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**JOB DESCRIPTION**

1. **JOB DETAILS:**

**Job Title: Clinical Nurse/ODP Manager – Colorectal & Upper GI**

**Band: 7**

**Reports to: Clinical Matron and Cluster Manager**

**Department / Directorate: General Theatres, Surgical Services Division**

**2. JOB PURPOSE:**

The overall job purpose of the Clinical Nurse/ODP Manager is to have continuous 24-hour responsibility for leading and co-ordinating the clinical, managerial and educational requirements of the Colorectal and Upper GI specialities with theatre. This includes providing high quality care for the patients and acting as an expert resource for each specific speciality.

The Clinical Nurse/ODP Manager will be responsible for setting, maintaining and where needed improving the standards of care and ensuring that these are monitored 24 hours a day, this includes working as part of a 24hr unit, participating in on calls and weekend working.

As a leader he/she will act as an expert resource and role model for the Operating Theatre multi professional team to support them in the delivery of effective care. The Clinical Nurse/ODP Manager will be responsible for ensuring a good environment in which all patients and carers receive a high standard of care that is compassionate and takes account of their individual needs and wishes. This will require them to adopt a highly visible and accessible approach for patients and staff. It will mean that he/she leads by example and empowers staff in their personal and professional development to undertake a greater range of clinical skills pertinent to perioperative practice to modernise and improve patient care, including updates of essential training.

The job holder will be responsible for ensuring safe deployment of resources to meet and comply with professional Nursing NMC/HCPC standards, governance, quality and patient safety within the budget set and as part of this role, will be responsible for the rationalisation of procurement and tendering process for their specific speciality.

**3. DIMENSIONS/ KEY WORKING RELATIONS:**

**Clinical Area**

Clinical Matron / Cluster Manager

The Clinical Nurse/ODP Manager/Speciality CN/ODP Managers

Sisters/Team Leader

Theatre Practitioners

Theatre Health Care Support Workers

Support Staff – Procurement team/Estates etc

Recovery Staff

Medical Staff

**Multidisciplinary team**

Medical staff

Allied Health Professionals

Clerical staff

Ward staff

1. **ORGANISATION CHART**

Assistant Director of Nursing

Cluster Manager

Clinical Matron

Sisters/Team Leader

Theatre Practitioners

Theatre Assistants

Clinical Nurse/ODP Manager

Perioperative Team Leaders Other educationleads

Healthcare Assistants

            Denotes line management accountability



**KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. **Leadership and Professional Standards**

* To manage the induction and continued education of the nursing and AHP workforce within Perioperative Care.

Responsible, in conjunction with the senior nursing team, for the identification of learning needs, co-ordination of core training, clinical skills development and education of all perioperative staff.

* Ensure adequate provision of specific formal education programmes in response to identified needs for all staff across perioperative care.
* In collaboration with the Senior nurse within perioperative care ensure learning environment fulfils assessment criteria for nurse education and the Quality Assurance Agency for Higher Education.
* To manage the development of support workers within perioperative care by using a recognized knowledge and skills framework.

To be visible and accessible in the clinical area to the clinical team, patients and service users.

* Is responsible for assessment, planning, implementation and evaluation of peri-operative care of patients
* Gives skilled support to medical staff and other members of the multidisciplinary team
* To ensure the environment and Theatre processes are responsive to the needs of patients and their Carers ensuring compassionate care which recognises privacy, dignity and diversity.
* As leader of a defined clinical area and an expert practitioner, liaise, guide and advise the multi-disciplinary team and external agencies in the provision of optimum patient care.
* Lead and oversee the delivery of patient care.
* Be in charge of the Theatre Department on a regular basis both in and out of hours
* Gives guidance and feedback to staff on their performance on a day to day basis and formally through PDR. Identifies training needs and initiates development programmes.
* Continually monitors the quality of nursing care to agreed standards and implement change as necessary.
* Actively participates in the Cluster Management Team ensuring their Theatre/Department is represented
* Understands both NMC and HCPC Codes of Conduct?
* Follow Trust Policies and ensure all practice is within the Trust guidelines.
* Acting as a role model, employ professional behaviour that encourages and coaches their team members to challenge their current competencies, whilst seeking opportunities to expand their roles.
* As part of his/her development, assist on specified and agreed directorate and Trust wide Nurse/AHP Development Projects. This includes deputising for Clinical Matron as required.
* Jointly, with the Matron for Theatres and Anaesthetics and the service line management group develop a workforce strategy for perioperative care.
* Audit the effectiveness of educational provision within the perioperative care area.
* Maintain records on staff progress and development and report to the Matrons and Theatre Central Service Line management group.
* Be recognised as a clinical expert amongst those nursing surgical patients within and without the Perioperative environment.
* Develop and Implement Perioperative specific clinical guidelines /protocols for patients under-going surgically invasive procedures.
* Participate in professional advisory groups and projects teams to provide expertise and specialists knowledge in relation to perioperative care.
* Link education to existing risk management structures in order to manage clinical risk.
* Responsible for the recruitment and selection of appropriate candidates for post registration education.
* To ensure on going professional development of self.
* Be competent in areas of appropriate role expansion.
* Be actively involved in the audit or research of perioperative care and to report results to appropriate groups of staff.

**Care Management**

* Leads and participates in the provision of expert critical care nursing in terms of assessment, planning, implementing and evaluation in accordance with Trust Policy.
* Ensure that care is delivered in style appropriate to the patients' needs.
* Acts as a role model in terms of health promotion and health education for both staff and patients:
* Constantly evaluates theatre practitioner care in order to promote current research-based practice.
* Takes immediate remedial action where care falls below the required standard and escalates any concerns that cannot be addressed within the Department immediately

**Quality and Safety**

* Set, monitor and develop safe standards of care.
* To contribute to the implementation of improvements of working methods and practices
* Acts as a change initiator/agent when a need to change practice in order to improve safety or quality has been identified.
* Monitoring and maintaining all quality systems and processes within own work area ensuring all Divisional and Trust reporting requirements are met including interdepartmental audits.
* Setting and maintaining high standards of nursing care reflecting evidence-based practice.
* Encourage a culture of openness ensuring staff report incidents and concerns and these are investigated and learning is shared and implemented
* Deal with concerns and complaints from patients and others openly and honestly ensuring the Trust’s Complaints Policy is followed
* Manage the Department’s skill mix to ensure the day to day staffing numbers are safe and escalate any concerns.
* Maintain a robust system of ensuring equipment is serviced on a regular basis and that service contracts remain in place.

**Staff Management**

* Ensure Trust Policy is followed in the Recruitment, Selection and on-going management of staff
* Monitor staff competence and take steps to remedy any identified deficits
* Set standards of acceptable behaviour for staff and make these explicit at recruitment and intervene where these are not met
* To contribute to the supervision, development and coaching of individual staff so that they function effectively within their role and responsibilities.
* 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 co-ordinate the Theatre Department in and out of hours
* To manage disciplinary situations and maintain confidentiality at all times relating to disputes or disagreements
* To help with co-ordinating the changing workforce as envisaged in the DOH documents “New ways of working” and the “NHS plan”. Updated 2021

**Clinical**

* Ensure high standards of care in accordance with agreed policies, procedures and standards
* Demonstrate clinical excellence and maintain clinical credibility.
* Provide and deliver high standards of nursing care, by initiating and coordinating the comprehensive assessment, planning and evaluating of individual patient needs based on evidence and use of relevant nursing models.
* Provide effective clinical leadership by way of recognisable clinical skills, inspiring confidence in the team, and recognising the role motivation, support, and team work plays in effective nursing care.
* Maintain a safe working environment Ensuring high standards and safe practice are maintained by teaching staff to understand and accept their responsibilities for environmental cleanliness, maintenance and use of all equipment within the clinical setting.

**Professional Development**

* Works within the HCPC/NMC Code of Conduct
* Is aware of his/her accountability and limitations.
* Be aware of and lead by example the role that communication plays in providing effective care. This will include oral, written and IT based communication.
* Maintain excellent professional relationships with all members of the multidisciplinary team.
* Identifies gaps in own professional development and takes steps to address these
* Takes responsibility for personal development and education
* Takes part in regular performance appraisal

**Information Management**

* Keep clear, concise records in terms of patient documentation, staff records and own portfolio
* Conducts theatre meetings and ensure that accurate information is delivered to staff and feed back to the Clinical Matron any relevant issues.
* Maintains effective communications systems and constantly seeks to improve such systems where appropriate.

**Financial Management**

* Ensure successful financial management of all appropriate areas of responsibility by managing within budgets, contributing to cost improvement programmes, complying with all Trust financial rules
* Attend monthly management meetings with Clinical Service Manager and Clinical Matron to identify areas of concern or good management.
* To work with the PRM system to establish and maintain stock levels
* Work with company representatives to maintain consignment levels.

**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.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

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

**THE TRUST – Vision and Values**

We are committed to serving our community by being a high-quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision, we expect all our staff to uphold our Trust values. Our Trust values are:

Compassion

Integrity

Inclusion

Empowerment

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

**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.

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.

The RDUHT is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

**PERSON SPECIFICATION**

**POST: Clinical Nurse/ODP Manager - Education**

**BAND: 7**

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| **REQUIREMENTS** | **At**  **Recruitment** | **At PDR** |
| **QUALIFICATIONS / TRAINING**  NMC Registered Nurse or HCPC Registered Operating Department Practitioner  Broad clinical experience relevant to the post and experience in the designated area  Experience of leading clinical teams at band 6 or equivalent for a minimum of 2 years.  HEAA 369/370 or equivalent Mentorship award  Evidence of post registration study | **E**  **E**  **E**  **E** | **E**  **E**  **E**  **E** |
| **KNOWLEDGE / SKILLS**  Ability to manage a Theatre team an Operating List and the Theatre Department effectively  Specialist knowledge of alltheatre specialities  Ability to apply research findings and support evidence-based practice  Ability to manage a budget  A fundamental understanding of Human Resource systems and processes  Excellent Communication Skills  A commitment to excellence in patient care | **E**  **D**  **E**  **D**  **E**  **E**  **E** | **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **EXPERIENCE**  Demonstrable experience of leadership and management of a clinical team  Evidence of leading change in clinical practice  Experience of standard setting and audit | **E**  **E**  **D** | **E**  **E**  **E** |
| **PERSONAL ATTRIBUTES**  A commitment to patient centred compassionate care  Excellent interpersonal skills  Flexible and adaptable to change  Commitment to openness, honesty and integrity | **E**  **E**  **E**  **E** | **E**  **E**  **E**  **E** |

**\* Essential/Desirable**

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| HAZARDS: - Updated 31st May 2013 | | | | | |
| Laboratory Specimens | x | Clinical contact with Patients | x | Performing Exposure Prone  Invasive Procedures | x |
| Blood / Body Fluids | x | Dusty Environment |  | VDU Use (occasional) | x |
| Radiation / Lasers | x | Challenging Behaviour | x | Manual Handling | x |
| Solvents |  | Driving |  | Noise / Vibration |  |
| Respiratory Sensitizers | x |  |  | Working in isolation |  |
| Cytotoxic Drugs |  |  |  |  |  |