

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Recovery (PACU) Manager |
| **Reports to** | Operating Department Manager |
| **Band** | 7 |
| **Department/Directorate** | Theatres/Surgery |

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| **JOB PURPOSE** |
| K  To ensure the efficient, effective and safe management of the Recovery Units, utilising staff resources available to achieve quality nursing care for the immediate post-operative patient.  The post holder will have a special role in clinical education and Nursing and AHP developments within the Recovery Unit and provide specialist skills and knowledge relevant to the Unit’s speciality.  The post holder will contribute to and co-ordinate action plans such as the targets outlined in the Trust’s Nursing Strategy. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Act as a high performing role model for all staff. * Establish and maintain effective communication with all disciplines of staff,   developing professionalism throughout the unit.  Further develop the Unit philosophy and strategy in conjunction with the Operating Department Manager and agree Unit objectives.   * Establish a safe working environment, in which patients receive high standard of care. * Function as a professional role model for the recovery team and wider theatre department, demonstrating both clinical and managerial competence. * Coordinate daily activity within the Recovery Units. * Promote all policies relating to good working practice within the clinical area. * Work within the governance structure to introduce new policies where necessary. * Promote and maintain accurate records of patient care via Epic. * Manage any resources as directed by the Theatre Manager. No direct budget responsibility but a good awareness and effective use of resources and cost implication. * Develop systems to ensure that quality standards are set and met in response to patient needs. * Utilise research-based evidence to develop and write unit policies that are audited and reviewed on an annual basis * Promote and support innovate practice and ensure relevant research findings are incorporated into nursing practice. * Ensure staff work within current Policies and Guidelines consistent with the requirements of statutory bodies and the Trust. * Ensure that effective duty rotas via eRoster are maintained through the 24hour period paying due diligence when requesting additional staffing levels through overtime or Bank staff. * Actively participate in the overnight on-call rotation to support the needs of the service. * Participate in the selection and recruitment of staff, reviewing on a regular basis the skill mixes of the Unit. * Undertake regular performance reviews with the Unit staff, one to ones and appraisals. * Promote and support clinical supervision. Be sensitive/responsive to the needs and overall welfare of staff within your sphere of responsibility. * 24-hour responsibility for the Recovery Unit. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of  Responsibility: To ensure the efficient, effective and safe management of the Recovery Units, utilising staff resources available to achieve quality patient care for the immediate post-operative patient.    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. 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** | | * Theatre Staff | * Medical Representatives | | * Consultants | * Contractor’s | | * Radiographers | * Manufacture’s Engineers | | * ICU/HDU Staff * Emergency Department * Ward Staff * Administrative staff * Student Nurses/ODPs * Medical Students * Senior Managers * Junior Doctors |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Ability to make autonomous decisions on a daily basis. Escalation will be made to the Theatre Manager when out of scope.  To work within the nursing, AHP and medical teams and contribute to decisions about patient care.  Be professionally accountable for all aspects of own work, including prioritisation and management of patients in your care.  To work with your team to be able to provide care to patients in relation to theatre procedures and treatments and services in line with the Trust and service policy. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Lead in an effective communication systems within the Unit and with all disciplines of staff and patients.  * Respond to complaints and suggestions to effect improvements within the service. * Hold regular Unit Meetings in an atmosphere that encourages staff to put forward information and suggestions for improvement. * Attend and actively participate in Senior Staff Meetings, Trust Link and other meetings as requested. * All employees must be aware of the responsibilities placed on them under the Health & safety At Work (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. Individual employees should also refer to specific health & safety requirements within their own job descriptions. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Be able to prioritise work according to individual patient need and the environment.  Promote evidence based decision making.  Use reflective practice to improve clinical practice and decision making.  Ensure due regard is given to the customs, values and spiritual beliefs of patients/clients/colleagues.  Provide support and advice to patients, carers and families when faced with distressing news/situations.  To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care.  Know when to escalate care back to anaesthetists and surgeons. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| To develop and provide a co-ordinated service for patients within the Recovery area.  Plan and organise recovery staffing. Participate in the ongoing planning of the rotational programme.  Maximise patient flow efficiency to ensure best patient experience.  Plan & organise day-to-day service provision.  To assist in other clinical areas within the Trust if the clinical situation of staffing level demand. |
| **PATIENT/CLIENT CARE** |
| You will be expected to undertake direct patient care as part of your senior role. It will be a 50% clinical 50% management split.  Utilise on line Trust safety reporting system Datix and investigate complaints and incidents within the department ensuring appropriate action is taken and any change in practice is initiated.  Recognise and respond appropriately to urgent and emergency situations.  Be aware of your competence and acknowledge your own boundaries asking for assistance as required.  Actively participate in formal/informal teaching in the clinical area as required and maintain a positive learning environment. |
| **POLICY/SERVICE DEVELOPMENT** |
| Ensure and develop practice within the Recovery unit in line with AAGBI (Association of Anaesthetists for Great Britain and Ireland).  To supervise/instruct qualified and unqualified members of the multidisciplinary team as appropriate.  To act as an expert resource to others in developing and improving specialist knowledge and skills in recovery care, through acting as a facilitator and teaching groups of staff as required  To develop evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions.  To evaluate clinical effectiveness within the Recovery department and plan for quality improvement.  Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards – both clinical and operational.  To participate in developing the specialist service strategy and shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this.  To employ effective decision-making skills to address complex issues and use effective change management skills to implement these.  To use effective prioritisation, problem solving and delegation skills to manage time effectively.  To establish networks with other specialists at a local and national level, to exchange and enhance knowledge and expertise. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder has a duty of care in relation to equipment and resources.  The post holder will work within a defined day to day operational budget. Ensuring that any projects undertaken are established and managed in a financially responsible manner. |
| **HUMAN RESOURCES** |
| Day to day management of the Recovery Team.  To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.  To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others.  To act as a specialist resource to advice and support healthcare professionals and others involved in the delivery of care to patients.  Supporting the health and wellbeing of Recovery staff including sickness reviews and occupational health matters.  Undertake appraisal and disciplinary matters.  Be involved in the advertising and recruitment to Recovery posts. |
| **INFORMATION RESOURCES** |
| To document all patient contacts in patient record, Epic, as per Trust Documentation Policy.  To be involved in the Audit Programme relevant to the service. |
| **RESEARCH AND DEVELOPMENT** |
| To maintain own and others’ awareness of relevant research evidence related to the post-operative care of patients and work with others in applying this to practice.  To participate and lead in local research and audit projects within the Theatre department. |
| **PHYSICAL SKILLS & EFFORT** |
| Walks/stands for most of the shift.  Frequent movement of moderate weight for short periods.  Pushing/pulling and movement of trolleys, beds etc.  Manual handling/lateral transfer of patients from trolleys to beds and positioning of patients.  Dexterity and accuracy required for intravenous injections, syringe pumps and infusions. |
| **MENTAL EFFORT** |
| Frequent requirement for prolonged concentration with an unpredictable work pattern e.g. daily concentration on patient/staff related activities and demands.  Ability to cope with constant interruptions and demands, and unpredictable workloads.  Concentration required for checking documents, patient monitoring, calculating drug doses. |
| **EMOTIONAL EFFORT** |
| Frequent exposure to highly distressing circumstances with adult and paediatric patients/carers in the post-operative setting, and staff during the working day.  Dealing with distressed post-operative patients and/or their relatives.  Ensuring the safe discharge of patients from the Unit to the Wards, following their recovery.  Proven leadership and organisational skills to effect motivation and good team relationships.  Ability to make quick decisions in difficult situations to resolve recovery equipment problems, to ensure maintenance of patient and staff safety and pre-empt emergency situations. |
| **WORKING CONDITIONS** |
| Commitment to actively contributing to the overnight on-call service as required and to assisting in the development of the services within the post-operative environment.  Frequent exposure to smell, noise, dust/body fluids, faeces, vomit etc on a daily basis. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Ensure all newly appointed staff undertake an orientation programme to the Unit.  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. |

PERSON SPECIFICATION

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| **Job Title** | Recovery (PACU) Manager |

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| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse or Operating Department Practitioner  City & Guilds 752 Operating Department Assistants Qualification  Or National Vocational Qualification Level 3 Operating Department Practitioners Qualification  Or Diploma/Degree in Operating Practice  Educated to, or working towards Degree level.  Post-registration courses with specialist knowledge of recovery, teaching, assessing and management. | E  E  E  E |  |
| **KNOWLEDGE/SKILLS**  Specialist knowledge, underpinning theory.  Extensive knowledge of recovery practice, procedures and equipment.  Sound knowledge of recovery products.  General management skills, to include human resource and budget management.  Excellent written and verbal communication skills.  Information technology competencies and skills to include theatre systems.  Risk assessment within the post-operative area.  Sound knowledge of research and audit methodology. Ability to design and undertake Clinical Audit.  Sound knowledge of Health & Safety/COSHH  Current knowledge and experience in recruitment and interviewing practice. | E  E  E  E  E  E | D  D  D  D |
| **EXPERIENCE**  Experience at Band 6 or equivalent, in operating department practice/ Recovery.  Experience in Clinical Risk Management.  Proven experience of clinical audit.  Proven experience in teaching and assessing. | E  E | D  D |
| **PERSONAL ATTRIBUTES**  The post holder must demonstrate team working, being a self manager, good interpersonal skills, good communication skills, ability to be empathetic, handle difficult or emotional situations, good organisational skills etc.  Able to work as a team member. | E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Commitment to actively contributing to the overnight on-call service as required and to assisting in the development of the services within the peri-operative environment.  24hour responsibility for the Recovery Unit.  Frequent exposure to smell, noise, dust/body fluids, faeces, vomit etc.  Ability to travel to other locations as required.  Clean and tidy appearance.  Team work/leader and able to work autonomously.  Commitment.  Reliability and flexibility. | E  E  E  E  E  E  E  E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  | X |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  | X |  |  |
| Blood/body fluids | Y |  |  |  | X |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N | XX | X |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **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 |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | Y |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | Y |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |