

Join us at UHB



Building healthier lives

Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to read 'David Rosser'.

Professor David Rosser,
Chief Executive Officer

JOB DESCRIPTION

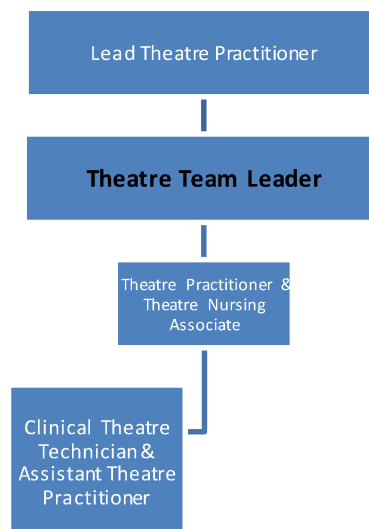
Job Title	Theatre Team Leader
Pay Band	6
Department	Theatre
Division	1
Reports to	Lead Theatre Practitioner
Professionally Responsible to	Director of Nursing – Division 1

JOB SUMMARY

The post holder will act as a role model for junior team members in the delivery of a consistent high standard of nursing/peri operative practice. They will deputise for the Lead Theatre Practitioner and will support the leadership and management of the department with particular emphasis on quality and clinical standards.

The post holder will have continuing clinical responsibility for managing the operating theatre cluster or recovery area / practice setting in the absence of the Lead Theatre Practitioner which will include: understanding finances, the deployment, delegation and supervision of all grades of staff and be visible and approachable for patients, staff and visitors.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

- The post holder will be professionally accountable for the maintenance of standards and professional practice as set by the NMC Code of Professional Standards of Practice and Behaviour and/or Health and Care Professionals Council Standards of Conduct, Performance and Ethics and other relevant professional guidelines.
- They will regularly take charge of the allocated operating theatre cluster/recovery area or

practice setting and take responsibility for ensuring the coordination and direct provision of high standard of holistic, patient centred care by assessing care, peri-operative care and health education needs, and the development, implementation and evaluation of programmes of care for each patient.

- To be designated to act as a deputy to the person holding continuing responsibility for the organisation and management of the allocated operating theatre cluster recovery area / practice setting.
- To demonstrate and facilitate others to develop the necessary skills and experience in operating theatre cluster/recovery area/ practice setting management and provide leadership in the absence of the Lead Theatre Practitioner.
- Use a range of techniques to set and monitor standards of clinical practice, audit, research and teaching to continually improve standards of care and patient experience.
- To support the development and implementation of audit, quality and risk management initiatives.
- To teach and act as a facilitator/ mentor /assessor / preceptor to nursing/operating department practitioner students, junior registered and unregistered staff, volunteers and work experience candidates, as well as participating in clinical supervision programmes as appropriate.
- To lead the peri-operative/ team during on calls/out of hours working with the facilitation of care to emergency procedures and cases within the Operating Theatre Department / practice setting, including attendance at activity meetings to plan emergency case priority with the multi-disciplinary team; and assessing the need for the second general on-call team in relation to distribution of cases; and the contacting of other emergency on-call teams.

KEY RESPONSIBILITIES

To ensure safe and effective clinical practice

The term Theatres will be used to describe all physical areas where Theatres Practitioners undertake clinical practice which will include a variety of practice settings both in and outside of the theatre environment.

Clinical leadership and team working

1. As a visible clinical practitioner facilitate and promote team work within a multi-professional environment. Leading and ensuring planning and delivery of care is aligned to the professional values of care, compassion and respect. Demonstrating critical analysis and decision making skills when undertaking, leading and or supervising the delivery of consistent high quality evidence based care. Ensures care is aligned to the professional values of care, compassion and respect. Influencing and facilitate change within the practice setting.

Evidence – based, clinically effective practice

1. Responsible for carrying out clinical practice within designated clinical area(s) ensuring that high quality, current evidence based practice /peri-operative care underpins all actions and interactions with patients.
2. Act as a change agent, developing clinically effective practice through effective use and integration of evidence base practice, setting implementing and monitoring evidence based standards of care, policies, procedures and protocols through regular audit. Be accountable in ensuring all delegated clinical/ documentation/ activity and flow audits are completed and submitted in a timely manner, make changes to care delivery as required to consistently sustain, and improve practice standards.
3. To achieve and maintain clinical skills and competencies specific to the post / department / role, facilitating the development and achievement of competence in others.
4. Advise on the promotion of health and the prevention of illness. Assess educational and information needs of patients, their families and carers and staff and devise plans to ensure needs are met.
5. Use professional judgement to intercede and act as patient advocate to clarify plans of care and treatment. Observe changes in patient's attitude, behaviour and emotional state, physiological observations and report/escalate findings to the other the relevant health care professionals.

Continuous quality improvement

1. Support and facilitate a culture of protecting patients from harm and deprivation of basic rights ensuring a safe and effective service with continuous quality improvement. Support Lead Theatre Practitioners in managing changes and improvement through the use of audit, patient and staff feedback and reflection on practice by self and others.
2. Ensure staff utilise the Theatre Information System and other booking systems to assist Operating Theatre Management Team, in ensuring the audit and capture of theatre utilisation, delays, unplanned overruns, planned overruns, waiting list initiatives and theatre scheduling/time scales; in order to continue to improve overall quality of service.

Patient safety

- Promote a clean and safe environment for staff, patients and visitors by ensuring compliance

with legislation / policies and procedures , health care associated infection prevention , clinical governance , including risk management and critical incident reporting. Take steps to act upon and escalate areas of concern or risk.

- Recognise and acts to avoid situations that may be detrimental to the health and wellbeing of patients and escalate to the relevant Theatre Management Team, as required.
- Have accountability for the correct administration and custody of medicines according to the Trust Policy to include the safe administration of medicines , controlled drugs , intravenous drugs, transfusion of blood and blood products where this is a requirement in the clinical area.
- Report incidents and near misses promptly and appropriately taking effective action to minimise future risks and document this. Support Lead Theatre Practitioners to ensure that all risk registers are maintained. Support with the provision of assurance that investigations have led to systemic changes where required. Support Lead Theatre Practitioners to ensure that any changes in practice are communicated actively monitored and sustained. Contribute to the drawing up and monitoring of action plans to minimise and manage risks. Lead/ support reflective learning from practice, undertaking root cause analysis / clinical and workforce investigations as required. Ensure and undertake the systematic process management of Datix and incident reporting.
- Ensure standards of care and record keeping is in accordance with, Trust and National policies, procedures, standards and guidance.
- Utilise the clinical and workforce information/dashboards in practice to support service improvement initiatives. Use and promote the understanding and use of patient outcome metrics / measures and nurse sensitive indicators to sustain and improve practice with a range of practice areas which include, care delivery, effective clinical assessment and timely administration of medicines. Monitor through audit, outcomes standards of care and take appropriate actions when standards fall below expected levels.
- Ensure all Operating Theatre staff comply with the standards of the World Health Organisation Safe Surgery Checklist. Ensure all elements of the safety check are carried out at relevant intervals, to minimise risk and deliver safe and effective peri-operative care. Taking into consideration other related theatre policies, procedures and guidelines.

Political and strategic awareness

- Develop and maintain a working knowledge of local, national and professional strategy and policy. Ensure organisational goals are reflected in personal objectives and ward / service /

departmental development plans.

- Contribute to policy and strategy development at departmental and organisational level.

Professional

- Be fully conversant and wholly accountable for his / her practice as outlined within the NMC Code of Professional Standards of practice and Behaviour/Health and Care Professionals Council Standards of Conduct Performance and Ethics, as well as and associated national guidelines and abide by their guidance
- Take responsibility and maintain professional records for personal and professional updating (portfolio of practice) for revalidation (where required), taking an active involvement own professional development review and personal development plan.
- Take personal responsibility for attendance at mandatory training and updating as per Trust statutory and mandatory training requirements and inform the manager if there is any deviance from training attendance at mandated intervals.
- Adhere to all Trust policies ensuring a high standard of personal and professional behaviour is maintained at all times whilst acting as an ambassador for the Trust and a role model to others.
- Recognise the limits of individual competence and knowledge, undertake further training and academic qualifications as relevant to the role and service requirements.
- Maintain a high standard of personal behaviour and ensure effective communication with all members of the multidisciplinary team, patients carers and relatives.
- Provide and accept constructive feedback and use this to reflect on personal practice
- Recognise the emotional impact of practice in self and others, and take appropriate action, escalating to line manager where this may be impacting on personal performance or the performance of others.
- Act with personal and professional integrity within professional, ethical and legal frameworks and process to maintain and improve standards of care and practice.
- Utilise opportunities to support ongoing professional development by undertaking delegated tasks for your line manager in his / her absence or representing them at meetings and forums.



- The post holder may be deployed/ expected to work in any part of the organisation should the need arise to ensure patient safety is maintained

BUDGETARY AND RESOURCE MANAGEMENT

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

RESEARCH AND DEVELOPMENT

Service Development

- Work cooperatively in partnership with others in planning, reviewing and developing the service / ward/ department, promoting the involvement of patients /public.
- Participate in and contribute to innovation and take a proactive approach to service redesign or review where required, ensure these are linked to organisational priorities and support improved outcomes.
- Support the Matrons /Lead Theatre Practitioners and the wider team through the process of change, demonstrating tenacity, drive, professional integrity, balance and perspective. Be mindful of and ensure consistent application of any organisational policies and procedures required.
- Support the development of and be responsible for implementation of new ways of working, to include updated nursing/peri-operative practice and/ or standards.
- Seek opportunities for personal and team development.

EFFORT

Physical Effort

- Frequently pushes trolleys / wheel chairs with patients on throughout the hospital and within the department.
- Undertakes manual handling of patients , items and equipment,
- Required to stand for long periods of time.
- Ability to respond to urgent and emergency situations in a timely manner and recognising own limitations
- Must be able to kneel to perform basic life support practice.

Mental Effort

- Post holder will follow routine and standard operating procedures and practices.
- The ability and knowledge to respond to the changing and unpredictable needs of the service in relation to human and physical resource management and the immediate management of escalating incidents.
- Requires ability to concentrate for personal care procedures for prolonged periods whilst problem solving applying clinical reasoning with complex operational / clinical or staff issues.
- Requires ability to concentrate for personal care procedures.
- There is a frequent requirement for concentration where the work pattern is unpredictable and subject to frequent interruptions for urgent reasons.
- There is a requirement for the post holder to analyse information/ data and plan / re prioritise work schedules practices in accordance with new information.
- There is a requirement for autonomous decision making sometimes this may be urgent and in the absence of detailed information.
- Concentration whilst documenting complex confidential information.
- Will require concentration with communication when dealing with patient who has impaired ability to communicate or understand due to impaired consciousness / Mental Capacity / Learning Disability whilst assessing, planning and implementing care and treatment.
- Use of negotiation and persuasion skills when communicating complex clinical information with patients regarding compliance with treatment or with staff when managing attitude / behaviour and performance.
- There is a requirement for autonomous decision making sometimes this may be urgent and in the absence of detailed information.

Emotional Effort

- Exposure to patients with chronic illness and conditions and those who have experienced sudden traumatic injury or illness.
- Will participate in direct clinical care of patients who are semi – clothed or naked who cannot maintain their own privacy and dignity.
- Will observe intimate procedures including surgical incisions and procedures and will be exposed to bodily fluids, blood and the removal of human tissue including body parts.
- Exposed to patients with life threatening conditions, will be exposed to death and dying and the provision of resuscitation procedures.
- Responsibility to support colleagues/ staff when frequently exposed to the emotional and physical effects of working within the practice setting.
- Responsibility to supervise / support and develop junior staff.
- The post holder may be expected to work in a variety of practice settings within the service according to service needs.
- The job role involves proactively managing complex situations through the employment of strong inter personal skill to engage, influence.
- There is a requirement to intercede and reconcile inter and intra professional differences of opinion and judgments on complex clinical and professional issues.
- The post holder will be required to impart unwelcome news to stakeholders which may influence clinical decisions in relation theatre availability.
- The post holder will deal with challenging concerns or issues raised by staff / colleagues and employees in relation to their terms and conditions, conduct or capability.

Working Conditions

- The post holder will have to travel across sites within the organisation using road transportation, and may start work on one site and end on a different site within the organisation. The post holder may be expected to travel to meetings in the UK as a Trust representative.
- To be able to work flexibly as appropriate in order to meet service needs using a rostering process

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated:

PERSON SPECIFICATION

JOB TITLE: Band 6 Theatre Team Leader	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
- NMC Registered Nurse / HCPC Registered Operating Department Practitioner - Knowledge of a broad range of theatre procedures and instrumentation/ processes equivalent to post graduate level acquired through Diploma / Degree plus experience and further study or qualification or an equivalent level of knowledge associated with the practice setting	Health care leadership / management qualification
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
- Recent experience within theatres working as a registered practitioner in an acute practice setting involving the supervision / education of junior staff - Can demonstrate depth and breadth of experience of working in at least 2 areas of peri operative practice (anaesthetics , scrub or recovery) , and in different specialties including elective and emergency practice settings - Professional portfolio which demonstrates continuing professional development, evidence of ability to maintain professional registration - Evidence of effective multi-professional working - Experienced mentor / assessor /	



student supervisor • Experience of supporting the implementation change including new procedures/ processes • Evidence of the ability to confidently lead / coordinate a shift / area of the department • Evidence of the ability to organise others and forward plan and review/ adjust staff rotas • Experienced in learning from incidents / complaints and supporting changes in practice • Wide knowledge of a range of pre and post-operative care, ability to plan and organise duties / service requirements associated with physical and human resources , ability to allocate tasks / duties to a range of staff • Can demonstrate an understanding of human resource management associated with codes of practice / professional and Trust guidelines • Can demonstrate understanding of how to review/ plan staff rotas in accordance with Trust guidance / service need and mitigate workforce risks associated with staff deployment • Demonstrates ability , passion and knowledge of the following • Leadership	
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• Team building / team work • Physical / Human Resource management • Change management • Clinical Governance / Patient Safety • Can demonstrate knowledge in relation to immediate incident management involving staff/ patients and the practice setting •	
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
• Highly developed communication skills able to communicate sensitive information / medical conditions/ with a wide range of stakeholders • Well-developed persuasion / motivational and reassurance skills associated with working in a complex environment associated with planned / unplanned work based activities • Demonstrates the key strengths and motivators of the role within the domains of integrity, delivery and relating to others • Evidence of a range of post registration competencies associated with the practice setting and the ability to teach and supervise others learning new skills / procedures • Ability to work under pressure , be exposed to interruptions and competing priorities associated with the practice setting – can	•

demonstrate good use or prioritisation / delegation skills • Can demonstrate understanding of Mental Capacity Act/ Safeguarding principles applied to the theatre practice setting • Sound delegation skills • Good IT/ Keyboard skills • Able to immediately and sensitively manage complex / contentious situations with staff / multidisciplinary colleagues / patients and practice	
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
• Well-developed leadership ability • Organised , proactive, reliable and approachable • Flexible, reliable and adaptive approach to role – showing commitment to role development and the development of others • Flexible approach to shift patterns and service needs which may involve working in different areas or cross site working in different practice settings • Ability to travel across all Trust sites/ services • Ability to travel to meetings outside of the organisation as a representative of the service / Trust	•

