

## Job Description

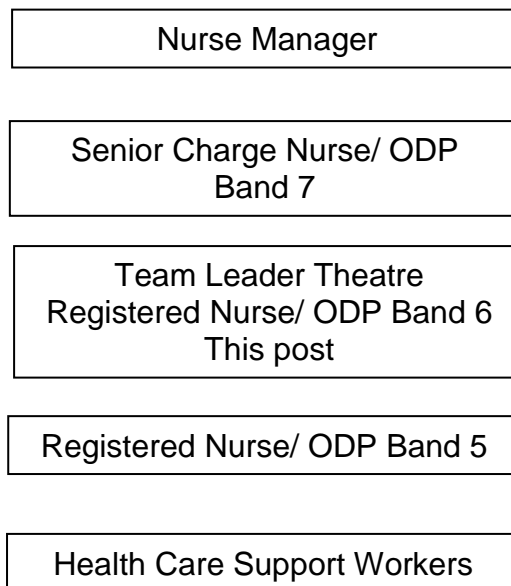
<b>Job Title:</b>	<b>Team Leader Theatre – Registered Nurse/ODP</b>
<b>Department(s):</b>	<b>Short Stay Theatres</b>
<b>Location:</b>	<b>Aberdeen Royal Infirmary</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Band / Salary:</b>	<b>Band 6 (£37,831 - £46,100 per annum)</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Job Reference:</b>	<b>C194149</b>

**Job Purpose**

**The post holder can be a Registered Nurse with the Nursing Midwifery Council (NMC) or Operating Department Assistant (ODP) with the Health and Care Professions Council (HCPC).**

The post holder will provide effective clinical leadership by leading a specialist perioperative team and demonstrating exemplary professional practice. Will provide effective leadership by adopting a transformational leadership style. Assesses, plans, implements and evaluates perioperative care within the operating suite. Responsible for the delivery of person centred, evidence based perioperative practice. Post holder specialises in anaesthetic assisting &/or scrub roles. Facilitates an environment conducive to continuous professional development across the continuum of perioperative disciplines. Demonstrates exemplary mentorship through the roles of practice supervisor and practice assessor. Deputises for Senior Charge Nurse/ Senior ODP during planned and unplanned absence.

**Organisational Chart**



<p><b>1</b></p>	<p><b>Communication and Relationship Skills</b></p> <p>The post holder is required to communicate complex information e.g. coordinating changes to the operating lists, across MDT meetings adhering to WHO Safe Site Surgery Guidelines; and sensitive information e.g. status of operation, update any changes occurring on the operating table or death in theatre. Communicates with patients allaying fears, answering questions, informing and involving the patient in their perioperative care. The post holder is required to adapt their communication to meet the differing needs of patients and to overcome barriers of communication such as physical, mental or learning disabilities, anxiety or confusion.</p> <p>Be a central point of contact and knowledge for all members of the perioperative multidisciplinary team (MDT); assuring quality person centred care is delivered. They must therefore possess strong leadership skills, effective interpersonal skills and participate in cross boundary working.</p> <p>Will communicate with members of the MDT relaying messages and communicating the patient's condition. Additionally, the post holder will communicate with various internal and external stakeholders in relation to perioperative planning and delivery.</p> <p>Will communicate with all Theatre suites within the Surgical Division, networking, sharing of supplies and staffing resources. The post holder will participate in departmental meetings e.g. dedicated education sessions, shared governance councils, clinical governance, service improvements, personnel development plans, and Mortality and Morbidity (M&amp;M) meetings.</p>
<p><b>2</b></p>	<p><b>Knowledge, Training and Experience</b></p> <p>Post holder will work at post graduate level equivalent</p> <p>The post holder is required to be a Registered Nurse or ODP Registered with NMC or HCPC. The post holder shall demonstrate perioperative experience at Band 5 level.</p> <p>Will demonstrate extensive clinical expertise, including extensive experience in anaesthetics, scrub and/or recovery across a number of surgical specialisms (e.g. Orthopaedics, Gynaecology, Vascular, General Surgery).</p> <p><b>Knowledge</b></p> <p>Acquired extensive perioperative knowledge through short courses and scrub &amp;/or anaesthetic experience</p> <p>Will develop and sustain knowledge, professional awareness, management, leadership and clinical skills pertaining to perioperative practice and individual speciality. This is achieved by accessing middle management courses.</p> <p><b>Training - Learning and teaching</b></p> <p>Develop teaching skills, share responsibility and participate in teaching programmes for staff within the clinical area. Assist with professionally developing their team in collaboration with the Theatre Academy. The NHSG Theatre Academy is a regional professional development academy dedicated to improving perioperative practice.</p>

	<p><b>Experience</b></p> <p>The post holder will demonstrate evidence of management and leadership, sound decision clinical making, and well developed written and verbal communication skills.</p> <p>Experience in clinical teaching and supervision of students and newly registered staff e.g. orientation of new recruits, NGN and International Programme. Workplace practice assessor and supervisor for NMC. Mentorship and teaching for ODP Programme.</p> <p>Ensures the seamless on boarding of newly appointed staff allocating an appropriate mentor support.</p>
<p><b>3</b></p>	<p><b>Analytical and Judgemental Skills</b></p> <p>Required to use rapid judgement in the assessment and treatment of patients efficiently and appropriately in all clinical situations e.g. a cardiac arrest on table, activation of massive bleeding protocol and/ or major trauma cases.</p> <p>They will assess, plan, implement and evaluate care for individual patients within their own area of responsibility e.g. assists with the planning and scheduling of cases in collaboration with the theatre booking team. Assesses the theatre list and coordinates patient care in collaboration with the MDT. Plans and allocates human and product resources assuring a safe and efficient perioperative care pathways. Constantly monitors perioperative care in the theatre environment.</p> <p>The post holder will be required to use their own initiative and be able to make sound and rational clinical decisions and remain focused throughout the process e.g. identifies gaps in skill mix and safe staffing numbers for their theatre and coordinates with the Senior Charge Nurse to ensure staffing numbers align to the patient acuity.</p> <p>Clinical decision making and professional judgement is optimised through collaboration across the perioperative service e.g. coordination with the MDT, Surgeons and Anaesthetists to rearrange list orders, in order to meet individual patient needs.</p> <p>Required to use own judgement whilst observing patient's condition and should report any changes in prescriptive care to relevant disciplines e.g. observation of the patient when performing the role of Anaesthetic Assistant.</p> <p>Required to use rapid judgement in the assessment and treatment of patients efficiently and appropriately in all clinical situations e.g. a cardiac arrest on table, activation of massive bleeding protocol and/ or major trauma cases.</p> <p>Support staff through change, using communication and negotiating skills.</p> <p>Addresses issues arising in a professional and discrete manner, knowing their limitations and escalates to SCN as appropriate.</p>

4	<p><b>Planning and Organisational Skills</b></p> <p>Priorities and organises own workload and coordinates and manages their team in a person centred manner.</p> <p>Will manage the workload of junior staff, ensuring their time is appropriately utilised.</p> <p>Works in collaboration with emergency theatre suite coordinator to optimise theatre utilisation.</p>
5	<p><b>Physical Skills</b></p> <p>The following are <b>some</b> of the equipment used by the post holder:  Operating Table and attachments  Anaesthetics Machines  Infusion Devices  Emergency equipment  Invasive patient equipment- catheters, picc lines, hickman lines, central lines, cannula's, drains, IV infusions, injections, irrigation systems, drugs, resuscitation equipment, wound dressing and Vac therapy, blood glucose monitors, naso gastric systems, orthotic equipment.  Hoists - hydraulic/electric and special adaptive beds/mattress.</p> <p>The post holder is required to directly use or maintain resuscitation equipment, manual handling aids and all clinical equipment as required within the service.</p>
6	<p><b>Responsibility for Patient/Client</b></p> <p>Post holder offers specialist advice to patients e.g. preparation for surgery via the Surgeon's secretary and staff e.g. giving specific perioperative advice and guidelines bespoke to specialism and surgeon. This includes orientation to the specialism for new starts and supplementary personnel.</p> <p>Leads a perioperative plan of care, ensuring the safety and dignity of the patient at all times.</p> <p>Applies perioperative knowledge to lead and manage a specialist person centred service within the Theatre Suite.</p> <p>Manages clinical complaints, risks and adverse events within the perioperative service.</p> <p>Provides continuity of perioperative care for all patients.</p> <p>Work flexibly and professionally in order to be responsive to changing clinical scenarios and provision of care to meet individual patient needs.</p>

<p><b>7</b></p>	<p><b>Responsibility for Policy/Service Development</b></p> <p>Post holder offers specialist advice to patients e.g. preparation for surgery via the Surgeon's secretary and staff e.g. giving specific perioperative advice and guidelines bespoke to specialism and surgeon. This includes orientation to the specialism for new starts and supplementary personnel.</p> <p>Leads a perioperative plan of care, ensuring the safety and dignity of the patient at all times.</p> <p>Applies perioperative knowledge to lead and manage a specialist person centred service within the Theatre Suite.</p> <p>Manages clinical complaints, risks and adverse events within the perioperative service.</p> <p>Provides continuity of perioperative care for all patients.</p> <p>Work flexibly and professionally in order to be responsive to changing clinical scenarios and provision of care to meet individual patient needs.</p>
<p><b>8</b></p>	<p><b>Responsibility for Financial and Physical Resources</b></p> <p>Maintains adequate levels of stock avoiding overstocking of high cost consumables.</p> <p>Works in collaboration with the Service Manager to maintain Capital Asset Register.</p> <p>Identifies equipment beyond safe working life and arranges for decommissioning.</p> <p>Works closely with Surgical Instrument Team to identify specialist consumables and equipment for lists in a timely manner.</p> <p>Contributes to assessment of new equipment e.g. application of reusable medical devices and their suitability for decontamination.</p> <p>Interfaces with internal stakeholders to optimise specialist care and high cost equipment e.g. CDU, loan sets and high cost consumables.</p>
<p><b>9</b></p>	<p><b>Responsibility for Human Resources</b></p> <p>The post holder will have day to day management of their team. They will appraise staff annually within own area of responsibility and provide support to junior staff in the cascading of appraisals throughout the grades. Ensures all staff have an annual personal development plan (PDP) which focuses on development needs and monitors performance, in line with TURAS. They will delegate staff effectively through analysis of skill mix and be responsible for their teams rostering and allocation.</p> <p>The post holder will organise and participate in the delivery of teaching sessions and presentations to staff within and out with the department.</p>

	Deputise for the Senior Charge Nurse at departmental and M&M meetings.
<b>10</b>	<p><b>Responsibility for Information Resources</b></p> <p>Monitor the accurate completion of all nursing documentation within the department.</p> <p>Required to report any incidents according to the DATIX Reporting System, initiating appropriate action when required.</p> <p>Engages in pilots of new information systems.</p> <p>The following are <u>some</u> of the IT systems used by the post holders: TURAS, Health Roster, Annual leave recording, OPERA, Blue-Spier, TRAK Care, QMPL.</p>
<b>11</b>	<p><b>Responsibility for Research and Development</b></p> <p>Lead /assist in the Audit process for monitoring and reviewing perioperative quality and equipment on a regular basis.</p> <p>Regularly audits the environment and actions the risk register monthly.</p> <p>Participates in action research as per the service research schedule e.g. Practice Development and Person Centred Research for robotic assisted surgery</p> <p>The post holder may be involved in clinical and equipment trials as per the service demands.</p> <p>Working knowledge and application of Scotland IPC Manual and IPC auditing.</p>
<b>12</b>	<p><b>Freedom to Act</b></p> <p>Line managed by Senior Charge Nurse.</p> <p>Assesses, plans and implements their own professional development in collaboration with their Line Manager. Maintain responsibility for own personal development by attending meetings, study days and self-directed learning as appropriate with subsequent responsibility for cascading acquired knowledge.</p> <p>Will adhere to current NHSG and wider NHS Scotland policies.</p> <p>The post holder must always work within the NMC / HCPC.</p>
<b>13</b>	<p><b>Physical Effort</b></p> <p>Frequent moderate effort required for transporting and manoeuvring theatre equipment including operating tables, anaesthetics machines and stacks and assisting with transferring patients to and from the operating table and positioning patients for surgical procedures.</p>

	<p>The post holder will initiate and maintain appropriate emergency care e.g. Cardiopulmonary Resuscitation.</p> <p>Works in confined space e.g. Sterile field and/ or anaesthetic room.</p>
<b>14</b>	<p><b>Mental Effort</b></p> <p>On occasions the post holder's mental effort requires prolonged periods of concentration to assure accuracy with advanced technological equipment e.g. Pneumatic tourniquets, diathermy and laser.</p> <p>The post holder assesses plans and manages the patient's perioperative pathway of care and is responsible for establishing and maintaining asepsis and correcting any breaches to aseptic technique.</p> <p>The post holder coordinates Anaesthetic and/ or instrumentation for each individual case, anticipates Surgeons needs and is responsible for accurate counting of accountable items.</p> <p>Ability to adapt and lead a specialism through daily changes in patient condition on the operating table as well as changes to the Theatre schedule.</p> <p>Frequent requirement for concentration regarding documentation e.g. specimen management counting of accountable items, adverse events and fluid recordings.</p>
<b>15</b>	<p><b>Emotional Effort</b></p> <p>Post holder will be exposed on a daily basis to highly distressing circumstances e.g. major trauma, cancer patients, organ donation, deaths.</p>
<b>16</b>	<p><b>Working Conditions</b></p> <p>Post holder will be frequently exposed to body fluids e.g. emptying catheter bags, doing endotracheal suction, doing blood gases, bed baths, last offices etc.</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/GRADE:** Team Leader Theatre Nurse/ ODP Higher Level

**LOCATION/HOSPITALS:** Aberdeen Royal Infirmary

**WARD/DEPARTMENT:** Short Stay Theatres, ARI.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	RGN/ODP	Have completed NHSG Band 6 development programme or working towards it.
<b>Experience</b>	Experience required in anaesthetics/recovery and theatre scrub roles. Must be able to demonstrate considerable amount of professional development over the past three years. Minimum three years Band 5 (or equivalent) experience working within a theatre environment. Must be able to demonstrate an awareness of current NHSG policies.	NES anaesthetic competencies completed &/or current sign off of scrub competencies. Recent short courses relevant to perioperative practitioner roles. Student Supervisor, Assessor and mentor experience.
<b>Special Aptitude and Abilities</b>	Genuine interest in perioperative practitioner development. Excellent communication skills. Transformational Leadership style. Can demonstrate a professional approach to dealing with patients and staff. Genuine interest in Service Improvement with demonstrated examples.	Interest in teaching, and quality improvement. Interest in positive patient outcomes including an understanding of the principles of Magnet.
<b>Disposition</b>	Must be able to demonstrate a good work ethic, Calm, friendly, excellent team player. Good sense of humour. Hard working, flexible in shift patterns. Excellent time management.	Collaborative, collegial and approachable across the continuum of the surgical MDT.

<b>Physical Requirements</b>	Good attendance record to meet NHSG attendance policy. No current health issues as this role will involve a lot of physical activity.	
<b>Particular Requirements of the Post</b>	Recent experience in an acute setting, Able to cope very well under pressure. IT literate in current NHSG Systems. Can demonstrate commitment to own professional development and to the learning of others.	Previous experience in working in a variety of acute settings and perioperative environments.

<b>MAJOR RISKS IN DOING THIS JOB</b>
<p><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..</i></p> <p><i>If there are no major risks for the job holder please tick this box</i></p>