLEDGE/SKILLS**  Able to work within NMC/HCPC Code of conduct  Full understanding of the role and its limitations as stated in job description  Supervisory/ Leadership Skills  Effective written and verbal communication skills  Ability to use evidenced based practice | E  E  E  E  E |  |
| **EXPERIENCE**  A minimum of 2 year’s experience in Theatres  Evidence of mentoring /facilitating learners  Good understanding of theatre procedures in different Theatre specialities  ……………Surgery Theatre experience | E  D  E  E |  |
| **PERSONAL REQUIREMENTS**  Good Team Leader  Good team member  Ability to prioritise and organise own work load  Delegation to others  An understanding of Trust and relevant NHS issues and the ability to put into practice  Reliable and good attendance record  Enthusiastic and motivated Role model | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Flexible approach to work and routine shift patterns  Adaptable to changing needs of the service  Willingness to undertake skills training related to the speciality  Shows evidence of ongoing professional development | E  E  E  E |  |
| **\*E**ssential**/D**esirable |  |  |

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

Y