



States of  
Guernsey

## HOSPITAL SERVICES

### SPECIALIST TEAM LEADER & THEATRE CO-ORDINATOR

BAND 7

#### JOB DESCRIPTION

##### **JOB SUMMARY:**

The operating suite comprises of four theatres. The department is very well equipped and covers a range of procedures across all specialties apart from Neuro, Cardiac and major Paediatrics. The range of procedures we carry out, some of which are at the cutting edge of surgical practice, often require high levels of skills from our flexible and knowledgeable staff.

We are committed to multi-skilling and cross-training our team in all areas of surgery, anaesthetics and recovery. Our team consists of both RGN's and RODPs working alongside a highly skilled consultant team in anaesthetic, recovery or scrub positions.

As the only hospital on the Island all of our team are required to be able to deal with any procedure that patients may require in an emergency, so flexibility and multi-skilling is crucial.

The post holder is accountable for their clinical speciality will:

- promote and monitor safe and effective practice
- enhance the patient experience
- provide effective leadership and management
- contribute to the delivery of the organisation's objectives
- provide clinical expertise as required in their given specialism
- Have day to day responsibility for coordinating theatre activity and ensuring efficient utilisation of theatre activity on a daily basis
- Management of the anaesthetic assistants/ODP's/unregistered staff rostering and ongoing training

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **CLINICAL RESPONSIBILITIES**

- To undertake the assessment, planning and implementation of complex surgical cases, needed for patients/clients with complex care needs including individuals with undifferentiated and undiagnosed conditions.
- To develop, implement and evaluate programmes of care to meet these needs of complex surgical patients.
- To guide, advise and direct junior and senior staff and learners in the assessment, planning, implementation and evaluation of patients' surgical care.
- Act as point of contact for patients, carers, staff members external organisations and agencies for specialist advice and support
- You will be an expert in national and local guidance for your specialism
- To lead a team of staff in emergency and other acute and complex situations, ensuring that the patient's/client's needs are met and that significant others are supported.
- To utilise information and data from a range of sources to identify patient problems and guide decision-making processes.
- To promote service user involvement in the planning, delivery and evaluation of care, respecting their wishes, beliefs and dignity.
- To independently liaise and communicate effectively with all members of the multidisciplinary team and other agencies involved in the care of the patient/client.
- Develop pathways, which ensure timely, effective surgical intervention.
- Improve transfer of care processes between wards and theatre in order to ensure appropriate and timely interventions.
- Work with other to identify strategies to manage unscheduled care, which may include the development of specialist or non-specialist services.
- Work with others to implement referral pathways from MSG to surgery via pre-admission clinic.
- Liaise with relevant outside agencies, Police, Customs and providers of loan instrumentation.
- Promote a professional image of theatre practitioners which inspires confidence in service users, carers and the community as a whole.

### **TRAINING AND EDUCATION**

- Promote, develop and facilitate a learning culture within the theatre/department.
- Promote equality of opportunity for all, in accordance with HSC policy
- Lead and participate in annual staff appraisal/development review, ensuring effective implementation of the Knowledge and Skills Framework
- Lead and participate in learning needs analysis and facilitate annual personal development plans for all team members.
- Lead and participate in orientation and induction programmes for staff within the theatre/department.
- Lead, support and develop health care support workers within the theatre/department.
- Promote a person-centred culture to facilitate good staff relationships and morale

among staff.

- Contribute to the education of all staff groups in Theatres
- Manage poor performance and challenge poor practice.
- Ensure supervision and mentorship is embedded for pre and post registration students, registered nurses and health care support workers, as appropriate.

## **LEADERSHIP/MANAGERIAL**

- Ensure appropriate delegation to nurses/operating department practitioners and health care support workers and monitoring of outcomes for effective care/service delivery.
- Challenge appropriately and confidently where standards of care fall below that which the Theatre Manager would expect.
- Contribute to budget management within the theatre/department, to ensure services are managed in accordance with yearly financial instructions.
- Participate in multi-professional procurement processes to ensure appropriate selection of products which meet relevant quality and safety standards
- Ensure nurses/ODPs working in the theatre/department are professionally qualified and registered with the NMC/HCPC.
- Promote the health and well-being of staff and observe for any signs of ill health or stress factors in staff assigned to the area and take appropriate action in line with HSC policies and NMC/HCPC guidelines.
- Manage duty rotas/annual leave and study leave to ensure adequate service cover and appropriate skill mix as required.
- Participate in the recruitment and selection of staff.
- Act as a role model in providing strong clinical leadership and complex caseload management underpinned by sound evidence of clinical practice.
- Participate in the development, implementation and monitoring of strategy for the HSC.
- Develop and implement business plans in relation to the development of their specialism.
- Demonstrate cohesive and effective team working by developing robust systems of communication with colleagues.
- Lead by example to provide a supportive culture that is responsive to the changing requirements of service delivery.
- Develop and manage complex surgical care practice to promote inter-disciplinary working
- Identify and manage change within the service to ensure continuous improvement.
- Ensure registered practitioners uphold codes of conduct.
- Through development of self and others, promote a culture that positively enhances the career progression and succession planning for senior theatre staff.

## **COMMUNICATION**

- To communicate effectively with patient/clients and their significant others, taking into account their cultural background and cognitive functioning
- To communicate clearly with all members of the multidisciplinary team, demonstrating sensitivity to cultural and language differences.
- To manage conflict between individuals, including staff, patients/clients and their significant others.
- To act as an advocate for patients/clients, significant others and more junior staff

members.

- To ensure written communication complies with organisational and professional standards.
- Provide effective communication for team members to enable safe working practices in the absence of the Team manager.

#### **AUDIT/INFORMATION TECHNOLOGY/RESEARCH ACTIVITY**

- Initiate and undertake clinical audits to monitor and maintain standards of practice.
- Research best practice and evidence based care for their specialism and report this to multidisciplinary team and others in the organisation.
- To utilise the critical incident reporting system to document actual or potential risks impacting on the quality of patient care. Specialist team leaders will be expected to manage, action and evidence any incidents in relation to their specialism.
- To actively promote evidence based practice in own and the practice of other members of staff involved in the care of the patient/client.
- With training, access organisational electronic information systems relevant to the role.

#### **KEY CRITERIA:**

#### **MINIMUM QUALIFICATIONS**

1. RGN or RODP.
2. Minimum of 3 years post qualifying Theatre experience.
3. Evidence of CPD at diploma level.
4. Mentorship award.

#### **FULL QUALIFICATIONS**

5. Management qualification.
6. A1 or NVQ 32/33.
7. Degree in related field.