

NHS Grampian
Job Description

Job Title:	Theatre Coordinator
Department(s):	Operating Theatres
Location:	Main Theatre Suite, ARI
Hours:	37.5 hours per week
Salary:	Band 7 (£46,244 - £53,789)
Contract:	Permanent
Job Ref:	C1165404

Job Purpose

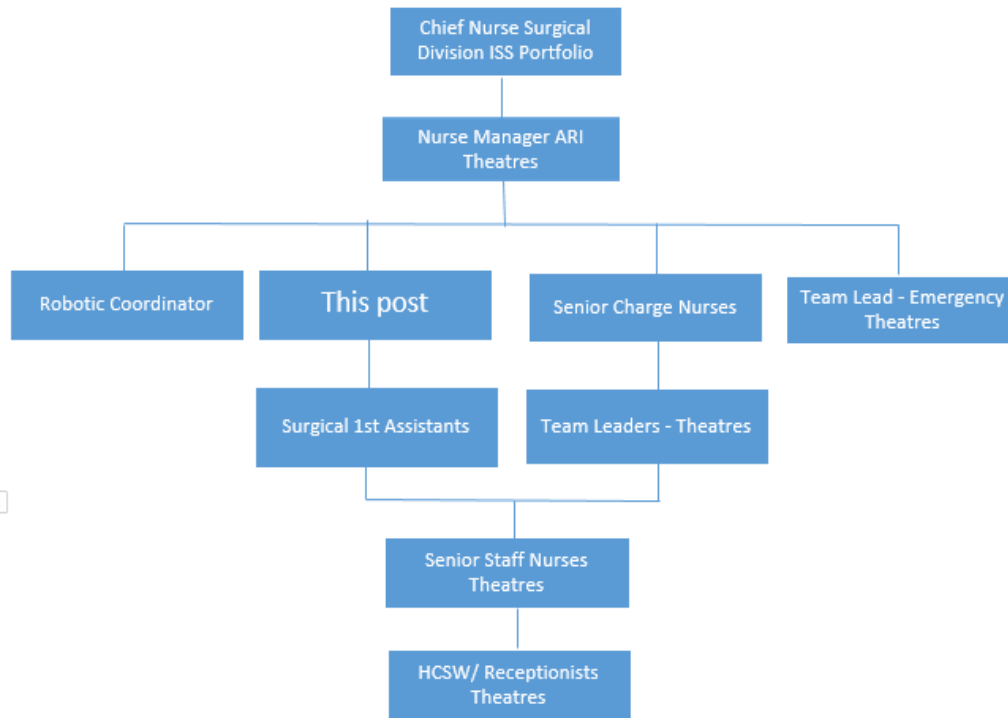
Responsible for daily management and coordination of perioperative resources which promotes person centred, safe and effective theatre utilisation. The Theatre Coordinator (TC) is a key stakeholder and leader in the multidisciplinary (MDT) perioperative team decision making process. The TC promotes the delivery of safe, efficient, and quality driven person centred perioperative care.

The TFC is a visible clinical member of a MD perioperative team. As such, the role requires timely assessment of resource readiness (human, product and capital) to meet perioperative demand. Theatre readiness is aligned to the theatre list and the agreed plan of daily service. The TFC regularly monitors and identifies facilitators and barriers to theatre utilisation throughout the day. The role requires creative, efficient and timely coordination to mitigate barriers and optimise facilitators to enhance theatre utilisation. The incumbent holds up to date competency within perioperative specialism/s (Anaesthetic, Scrub and Recovery) *and new surgical modalities e.g. Robotic Assisted Surgery (RAS)*. Clinical decision making underpins the role and as such the incumbent must maintain clinical relevance.

The incumbent succession plans the role for leave replacement. Manages advancing perioperative practice roles and theatre receptionist within the perioperative service. Additionally, the incumbent provides education support on perioperative operational management and advancing practice perioperative roles across NHS Grampian.

Acts as an advisor to and in collaboration with the Unit triumvirate to optimise theatre utilisation rates, mitigate theatre cancellations and improve waiting times particularly in the area of (RAS). Collaboratively supports the theatre scheduling process and system.

Organogram



1 Communication and relationship skills

Receive and deliver contentious information to staff e.g. cancellation of cases ensuring that the correct escalation process is adhered to and communicated promptly.

Constant communication with relevant departments and wards to ensure that department and environmental issues have no impact on efficiency and patient flow. This can be highly complex in nature involving communication with Surgeons to discuss the details of the actual procedure planned by the surgeon and challenge at times these ambitions to ensure safe staffing and safe surgery is undertaken. These can be contentious and require firm control and adaptation of style to manage these conversations effectively and robustly.

Communication with all members of the multidisciplinary team (MDT) within own department and relevant departments, which service the clinical area to coordinate advanced bookings ultimately promoting efficient patient flow.

While working clinically will communicate highly sensitive information with the patient e.g. required to support clinically sensitive information with patients within the theatre setting prior to surgery where patients are undergoing life threatening surgery and are extremely anxious requiring significant level of reassurance to minimise stress and anxiety.

	<p>Managing change that may be unpopular with staff that may resist change e.g. changes to working patterns, moving staff to other areas when they are resistant to this to meet the service needs, moving surgeons to other theatres /days of the week, introducing and supporting new roles in the department e.g. band 4 scrub role.</p> <p>Provide highly specialised advice and clinical management e.g. requirement to have in depth and highly specialised perioperative knowledge across multiple sub specialty areas. Manage challenging conversations with Surgeons. Collaboratively plans acuity to skill mix within the perioperative environment in a timely manner promoting theatre utilisation.</p>
2	<p>Knowledge, training and experience</p> <p>Post holder will work at nursing post graduate level equivalent.</p> <p>Significant post registration experience in managing a team, advanced communication skills with adaptive style to meet the needs of the role. Experience across several areas. This role requires the post holder to be a specialist with theatre management experience.</p> <p>Must have broad in depth knowledge & experience of Surgical procedures, techniques, equipment requirements, instrumentation as well as management of skills across specialties recognising limitations.</p> <p>Risk management experience essential to make rapid and collaborative clinical decisions about capacity, case cancellation and appreciate the impact of these decisions seeking support as required.</p>
3	<p>Analytical and judgemental skills</p> <p>Autonomously resolve critical periods of inefficiency and obstructed patient flow with the ability to assess, plan and implement change and quality improvement. Effective staff communication and sharing of data to motivate teams.</p> <p>Resolve complex staffing and skill mix discrepancies that may impede patient flow and theatre efficiency e.g. excellent lateral thinking skills to plan for personnel absence and optimise theatre utilisation. Post holder will be solution focussed to review all other areas of capacity and identify potential gaps. The suite of theatres require reviewing skill mix and making complex changes to allow cases to proceed. Rapid clear communication, lateral thinking and decisive action will be a necessity.</p> <p>Post holder will identify barriers to efficient patient flow and implement processes and systems to overcome them e.g. identify why late starts are occurring, discuss with staff directly involved and trial test of change to improve flow. Seek data support requirements to enable effective interpretation and measurement of the situation in order to resolve.</p> <p>They will assist with the local resolution of complaints e.g. engage all staff in the early resolution opportunity to address concerns diverting a complaint at source.</p>

4	<p>Planning and organisational skills</p> <p>Prioritise and plan workload for advanced perioperative practice roles to ensure they are effectively optimised. The role includes planning advancing role utilisation and booking of RAS theatres.</p> <p>Responsible for the complex coordination and efficient patient throughput from all points of entry to facilitate overall theatre patient flow within the main theatre suite (there are 14 elective theatres).</p> <p>Elective theatres support multiple specialties requiring a decision making ability which considers complex specialist skill mix, resources, acuity, the wider list and personnel absences.</p> <p>Responsible for the development of action plans to address any system failures, 'test of change' to track improvements in late starts, cancelled cases or poor booking.</p>
5	<p>Physical Skills</p> <p>When clinical, the post holder will use medical devices and all other equipment used in the clinical perioperative environment e.g. intravenous infusions, anaesthetic agents/machines, electrosurgical equipment, surgical instrumentation, operating tables</p> <p>Standard keyboard skills for administrative duties.</p>
6	<p>Responsibilities for patient/client care</p> <p>The post holder will be providing highly specialist advice across several specialties in terms of the surgical operations, anatomy and approach, equipment requirement and support needed to deliver this safely is essential to maintain credibility with Surgeons. Maintains current with technology specific to the perioperative environment.</p> <p>This roles requires the post holder to be a specialist with theatre operational management experience The post holder will make frequent complex decisions on a daily basis and have challenging clinical conversations with surgeons re proposed surgeries, priority and cancellation. Decision making is performed during times of limited resources.</p> <p>Works collaboratively with SCNs to plan services using the 6:4:2 booking system. Focuses on RAS and advancing practice roles.</p>
7	<p>Responsibilities for policy and service development implementation</p> <p>Proposes changes to the development, implementation and maintenance of policies, procedures, standards and protocols e.g. 6-4-2 Booking Protocol which is a scheduling process that surgical teams (medical secretaries) use to plan ahead which sessions are open & closed, what staff are available to work and whether this</p>

	<p>is sufficient to meet the needs of the service. This is often not the case and calls for agency are needed, overtime arranged with local staff and a constant eye on the cases being booked, removed and booked again as changes occur up until the day itself which can alter the staff skills required.</p> <p>Post holder will be coordinating frequent 'tests of change' that will highlight the need for new/updated policies and the post holder will be implementing them which will impact across the Sector e.g. flow management.</p>
8	<p>Responsibilities for financial and physical resources</p> <p>Will control and manage a delegated budget for advancing perioperative roles and theatre receptionist. Additionally, they are jointly accountable with SCN's for Overtime and Agency Spend.</p> <p>Accountable for the effective management of resources including stores supplies, pharmacy and maintenance of equipment.</p>
9	<p>Responsibilities for human resources</p> <p>Full line management and responsibility for the Theatre Receptionist and Advancing Perioperative Practice roles (Surgical First Assistants).</p> <p>Provide guidance, supervision and support for staff undertaking research, audit or teaching activities.</p> <p>Responsible for the efficient and effective operational management of the nursing resource including Eroster management and additional hours for the Advancing Perioperative Practice Roles.</p>
10	<p>Responsibilities for information resources</p> <p>Responsible along with SCN's for ensuring teams record data input is accurate.</p> <p>The post holder will be responsible for collating and sharing reports on data output to change behaviours and drive up data quality.</p> <p>Responsible for maintaining patient records within agreed standards and ensuring the quality of record keeping within area of responsibility.</p> <p>Provide UOM with regular audits of efficiency and patient flow, identifying and escalating areas of concern.</p>
11	<p>Responsibilities for research and development</p> <p>Post holder will drive 'tests of change' regarding patient flow and will support clinical audit if related to efficiency issues.</p>

12	<p>Freedom to act</p> <p>Will clinically and professionally make autonomous decisions frequently every shift, including provision of highly specialised advice to staff in clinical decision making e.g. making decisions over which cases / lists will be cancelled based on clinical and resources available.</p> <p>Responsible for the ongoing coordination and provision of the hospital perioperative service and is accountable for the delivery of these services on a day to day basis.</p>
13	<p>Physical effort</p> <p>The post holder is based in the theatre environment and will be occasionally be in the clinical role as previously mentioned. However, they will of course occasionally exert moderate effort while assisting patients on trolleys throughout the day.</p>
14	<p>Mental effort</p> <p>Frequently concentrating in order to provide reports and presentations, chair and attend meetings e.g. generating and inputting reports to present to the Theatre Executive Meeting, Theatre Operations Meeting and Unit Management meetings.</p> <p>Frequent concentration when dealing with clinical issues and reporting to staff e.g. at times of making changes on the day, concentration is key and the need to rapidly absorb lots of clinical information about cases, equipment needs, bed requirements, staffing skills to re-plan the day and safely deliver service is a daily occurrence.</p> <p>Constantly being interrupted by outside influences e.g. whilst juggling staff absence to devise a new plan for the day staff will be arriving with other issues to resolve like equipment failures, sterile tray failures which all need to be dealt with at the same time.</p> <p>When working clinically, will be calculating drug doses.</p>
15	<p>Emotional effort</p> <p>Occasional exposure to highly distressing circumstances while working clinically e.g. severely injured trauma patients.</p> <p>Post holder may be asked to explain to a patient why they have had their operation cancelled which can be a complex major surgery and the patients can be in distress.</p>
16	<p>Working conditions</p> <p>On clinical duties they will be exposed to highly unpleasant conditions on e.g. all body fluids.</p>

NHS GRAMPIAN

PERSON SPECIFICATION

The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below.

POST/BAND: Theatre Co-ordinator Band 7

LOCATION/HOSPITALS: Theatres, ARI

WARD/DEPARTMENT: Main Theatre Suite

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	R.G.N. or O.D.P Educated to degree level or willing to complete a degree programme. Working at post graduate level	Post registration Perioperative qualification Management/Leadership qualification @ post graduate level.
Experience	Ability to evidence recent and extensive Team Leader experience as a registered nurse or O.D.P. at Band 6 or equivalent within a multi-disciplinary team and theatre environment. Current up to date scrub/anaesthetic or recovery experience within a Theatre environment. Previous scrub/anaesthetic or recovery experience within a variety of theatres specialities. Ability to manage multiple theatre areas and specialities. Ability to lead the current NHSG Nursing Workforce Vision for Magnet.	Evidence of successful change management Resource management Evidence of working with The Productive Operating Theatre (TPOT) programme or equivalent.

	Recent evidence of working with the Scottish Patient Safety Programme. Understanding or experience in Advancing Practice Perioperative Roles.	
Special Aptitude and Abilities	Proven evidence of: strong perioperative leadership, communication and negotiation skills; Excellent time management Organisational skills IT literacy particularly in NHS Grampian workforce systems, Networking with outside agencies Present experience implementing HR policies.	
Disposition	Dynamic Innovative and Motivational Assertive with pleasant personality Role model Performs well under pressure	
Physical Requirements	Proven good attendance record	Overall good general fitness to cope with the demands of the role (walking).
Particular Requirements of the Post	Capable of negotiating within the multi-disciplinary team. Co-operative team worker. Flexible approach to work. Act as a bleep holder for Main Theatre Suite on a rotational basis and take charge in the absence of the theatre manager resolving issues promptly while making difficult decisions in a timely fashion.	Car Driver

MAJOR RISKS IN DOING THIS JOB
<i>Please indicate the major risks the job holder could face in doing this job e.g. lifting patients/objects, working with hazardous substances, dealing with violence and aggression. See Position description.</i>
<i>If there are no major risks for the job holder please tick this box</i>