

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title: **Team Lead – Band 6**

Responsible to: **Clinical Lead - Band 7**

Department(s): **Theatres**

Directorate: **Clinical Services**

Operating Division: **Lothian University Hospitals Division**

Job Reference: 075428

No of Job Holders:

Last Update:

### 2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs, evaluation of care plans, ensuring the delivery of high quality care to patients. In the absence of the Clinical Lead the post holder will have continuing responsibility for the management of the Department including supervision and deployment of staff.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

The post holder will be expected to participate in duty rosters consisting of day, late, weekends and night shift working. The post holder will be required to participate in on call rosters, which provide 24 hour cover over 7 days per week.

### 3. DIMENSIONS

Primary Post:

The post holder will work within the Clinical Services directorate LUHD.

In the absence of the Clinical Lead the post holder has management responsibility for ..... wte staff within the clinical setting area. Key staff which the post holder will interact with includes Clinicians, Management, Support Services and Education Staff, Health and Safety and Risk Management.

The post holder is not responsible for managing the budget but needs to be aware of the

resources available and the need to work within the financial envelope.  
The post holder will have junior staff/learners reporting to them on patient care.  
The post holder may on occasions provide a co-ordinating role for the Theatre Suite, knowing when to call in staff as required to provide the necessary skill mix..  
The post holder will supervise junior members of staff and learners.  
The post holder will be required to work within any of the LUHD pertaining to their field and speciality. (the areas include: Royal Infirmary of Edinburgh, Western General Hospital, St John's Hospital, Royal Victoria Hospital, Liberton Hospital, Royal Hospital for Sick Children, Princess Alexandra Eye Pavilion, Lauriston Building).

#### **4. ORGANISATIONAL POSITION**

**Clinical Service Manager**

**Associate Nurse Director**

**Clinical Nurse Manager**

**Clinical Lead – Band 7**

**Team Lead Band 6 – this post**

#### **5. ROLE OF DEPARTMENT**

To provide a high quality, safe and supportive environment in order to care for patients within the Perioperative environment meeting the identified physical and psycho-social needs.

## 6. KEY RESULT AREAS

### Professional

Practice at all times within the Nursing and Midwifery or Health Professional Council Code of Professional Conduct

Develop the role by using evidence-based practice and continuously improve own knowledge, following PREP guidelines.

### Clinical

Ensure individualised care plans are in place for all patients in the designated clinical area.

Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the Department, Directorate and Division to ensure adherence to, and delivery of, a high quality service.

Ensure effective communication processes are in place to meet the needs of patients, relatives and other members of the multidisciplinary team.

In support of the Clinical Lead ensure that all staff are aware of, and work within, local, directorate and Division policies and procedures to ensure that safe working practices are maintained for both patients and staff.

Propose and develop policies/procedures and working practices within clinical area and ensure they are implemented.

Responsible for ensuring the agreed standard of patient care is delivered during span of duty and is monitored through participating in clinical audit.

Where relevant be involved in research programmes within the clinical area and disseminate findings of relevance to the multidisciplinary team.

Provide leadership to the team, with knowledge of up-to-date developments within the perioperative environment and promoting best practice.

Identify practice development opportunities to enhance clinical care and promote development of new or revised standards of care.

Participate in the professional development of perioperative practitioners within the multidisciplinary team supporting the principals of Continuing Professional Development.

### Managerial

Effectively and efficiently manage and forward plan the use of the staffing resource to ensure that appropriate skill mix is maintained at all times.

In the absence of the Clinical lead assume responsibility for the management of daily operational responsibilities in the department including work allocation, deployment and supervision of staff to ensure smooth running of the department.

Lead , support, counsel and appraise junior grades of staff to ensure development needs are identified and a cohesive multidisciplinary team approach is maintained.

Lead specific allocated projects regarding future service development changes.

Ensure patients property and valuables that are received by the department for safe keeping are secured and processed as division policy.

Ensure that equipment (both disposable and non-disposable) is maintained and stock managed within the available financial resource.

Recognise importance of resolving complaints timeously and effectively at local level and escalate as appropriate. In the absence of the Clinical Lead, may be required to investigate and respond to the Patient Liaison Officer.

Support the Clinical lead in team development.

#### Education

Undertake teaching of registered and non-registered nursing staff, including pre and post registration students, and participate in the implementation of staff personal development plans.

Support the Clinical lead in the implementation of staff personal development plans to facilitate and meet ongoing educational and clinical needs.

Deliver teaching in internal/external study programmes.

Maintain up-to-date clinical skills and knowledge for delivering care to the identified group of patients.

### **7a. EQUIPMENT AND MACHINERY**

### **7b. SYSTEMS**

- Maintaining patient records – Through out the perioperative phase of the patient journey
- ORSOS – inputting theatre utilisation and patient information data
- DATIX / Incident forms – in putting information onto system and investigation of incident
- Ordering & Stock Control within dept – supplies and pharmacy
- Compiling Duty Rotas and completing final amended copy
- Internet and Intranet – work and personal use

## **8. ASSIGNMENT AND REVIEW OF WORK**

The Post holders work is generated from the patient needs, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.

The post holder will be responsible to the Clinical Lead who will provide clinical guidance and professional management, work review and formal appraisal of performance.

Workload will be in the main, self directed under the leadership of the Clinical lead..

The post holder will delegate/allocate work to the team.

The post holder will act on behalf of the Clinical lead when required and be accountable 24/7 in periods of prolonged absence.

## **9. DECISIONS AND JUDGEMENTS**

Analysis and assessment of patient condition to establish continuing care plan making autonomous decisions on the assessment of more complex patient and providing advice to enable and empower junior staff to make clinical decisions

Provide clinical and professional advice to the multidisciplinary team.

Assess any changes to patient condition and ensure appropriate action is taken.

In the absence of the Clinical lead make decisions on the use of departmental resources inclusive of staff.

Appraise staff performance.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Achieving a balance between the demands of direct patient care within existing resources in a complex dynamic environment.

Leading and developing the team.

Addressing the equality and diversity needs of patients and staff.

Relationships with the multidisciplinary team due to the dynamic complexity of the work/environment.

## 11. COMMUNICATIONS AND RELATIONSHIPS

### Internal:

The post holder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.

Communicate with the Clinical Lead regarding day –to-day operational management, service needs, workload issues and personal development.

Communicate with other relevant departments which will include, clinical ward areas, Radiology Departments, Physiotherapy, Blood Transfusion Service, Laboratory Service, Hospital Sterilisation and Decontamination Unit , Estates, Supplies, Human Resources, Fire Officer, Infection Control, Education departments Health and Safety regarding issues in clinical area and personal development Fire Officer, Infection Control, Education Departments, Health and Safety and Risk Management regarding issues in clinical area and personal development.

### External:

Higher Educational institutions regarding training programmes and developments.

Company representatives regarding equipment requirements.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### Physical Skills

- Competent and have the skills appropriate in at least two out of the four following areas of Perioperative practice: (a) Scrubbing, (b) Circulating, (c) Anaesthetic Assistance, (d) Recovery.
- Basic life support.
- Good manual dexterity
- Being able to react quickly in an emergency situation

### Physical effort

- Frequent moving & handling of conscious and unconscious patients, also equipment e.g. surgical trays, beds, operating tables etc
- Patient movement with use of mechanical aides, manoeuvre patients.
- Stand/walking for the majority of shift.
- Activities of daily living.
- Ergonomics.

### Physical Hazards:

- **'Post subject to statutory health surveillance – skin checks'**

### Mental demands

- Being able to concentrate for long periods of time
- Developed leadership skills.
- Developed responsibility skills.
- Time management

- Service changes

**Emotional demands**

- Maintaining an equilibrium of control in response to working within a high pressure area
- Dealing with emotional demands following perioperative death
- Communicating complex issues with the multidisciplinary team.

**Environmental and working conditions**

- Constant exposure to body fluids and rigid adherence to standard precautions
- Exposure to x-ray and the requirement to wear lead aprons for prolonged periods of time
- Being aware that in a high pressure environment there is the necessity of being exposed to “challenging behaviour” in reaction to stress.

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

The post holder will require one of the following qualifications:

- First Level Registered Nurse – (adult/child)
- National Vocational Qualification/Scottish Vocational Qualification Level 3
- Diploma in Operating Department Practice
- City & Guilds 752

Additionally, the post holder will be expected to have the following:

- Evidence of continual professional development

N.B. All Operating Department Practitioners will require to be registered with the HPC prior to taking up employment with the Organisation.

**14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature:

Head of Department Signature:

Date:

Date: