

**AGENDA FOR CHANGE  
NHS JOB EVALUATION SCHEME**



**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

Job Title: Team leader - Generic ( predominantly scrub, previous title Senior Staff nurse)

Responsible to: Senior Charge Nurse

Department: Operating theatres

Directorate: Surgical & Anaesthetic Directorate

Job Reference: SSSARAIGTHRR 64

No of Job Holders: 12

Last Update:

**2. JOB PURPOSE**

**1.** In the absence of the Senior Charge Nurse, the Team Leader leads, manages, develops and has responsibility for the multi-disciplinary team within the theatre speciality. With experience, knowledge and skill the post holder supports the team, Theatre Staff, Consultants, medical staff and other professional colleagues.

**2.** During elective sessions, the post holder is responsible for the management of the theatre team / Theatre dept, with the aim of delivering a high standard of skill and care. Ensuring the availability, efficiency and safe use of all resources required to carry out emergency procedures and also to ensure a safe environment for both staff and patients.

**3.** Participating and playing a key role in the change and patient safety agenda

**3. DIMENSIONS**

There are 4 scrub teams working across the theatre department. The Team Leader will be assigned to a particular team and work in those specialities predominantly. These areas may change to suit the needs

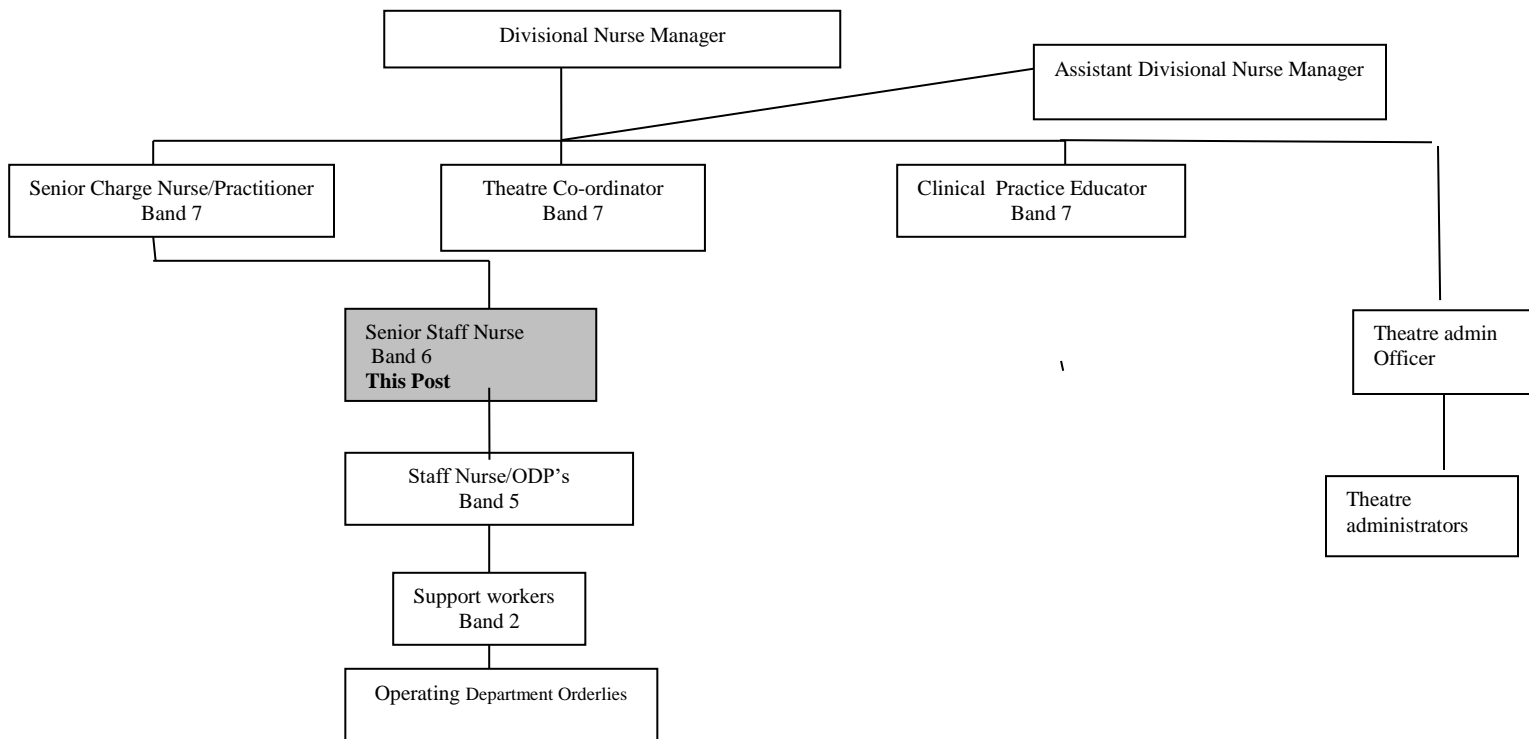
and skill mix of the department and the development of the individual.

Shift patterns exist to provide cover for elective sessions and varies to suit service needs,

Staffing complement within teams varies according to team and specialty

Within the theatre suite there are routinely 50-60 cases per day Monday to Friday, 6 – 10 of which are emergencies.

Weekly hours .....Full time.....



## **5. ROLE OF DEPARTMENT**

Theatres is a multidisciplinary environment providing a number of specialised facilities, a wide variety of specialised equipment and the highly skilled professional staff to carry out the numerous anaesthetic and surgical procedures within the various specialities on a 24hr basis.

Annually there are over 14000 patients attending theatres for procedures of varying complexity and varying anaesthetic requirements and requiring differing levels of post-op recovery care.

At present this work load is carried out with 65 elective sessions / week and a continuous 24hr emergency cover

Pre, Intra and post operative care is provided for major, intermediate and minor surgery and high & low dependency patients. Providing a safe and supportive environment to deliver a high standard of care for patients within the theatre suite.

## 6. KEY RESULT AREAS

### Clinical

1. Works as a Practitioner within the Statutes and Guidelines laid down by the Nursing & Midwifery Council or Health Professions Council.
2. As an experienced Senior Theatre Nurse sets and maintains high standards of professional practice while using clinical leadership skills.
3. In collaboration with the Senior Charge Nurse and the multidisciplinary team agrees, implements and audits standards of clinical care to promote and apply evidence based practice and the attainment of health care governance requirements.
4. Demonstrates highly developed clinical nursing knowledge and skills in all aspects of nursing within Theatre.
  - a) Ensures the correct procedures are followed on patients admitted to the Theatre suite for elective surgery to provide a safe transfer from ward to theatre staff.
  - b) Ensure that all patients have consented to the procedure. If patients are incapable of consenting, ensure that a Certificate of Incapacity has been completed.
  - c) Prepare staff to work in Theatre reception by teaching how to send for patients to come to theatre, which mode of transport is to be used, how to admit them to the theatre suite.
  - d) Has skills and knowledge in conducting the nursing aspects of recovering patients following all types of anaesthesia.
  - e) Ensure the safety of the patient in the postoperative recovery phase by- management of airway i.e. removal of laryngeal mask airways.
  - f) Ensure the safe handling and positioning of the patient on transfer from trolley/bed to operating table and back.
  - g) Assists in the Anaesthetic Room, present in all emergencies, spinal, epidural and rapid sequence.
5. In the absence of the Senior Charge Nurse, deputises and has responsibility for the management of the team.
6. Infection Control; aim to prevent infection, cross infection and auto infection of the patient from Theatre, through human and inanimate contact and acts as a educator to team members including junior doctors.
7. Preparation of Personnel specific to minimising the introduction of micro organisms into the peri operative setting, scrubbing, gowning, gloving and circulating: maintaining aseptic technique.
8. Has delegated responsibility for clinical nursing within the Team. As Senior Staff Nurse has the expert skills and knowledge to co-ordinate the preoperative aspect of various procedures carried out within these Theatres. The preparation of personnel, to minimise the introduction of micro-organisms into the peri-operative setting i.e., scrubbing, gowning, gloving and circulating: maintaining aseptic technique/Universal precautions.

9. Responsible for ensuring accurate labelling and dispatch of specimens, due to the importance of determining subsequent treatment of the patient.
10. Ensures harvest and use of bone as described in The Tissue Banking code of Practice.
11. Swabs, needles and Instrument count for each procedure to ensure prevention of foreign body retention and subsequent injury to the patient.
12. Tray and equipment preparation for surgical procedures, taking into account the need for urgency in emergency cases and/or the need for minimal anaesthetic time for the patient.

(deleted as situations arise standing in for surgical assistants and under surgeons supervision retracting wounds and tissue, by hand and instrument releasing ligatures, cutting sutures and ties, applying limb traction, assisting in fracture manipulation, using suction.)

13. Ongoing involvement in Health and Safety issues of the Team and the theatre dept as a whole, including quarterly workplace assessments, RAG and QUAD audit (risk assessments), incident reports, safety action notices and communicates this to the Clinical Nurse Manager and all other staff in the Theatre. Ensures all staff adhere to universal precautions.
14. With specialist knowledge and skills encourages others to develop their skills, ensuring all staff are competent to deliver high standards of care through in-service teaching programmes.
15. Communicates with the theatre stores staff to maintain theatre stock levels, and ensuring the economic use of all resources on a daily basis.

### **Managerial**

1. Responsible for the management of theatre operating lists on a frequent basis and undertaking further management activity as delegated by the Senior Charge Nurse i.e. off duty, appraisal
2. Assists the Divisional Nurse Manager, Clinical Practice Educator, Theatre Co-ordinator and the Senior Charge Nurse in managing and driving change and development through planning, communication and action within the multidisciplinary team to ensure that objectives are met.
3. Is aware of PIN guidelines, National, Highland and local policy and participates in local service developments through steering/working groups.
4. Facilitates the work of nurses and others through knowledge, support and advice, ensuring standards of care are met, monitored and maintained.
5. Assists the Senior Charge Nurse in providing leadership and motivation. Through the PDP process, assists the Senior Charge Nurse in identifying requirements for development to equip the nursing staff to give optimal care. Participates in the PDP of junior staff on a yearly basis.
6. Promotes good communication systems within the Theatre team. Ensure staff have access to relevant documented minutes and information and are involved in and informed of all agreed

decisions.

7. In the absence of the Senior Charge Nurse ensures effective skill mix and safe staffing levels within the theatre
8. Assists the Senior Charge Nurse with managing supplies budgets to give the most effective service available within agreed resources.
9. Ensures that Health & Safety policies and procedures are maintained and accurate up to date records are kept. e.g. Regular Safety Inspections  
Completion of Risk Assessments  
Moving & Handling Policies  
Control of Substances Hazardous to Health
10. In conjunction with the Senior Charge Nurse assists in the recruitment of nursing staff. Assists in actively managing retention and absence following PIN Guidelines. Liaises with the Senior Charge Nurse on particular issues/difficulties within the immediate team. Participates in disciplinary/grievance guidelines in order to resolve problems as delegated by the Senior Charge Nurse or Divisional Nurse Manager
11. Recognises the importance of people's rights in accordance with legislation, policies and procedures, acknowledges and recognises other's beliefs and preferences and choices, respects diversity, values self and other people as individuals, taking into account our own behaviour and that of others to identify and take action so there is no undermining of equality and diversity.
12. Actively develops and maintains a positive learning environment. Participating in the teaching and mentoring of learners within the department., In conjunction with company reps & medical staff and the Clinical Practice Educator organises in-house training for all theatre staff relevant to speciality.
13. Promotes a high standard of cleanliness throughout the Theatre suite. Promotes good standards of hygiene with support from the Infection Control team to ensure infection rates are minimised.
14. Creates an environment for evidence based care participating in and encouraging others to undertake audit and research to improve local practice.
15. Promotes and maintains good relationships within the department and with staff of all disciplines throughout the hospital and NHS Highland, actively participating in relevant meetings promoting Theatre nursing and the nursing profession in general.
16. Is aware of PIN policies and Clinical governance issues, and is able to advise staff on their implications.
17. In collaboration Senior Charge Nurse co-ordinates with manufacturers, company reps and Sterile Services for the long term and short term loan of specialised equipment & instrumentation within specified guidelines.
18. In collaboration Senior Charge Nurse, orders, checks and prepares specialised loan equipment for non routine procedures.

**7a. EQUIPMENT AND MACHINERY**

Utilise technical clinical equipment, calibrating when required, checking for faults and ensuring regular maintenance.

<b>Equipment</b>	<b>Use</b>
Various Intravenous Pumps Syringe Drivers Intravenous lines, venflons Butterfly devices, syringes, needles.	} } To deliver prescribed fluids and/or drugs safely } }
Anti Pollution Gas Scavenging System	Remove waste gas from Theatre
Endoscopes,	Obtain an internal view of an organ or orifice, machine for disinfecting them
Spillage kits	Used to mop up spillages of hazardous substances

Fume cabinets	Used to extract noxious fumes
Electro – Surgical Diathermy	Control vessel haemorrhage by coagulation, mono and bi polar, or to cut tissue by cell dispersion
Camera, TV and Video	Links the image from the Laparoscopes, to allow still/video footage of surgery to be obtained
Lithoclast	Fragments Renal/Ureteric calculi
Rectal/Colonic Irrigation kits	Used to flush Faeces from the bowel and rectum intra-operatively
Drills	Used for bone fixation
Laparoscopes	Used to visualise inside abdomen using minimal access
Urology scopes	To visualise urethra, bladder, ureter and kidney
Arthroscopes	To visualise joints
Flotron pumps	Deep venous thrombosis prevention device
Gas insufflator	System to allow abdomen to be distended with gas in a controlled manner
Operating tables plus attachments	Used to position patients during all types of surgery
Yellofins leg supports	Allow patients to be positioned for rectal/gynaecological and urological procedures.
Spinal table attachments	To position patient in prone position for renal surgery
Head light	Enables surgeon to direct intense light to specific area.
Doppler machine	Used with external or intra operative probe allows audible monitoring of blood flow
Harmonic Scalpel	Used for ultrasonic division of tissue
Monitoring equipment for – Blood Pressure, temperature, pulse, cardiac output, glucose.	To measure and observe patients condition and act appropriately on changes in condition
Oxygen equipment – Flowmeters, masks.	To give correct prescribed Oxygen concentration.
Urinary Catheters – Suprapubic, urethral.	To drain urine.
Various Pressure relieving aids/pat slide	To prevent vulnerable areas, where pressure relief is required or fragile skin is in need of protection, Movement of patients

Resuscitation equipment including Defibrillator.	To resuscitate and administer shock following cardiac arrest.
Embolectomy catheters	Used to remove blood clot and debris from arteries
Grafts vascular	Used to bypass blocked arteries
Ureteric stents	Used to help drain urine through the ureter
Valvutomes	Used to remove valves from veins to allow them to be used to bypass a blockage in an artery Transportation of items.
Tourniquet Vascular and orthopaedic	Used to give a bloodless operating field during surgery
Emergency alarms	System to allow assistance to be called in an emergency situation
Implants, prosthesis	Testicular and breast implants, Bioplastique, Grommets, Tension free vaginal tapes, joints, plates and screws
Operating lights	
Lead rubber aprons	Used to protect from radiation
Nerve stimulator	Used to locate site of nerves during head and neck surgery, to prevent nerve damage.
Computers (Internet, Intranet & Word, Pecos Budgetscan) Printers Fax Machine. Chute System	Transportation of items
Specialty Laser Equipment	Various uses depending on specialty

## 7b. SYSTEMS

1. Maintains patient records in accordance with NMC Guidelines and NHS Highland standards.
2. Ensures correct use of computerised systems i.e. Theatreman, E Procurement, e-mail.
3. In the absence of the Senior Charge Nurse completes and authorises accurate staff duty rotas. Reorganises rotas for unexpected/unplanned cover requirements, sickness absence, change in workload etc.
4. Assists in the maintenance of Health & Safety Management systems.

5. Assists the Senior Charge Nurse and/or has a delegated responsibility for the maintenance of accurate staff records relating to staff leave through annual leave, sick leave, Family Friendly policies.
6. Completion of Personal Development Plans Using eKSF
7. Maintenance of stock/non-stock items in collaboration with stores team
8. Interprets and discusses relevant statistics such as trends in activity with the Senior Charge Nurse
9. Maintains accurate handover records.

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

1. In the absence of the Senior Charge Nurse the post holder has responsibility for the management of the Theatre Team.
2. In the absence of the Clinical Nurse Manager, during elective sessions the post holder has the responsibility for the management and safe operating of the elective theatre service.
3. Works within statutes and guidelines of the Nursing & Midwifery Council or the Health Professions Council, National, Highland and local agreed policies, protocols and procedures.
4. Is expected to anticipate problems and requirements and take steps to resolve them in absence of the Senior Charge Nurse, or in conjunction with Senior Charge Nurse, involving appropriate colleagues such as other Senior Charge Nurse or the Divisional Nurse Manager.
5. Works with the Clinical Practice Educator to ensure that policies and procedures are initiated/revised, developed, implemented and reviewed regularly.
6. Regularly discusses all aspects of Theatre management with the Senior Charge Nurse, and attends relevant meetings as required.
7. Support is available from all members of the multidisciplinary team as required.

## **9. DECISIONS AND JUDGEMENTS**

1. Makes decisions on aspects of theatre management in the absence of the Senior Charge Nurse using comprehensive knowledge, skills and experience of the service taking into account the guidance of the Nursing & Midwifery Council and National, NHS Highland and local policies, procedures and protocols.
2. Makes autonomous clinical nursing decisions in planning and prioritising patient care, theatre use and delegation to team members.
3. Recognises own limitations in the provision of clinical care and urgency of patients needs referring

to other health care professionals accordingly.

4. Compiles duty rota as delegated by Senior Charge Nurse to ensure safe level of staffing per shift .
5. Through PDP identifies staff development training requirements and ensures staff compliance.
6. Responds to suggestions from staff and colleagues and helps to drive and implement changes which will lead to improved patient care and staff satisfaction.

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

Developing, managing and sustaining the service and nursing practice while responding to and satisfying the varying needs of patients and staff, dealing with conflict and performance issues and resolving problems within the team in conjunction with written guidelines.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

1. Establishes and maintains professional relationships with nursing colleagues, medical colleagues and other health care professionals provide a planned, co-ordinated service for patients.
2. Identifies potential and existing challenges in care options for patients, carers and staff, using negotiation skills to achieve the best outcomes for patients.
3. In the absence of Team Leaders, ensures that the Assistant Team Leader role is visible and a known individual to all staff to provide the opportunity to discuss issues and provide feedback.
4. Assists the Senior Charge Nurse in ensuring effective communications with all members of the team. This is a challenge because of the varying shift patterns across a 24 hour period.
5. In the absence of the Senior Charge Nurse, participates as required in meetings with colleagues, Head of Service/Nurse Manager/Operational Manager, for the purpose of -
  - Planning, managing and developing theatre services and improving patient care
  - Discussing policy issues, amending, updating, implementing and evaluating them
  - Discussing challenges in clinical care and offering solutions
6. Assists the Senior Charge Nurse in holding regular team meetings to continually develop the team, manage conflicting views, disseminate information, consult and listen to staff in order to effect change
7. Practice effective communication across a wide range of specialities and disciplines.
8. Required to communicate with patients and relatives in a variety of stressful situations in an understanding and empathetic manner.
9. Works collaboaratively with and supports members of the theatre education team to bring forward change and develop staff

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

### Physical

1. Frequent moving and handling of patients - from bed/trolley to operating table, moving and positioning patient on the operating table to facilitate various surgical procedures
2. Frequent moving of theatre equipment - pushing and pulling trolleys and mobile equipment, lifting trays
3. Frequent need to walk during all of shift to provide patient care, collect and dispose of equipment, answering, bleep and telephone
4. Frequent standing in a restricted space for prolonged periods of time when scrubbed
5. Regular wearing of heavy, uncomfortable lead aprons when x-ray is in use
6. Fine motor skills, hand eye co-ordination and dexterity necessary to handle surgical instruments
7. Manoeuvring and lifting heavy instrument trays
8. Assembling and dismantling complex equipment
9. Circulating duties and setting up of equipment in theatre
10. Movement of video monitoring system, tourniquet machines, large gas cylinders, diathermy machines, headlight equipment and table attachments.
11. Lifting of limbs for wound site preparation and maintaining awkward positions in order to maintain sterile field.
12. Exposure to noxious fumes (polymethyl methacrylate cement, formaldehyde etc)

### Mental

1. High level of concentration required daily when completing patient notes, booking patients, answering bleeps with regular interruptions from other team members
2. Prolonged concentration required daily during complex surgery
3. Deal with an unpredictable workload on a daily basis with sudden, unexpected changes to work
4. On a daily basis supervising the work of other staff varying abilities
5. Frequently recognise the need to respond quickly and effectively in a variety of emergency situations
6. Concentration, decision making, problem solving and organisational skills required frequently to cope with competing demands (clinical workload, personal issues with staff, sudden staff shortages, poor skill mix, unplanned and unpredictable emergency workload)

### Emotional

1. Deal on a regular basis with serious illness/injury, some of which are untreatable
2. Deal regularly with distressed patients, relatives, and occasionally with the death of patients
3. Occasionally deal with organ retrieval situations
4. Occasionally have to help other team members deal with highly distressing or emotional circumstances such as the death of a child or a stillbirth
5. Coping with the different and often competing demands of a small multi-disciplinary team

6. Communicating with and supporting junior staff
7. Involvement in major trauma /poly trauma cases

**Environmental**

1. Noise associated with use of sophisticated surgical and monitoring equipment
2. Frequent, daily exposure to and contact with body fluids and foul linen
3. Daily wearing of specialised theatre clothing, footwear, hats, gloves, visors and masks
4. Frequent work in a darkened theatre during laparoscopic and endoscopic work
5. Occasional exposure to verbal aggression
6. Working daily in artificial ventilation, false lighting
7. Regular exposure to x-ray
8. Regular exposure to anaesthetic gases, especially when children are under anaesthetic
9. Exposure to noise from the power tools and laminar air flow systems
10. Enclosed working environment

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

1. Registered General Nurse or Operating Department Practitioner.
2. A minimum of 3 years Theatre experience with a high level of knowledge gained through training programmes and by participating in all aspects of Theatre nursing. Evidence of relevant study and development. In depth knowledge of a wide range of operative procedures essential.
2. The ability to further develop managerial and leadership skills through structured training and with the ability to manage staff / supplies / services essential.
3. A post registration qualification such as ENB 176, desirable and evidence of ongoing professional development essential.
4. An aptitude for good organisational, communication and interpersonal skills essential.

**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: