## NHS GREATER GLASGOW – SOUTH GLASGOW DIVISION

# JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION**   **Job title:** OMFS TheatreSenior Charge Nurse  **Responsible to:** Theatre Coordinator  **Reports to**: Lead Nurse  **Department(s): OMFS Theatre Service**  **Number of Job Holders: 3**  **Last update**: April 2017 |
| 1. **JOB PURPOSE**  * The post holder carries continuing responsibility for the operational management of a highly specialised area of perioperative care. * Acts as a specialist providing clinical expertise, high quality patient-centred care, leadership and management to all relevant personnel within the theatre/recovery environments. * Sets and maintains high standards of patient centred care using audit, risk management and evidence based practice. * Practices and teaches highly specialised clinical skills and is responsible for the assessment of care needs, the implementation and evaluation of programmes of care and the setting of standards of care. * Participates in out of hours emergency work including weekends and public holidays and unsocial hours, as required by the service. |
| 1. **ORGANISATIONAL POSITION**   Theatre Coordinator  Education SCN  Anaesthetic SCN  Neurosurgical SCN  **OMFS SCN**  Charge Nurse  Staff Nurse  Health Care Support Worker  Lead Nurse |
| 1. **DIMENSIONS**  * Support and manage the OMFS nursing team within the operating theatre department ensuring that patients’ needs are assessed, care planned, implemented and evaluated, and that there is consultation and involvement of the multidisciplinary team, in conjunction with the Theatre Coordinator. * Provide clinical leadership, guidance and support to the nursing team and is responsible for ensuring their supervision, training and education in conjunction with the Theatre Clinical Educator. * In conjunction with the Theatre Coordinator exercise effective management of the theatre team, optimising the use of human resources, absence management, and rostering to reflect activity requirements. This includes management/supervisory responsibility for the nursing team on a shift basis, plus bank and agency staff. * Adhere to the organisation’s standing financial instructions. * Provide clinical leadership, guidance and support to staff and is responsible for ensuring their supervision, training and education, reporting areas of concern/for development to the Lead Nurse. * Responsible for the monitoring of staff performance, Turas and continued professional development in conjunction with the Theatre Clinical Educator, reporting to the Lead Nurse progress of staff development * Direct and assist with the planning and delivery of clinical teaching of student nurses/operating department practitioners, registered nurses, operating department practitioners and post-registration nurses undergoing specialised qualification. * Consult with medical staff as the team manager in identifying and solving problems in patient care, regularly under extreme time pressure. * Keep abreast of new developments by reading/undertaking research and audit and provide specialist clinical advice and support to staff. * Facilitate and participate in the development and trial of new concepts, equipment and procedures in the department for the improvement of patient care/ service. * Participate in the decision making with the multidisciplinary team with regard to the purchase of specialist equipment. * Responsible for ensuring that patients multicultural and spiritual needs, customs practices and beliefs are taken into account during their episode of care.   + The post holder participates in the maintenance of Standard Operating Procedures, providing support to the theatre team in the roll-out phase.   + Participates in the setting, implementation, monitoring and evaluation of perioperative practice within Regional Services Theatre Department.   + In support of the Lead Nurse consult with nursing and medical staff in participating in the development of services and provide specialist clinical assistance as required.   + Ensure effective management, security and safety of resources including supplies, pharmacy and equipment, utilising effective risk assessment strategies.   + Regularly required to provide on-call or standby cover for the department.   + Participate in the recruitment process of new staff, in support of the Lead Nurse. |
| **5. ROLE OF THE WARD/DEPARTMENT**   * The operating theatre provides highly specialised care and a safe environment for all patients undergoing interventional procedures and surgery, elective and emergency, during anaesthesia, surgery and postoperative recovery. * Provides an efficient service for perioperative patients in a neurosurgical, maxillo-facial surgery, MRI and neuro-interventional radiology procedures. * Occasionally provides specialised care for patients undergoing procedures out with the theatre department e.g. ICU/Royal Hospital for Children. * Delivers highly specialised and competent care, from the patient’s reception into theatre until their return to the ward on completion of surgery after their recovery from anaesthesia. * Provides highly specialised theatre nursing care to the critically ill / totally dependent patient receiving elective or emergency surgical treatment and/or anaesthesia. * The procedures undertaken within the Unit include minor, intermediate and major surgery. Procedures are both investigative and therapeutic. * Provides an efficient multi-skilled service for preoperative, intra-operative and postoperative patients in multiple specialties. |
| **6. KEY RESULT AREAS**  **Patient Care**   * Provides highly specialised advice to practitioners working in the Perioperative area. This advice not only contributes to patient-centred care but also to the education of the Perioperative team member. For example:-   Legal/Clinical Issues - such as operation consent for young adults and adults with incapacity, death in theatre, theatre documentation, etc.  Clinical Perioperative patient – safe patient positioning for surgery to provide optimal operating position and prevent patient positioning and pressure injury, management and decontamination of surgical instruments, etc.  Practice Issues - give advice and direction to Perioperative staff on national legislation/policies which affect what care they can deliver and when e.g. intravenous drug administration, first assistant duties, theatre documentation, accurate record keeping etc.   * Manages patient activity within the theatre department, encompassing risk management in regards to infection control standards, safe equipment use, COSHH etc. * Practice in accordance with professional codes of conduct e.g. NMC, Health   Professionals Council.   * Professionally and legally accountable and responsible for all aspects of own work jj   Including direct and indirect patient-centred care within scope of practice.     * Use expert technical skills and knowledge to ensure a safe environment for patients ,staff and visitors * Participates in team manager rota for out of hours and emergency work and has continuing responsibility. * Responsible for maintaining patient and staff records within NMC and local guidelines ensuring the quality of record keeping is monitored and maintained . * Responsible for ensuring due regard to the customs, values and spiritual beliefs of patients and colleagues enlisting the teamwork ethic for the benefit of the patient and their care. * Responsible for ensuring effective communication with patients and all members of the multidisciplinary team to ensure that appropriate information is shared and patients’ needs are met. Including the utilisation of external assistance for patients with language barriers or communication barriers, for example first language not English, patients who are profoundly deaf. * In accordance with Divisional policy, record and store safely an accurate record of the Perioperative care given, ensuring all protocols are adhered to. * As the patients advocate act in the best interest of the patient at all times to protect the patient’s rights, dignity and well being. * Exercise effective management of the theatre nursing and ODP team including for example work allocation, deployment, supervision, Turas appraisal, and clinical performance. * Participate in developing and ensuring absence management protocols are adhered to, in accordance with Attendance Management Policy. * Lead, motivate, develop and retain the nursing team utilising mentorship, objective setting and Turas, enabling educational needs of nurses to be met reflecting service requirements and developments. * Effectively and efficiently manage, the nursing resource to optimise skill mix achieving a balance of appropriately experienced scrub, circulating, anaesthetic and recovery area nursing staff depending of the needs of the patients and the theatre service. * Directly supervise, support and manage the nursing / ODP team in their decision making and delivery of care to the perioperative patient.   **Managerial/Organisational**   * Ensure management of daily operational responsibilities in the department including, work allocation, deployment and supervision of the theatre team, to ensure smooth and safe running of the clinical area, reporting to Theatre Co-ordinator daily requirements for the clinical area. * Effectively and efficiently manage the nursing resource daily to optimise skill mix at all times, reporting to the Theatre Co-ordinator deficits in skill mix. * Responsible for ensuring the neurosurgical theatre environment is compliant with infection control standards and policies, reporting areas of concern to the Lead Nurse. * Ensure cost effective measures are taken to provide a high quality and cost effective service with an awareness of budgetary control. * Support the theatre team in ensuring the correct instrumentation, sterile supplies are available for the provision of safe patient surgery. * Ensure that your own personal development and professional education needs are identified and met. * Identify and effectively manage perioperative risks & hazards associated with the patient and the perioperative environment, reporting to the Lead Nurse areas at risk. * Be responsible for maintaining patient and staff records within NMC and local guidelines. * Be responsible for ensuring staff adhere to the organisational infection control policies and procedures and act as a role model in the maintenance of a safe environment. * Manage daily theatre lists, ensuring effective patient throughput and utilisation of resources, in support of the Theatre Co-ordinator. * Support the development, implementation and evaluation of projects such as policies, protocols, care packages, audit and research work. * Regularly meet with Lead Nurse to discuss issues concerning shortfalls or improvements, which relate to the service needs or changes and plan to address these issues. * Organise and other professional, external trainers, company representatives and colleagues from within and out with the division, to come into the Perioperative area to give training and educational sessions etc. this may mean having to arrange and adjust timetables, book venues, media equipment loan, rotate staff.   **Human Resource**   * Have 24- hour responsibility for the management of all grades of Perioperative staff within the department. This involves: * Allocation of specific duties to the perioperative team in the provision of safe patient centred care on a daily basis. * Ensure safe staff provision and well-being in effectively managing staff sickness/attendance at work, in conjunction with HR. * Effectively and efficiently manage the nursing resource daily to optimise skill mix at all times, reporting to the Lead Nurse deficits in skill mix. * Ensure that your own personal development and professional education needs are identified and met. * Support the facilitation of new opportunities to advance or gain new experiences within the Perioperative setting.   **Service Development**   * Supports the introduction of new surgical techniques, equipment, standards of care, protocols in conjunction with the Theatre Coordinator. * Supports new policies for development, updating or revision based on changes in legislation, national best practice recommendations, and service changes. * Participates in the development of the OMFS service, advising on patient and surgical requirements, and resources, reporting to the Lead Nurse service requirements. * Support Evaluation of compliance and effectiveness of implemented policies through audit and staff surveys. Review policies in conjunction with the Theatre Coordinator on a regular basis or when there is a change in legislation, etc which may impact on OMFS clinical practice. * Improve and develop the service and quality of care provided to patients by staff in the Perioperative area. This is done by supporting the development of the theatre team. Arranging external training, competency based preceptorship packages etc. this is underpinned by research, audit and development. * Facilitates trials of equipment and new products. This includes arranging teaching and training for staff, evaluation of products and the product literature. * Ensure that own personal development and professional/ clinical education needs are identified and met. * Responsible for ensuring that clinical and non-clinical risk in the operating theatre is assessed and managed. * In conjunction with the Theatre Coordinator participate in the investigation and resolution of incidents and complaints. * Responsible for the monitoring and ordering of specialised stock and non-stock supplies and is an authorised signatory. |

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| **7a. EQUIPMENT AND MACHINERY**   * The post holder is accountable and responsible for the control and risk management of all equipment used in the Department including that which is highly complex and expensive. * Demonstrate and act on the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees. * The post holder is expected to have a highly specialised knowledge of all the OMFS theatre equipment and instrumentation used in the area but may not have daily clinical involvement, for example   **Highly complex/highly specialised:**  Surgical instrumentation and related equipment – daily use – utilised for every patient  Anaesthetic, Oxygen delivery systems and airway management equipment – daily use – utilised for every patient  Invasive and non-invasive monitoring equipment – daily use – utilised for every patient  Operating tables and theatre furniture – daily use – utilised for every patient  Endoscopic equipment/stacks – daily use  Electro surgery & ultrasonic equipment – daily use – utilised for every patient  Tourniquets – weekly use  Image intensifiers – daily use  Navigation systems – daily use  Suction, scavenger and smoke evacuation systems – daily use for every patient  Syringe drivers, volumetric pumps and PCA pumps – daily use for most patients  Laser delivery systems – daily use  Microscopes and related equipment – daily use  Power tools – daily use  Moving & Handling equipment. – daily use for every patient  Blood / Fluid and Patient warming devices – daily use for every patient  Patient positioning, pressure relieving aids – daily use for every patient  Equipment for prevention of DVT’s – daily use for every patient **This list gives a brief outline of only some of the equipment used in supporting the care of the perioperative patient.** |
| **7b. SYSTEMS**   * Be responsible for inputting information into electronic patient and staff records where applicable and also into written records, complying with the Data Protection Act, CNORIS, Caldicott Guidelines and local policies regarding confidentiality and access to medical records and ensure staff awareness. * Responsible for accurate and legible written documentation of personally recorded data e.g. patients nursing notes, scrub book, Perioperative care plan as per NMC guidelines. * Regularly attend meetings, prepare agendas, compile minutes and reports to groups of staff of varying levels of knowledge and ability. * Safely use a range of communication/IT equipment e.g. e-mail, intranet, internet, word documents, access, spreadsheets, fax machines, printers. * Daily responsibility for the creation and management of both written and computerised systems of record keeping. * On a daily basis use software packages such as power point, publisher, access word and outlook. * Responsible for the security of confidential files, patient records, equipment and office area. * Responsible for the security of equipment, drugs, staff and patients in the clinical area. * The post holder is expected to demonstrate the ability to maximise the use of Information Technology to benefit patient care, staff management and personal development, **for example**:   **Patient records:**   * Maintenance of manual patient records * Perioperative Care Plan * Opera Patient Management System * Clinical Portal * Trackcare * Integrated Care Pathways * Theatre Register * Theatre Lists * Endoscopic Decontamination Records * Documentation of Specimens * Central Decontamination Unit records * Datix clinical reporting tool * Patient Dependency Scoring System   **Clinical assessment tools e.g.:**   * Glasgow Coma Scale (Conscious level) * PUDRA Tissue Viability Assessment Tool * Pain assessment charts * Vital signs charts NEWS2 * Moving and handling risk assessment * Risk assessment * Wound Care Bundle * Fluid balance charts * Risk assessment – clinical incident reviewing   **Staff records:**   * Duty Rotas * Annual Leave records * Staff Appraisal/development - Turas * Absence/sickness records * Staff counselling file notes * Training and education staff database   **Management data:**   * Daily Theatre Huddle * Shift Handover * Notification of overtime/excess/on-call/agency/bank hours. * Sickness monitoring records * Incident/accident reporting * Training and education study leave requests. |

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| **8. ASSIGNMENT AND REVIEW OF WORK (planning & organisational skills)**   * On a daily basis have complete autonomy over own workload and time management. This includes organising own diary, off duty, breaks, travel arrangements, meetings, etc. This also includes prioritising workload, arranging and rearranging tasks. * On a daily basis organise the theatre team for the provision of safe patient care. * Regularly meet with Lead Nurse to discuss issues concerning shortfalls or improvements, which relate to the service needs or changes and plan to address theses issues. * In clinical environment:   + Plan and organise staff allocation depending on the needs of the department and the skill level of the staff.   + Plan a broad range of complex activities at the one time for example an emergency operation that needs to interrupt an elective theatre list due to the urgency of the emergency.   + Organise a large number of staff to ensure that the 6 theatres in the department run efficiently and productively including surgeons and several other staff disciplines. This role may be conflicting due to the nature of the highly stressful theatre environment.   + Organisation of all nursing staff including meal break cover, unexpected sickness cover and unexpected shift cover. This requires adjustment of plans at short notice, troubleshooting and planning while in the stressful environment. |
| 1. **DECISIONS AND JUDGEMENTS**    * Making decisions and judgements involving highly complex facts or situations for   Example:-  Clinical practice which may be complex and requires expertc clinical knowledge and experience of OMFS.   * Using specialised knowledge and expertise challenge decisions made by others if not in the best interest of the Perioperative patient. * Make judgements on team performance. * Practices within the legal and ethical framework established by Nursing & Midwifery Council and National Legislation acting autonomously and with discretion to interpret these to ensure patient interests and well-being are met. * Adhere to government legislation, Scottish executive directives e.g. Data Protection Act or Health and Safety at Work Act 1974. * The post holder has 24 hour continuing responsibility for their specialised area providing out of hours advice and information to the multi-disciplinary team if necessary. * Post holder is expected to carry out their duties independently in daily management of their specialist area of responsibility contacting the Lead Nurse for guidance as required. * Expected to deal with any clinical problems within the multi-disciplinary team from all aspects and levels of staff in regards to patient care, personal issues, troubleshooting with staff and equipment autonomously and for routine and non-routine situations. * Initiate and follow through appropriate procedures when a breach of policy occurs, reporting to the Lead Nurse areas for escalation/further action. * Use discretion to make decisions regarding patient care within clinical/professional guidelines and as part of the multi-disciplinary team. * Demonstrate sound judgement in the daily deployment of staff to ensure correct skill mix and effective use of resources. |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   * Maintaining competency and up to date clinical skills and knowledge of self and staff in a busy clinical environment. * Managing the clinical area whilst achieving a balance between the demands of direct patient care and existing resources. * Performing mentally challenging tasks relating to highly complex surgery, despite interruptions by outside influences. * Ensuring efficient daily patient throughput within confines of agreed elective sessions. * Frequently communicating and supporting distressed/anxious/worried patients, carers/relatives, and staff. * Frequently dealing with verbally and physically abusive patients and members of the public.      * Frequently supporting staff through professional and personal issues. * Caring for the totally dependent, critically ill, paediatric or dying patient. * Multi-disciplinary communication – daily – with medical staff re: theatre list organisation. |
| **11. COMMUNICATIONS AND RELATIONSHIPS**   * The post holder is expected to communicate and liase with the patient, their relatives/carers and the multidisciplinary team involved in the provision of care. * Communicate effectively verbally and in writing with all members of the multidisciplinary team within own department and relevant departments, which service the clinical area.   This includes communication with external agencies and other relevant departments, **for example:**  **Internal:**  *Lead Nurse/Theatre Co-ordinator* – for information regarding patients’ clinical condition/clinical problems/workload and HR issues/patient dependency.  *Medical Staff* – Consultant in charge of patient care and associated medical staff for information relating to clinical care.  *Less experienced nursing staff/students/bank/agency staff* – for advice regarding patient care/allocation of work/workload issues/professional issues.  *Other relevant departments -* For example, Estates, Clinical Laboratories, Supplies, Practice Development Dept., High Dependency Unit, Intensive Care Unit, Human Resources, Fire Officer, Infection Control, Specialist Nurses and staff organisations  **External:**  *Communication with external departments is essential when planning the patient’s journey for example:*  Company Representatives to organise specialised equipment for particular procedure, as requested by Consultant Surgeon; other hospitals, Specialist Nurses, Specialist Agencies. |

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| 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB  The clinical demands in the care of the Neurosurgical and Oral-maxillo-facial surgical patient in the perioperative period includes the following:  **Physical Skills:** The post holder must provide clinical skills training in the use of equipment and be able to demonstrate manual dexterity in the provision of physical care, **for example;**  * Manoeuvring and positioning of unconscious patients into the correct operative position in confined space to allow optimum surgical access, to maximise the best outcome for the patient. * Manoeuvring and positioning of equipment of varying sizes in confined spaces e.g. difficult airway trolley, theatre patient trolley, etc. this is due to the confined layout of the theatre environment and volume of essential equipment. * In clinical area are required to open sterile items on to the surgical sterile field for use by scrub nurse and surgeon where careful manipulation and accuracy is essential to maintain sterility and reduce the risk of infection to the patient. * In clinical area are required to prepare fine and heavy instrumentation which requires careful manipulation, dexterity and accuracy . * In clinical area must be able to assemble and dissemble expensive and intricate surgical equipment e.g. spinal fixation instrumentation, operative camera stacking systems. To ensure safe use by self and others such as Surgeons. * In clinical area will be required to perform precision movements in the positioning and repositioning of unconscious patients to ensure patient safety and achieve optimal treatment outcome. * Required to use fine hand/foot movements when using keyboard to type, adjusting controls on media equipment,etc. * Carry out safe management of contaminated sharps, body fluid and body tissue e.g. in collection, emptying containers and disposal of to eliminate injury or cross infection/contamination. * Able to manoeuvre self in and around theatre environment whilst maintaining integrity of the sterile operating field to prevent infection to patient.   **Physical Effort**   * When in clinical environment frequently for short periods of time but frequently for every patient, transfer heavy awkward sedated or unconscious patients weighing 60kg+ from trolley to operating table and from trolley to bed, pushing pulling and bending in order to position them correctly. * In clinical area frequently move patients throughout the Perioperative area on trolleys and beds whilst holding open heavy doors. * In clinical area frequently push and pull heavy wheeled static load equipment by self e.g. patient trolleys, camera stacking sytems. * Daily for long periods of time the post holder will be expected to sit in a confined cramped position using a keyboard, and looking at visual display monitor. * Use repetitive movements to carry out a range of word processing duties, filing etc. * Wearing heavy lead aprons for long periods up to 4 hours. In extreme temperatures over 25 0c. * Frequently standing in fixed positions for long periods during operations/procedures with no scope for range of movement. * In clinical area the post holder will be standing/walking for the majority of the shift due to the nature of the Perioperative environment.   **Mental Effort**   * Frequently required to concentrate for prolonged periods of time often for most of the shift on analysing, checking and preparing highly detailed documents in relation to patient care provision. * Intense concentration required when counselling, advising or assessing staff. This may involve periods of questioning when undertaking sickness absence reviews, disciplinary investigations. * Concentration required when teaching and training staff on a one to one basis or in a group situation. This involves highly developed listening skills and constant interaction. * Frequently have to concentrate when multitasking on a daily basis. This involves updating/managing records, paperwork and handling a wide variety of requests from staff and Theatre Coordinator This is done whilst been constantly unpredictably interrupted by telephone, e-mail and staff which mean changing tasks instantly or changing plans for that day or re-prioritising work based on the nature of the interruption or the urgency. * Expected to give reports, chair team meetings to discuss relevant clinical issues taking notes/instructions and reporting back to staff. * In clinical area frequently required to concentrate for long periods of time for most of the shift on the delivery of care to the Perioperative patient e.g. during surgical instrumentation counts or swab counts. * In clinical area frequently required to concentrate when multitasking on a shift. This involves when the patients condition changes and more intensive treatment/nursing care is required. Unexpected equipment or interventions e.g. the patient requires to go to Intensive care unexpectedly. * In clinical area constantly unpredictably interrupted by medical staff, nursing and telephone this can mean changing task or re-prioritising patients within Perioperative environment based on the nature of the urgency or the interruption.   **Emotional Effort**   * In clinical environment communicate with patients who may be terminally ill, worried upset or stressed due to fear of anaesthetic, pain or operation. * In clinical environment have to break unwelcome news to patients and relatives regarding the outcome of their treatment or operation. * Continually work in an acute environment where a minor error can have an adverse effect on the patient. * Give support and understanding to colleagues following a death in theatre or an intense emergency situation who may be upset, stressed or tense. * Dealing with staff who who may exhibit challenging behaviours such as aggression and emotional outbursts, using skills of assertiveness and diplomacy in order to break unwelcome news, or gain cooperation. * Frequently give advice, counselling and support to staff and students who may be upset, stressed, cynical or apathetic. * Be constantly available, motivated and enthusiastic in order to support and motivate other staff, manage/influence change and get people to become more involved in their own personal development.   **Working Conditions**  .   * Constantly works in an area devoid of natural light and natural ventilation for the duration of the day, often including breaks due to the busy environment. * Exposure to visual display equipment e.g. computer screen for long periods of time on a daily basis. * Works in an area when temperature in uncontrollable due to the nature of the environment, therefore the environment is cold in winter and hot in summer.   When working in the clinical environment:   * Exposed to unpleasant smell from bodily fluids such as blood, urine, faeces, vomit and infected fungating wounds. * Exposed to direct contact and risk from bodily fluids such as blood, urine, faeces, vomit and infected fungating wounds. * Exposure to airborne and blood borne viruses such as MRSA, TB, HIV and HEP C from contact with large amounts of uncontained body fluids e.g. blood due to the nature of the surgery. * Inhalation of hazardous fumes and vapours such as smoke generated form the cauterisation of human tissue, bone cement specimen fixative solutions, cleaning solutions. * Constant exposure to fluctuating temperature and humidity dictated by individual patient requirements whilst wearing face masks, hats, etc. * Required to work in conditions where breaks are unpredictable and often interrupted due to the nature and demands of the busy/emergency environment.   + Perform moving and handling tasks related to static loads i.e. instrument trays, supplies and heavy equipment i.e. lasers, microscopes, C-arms – daily basis, throughout shift   + Will be expected to remain assisting the surgical team after his/her shift has ended when extension of planned surgery, or on occasions, in the event of a patient requiring an emergency procedure | |
| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   * Educated to Degree level or equivalent significant clinical experience relevant to post * A minimum of 6 years post registration experience in the specialist Perioperative environment with evidence of expertise in the OMFS perioperative environment. * A minimum of 2 years at band 6 level or equivalent within the specialty * Evidence of or working towards a post-registration qualification in Perioperative speciality. * Must have undertaken or working towards some of the following course/study days/self study:   + Clinical leadership course   **PLUS**   * 1. Clinical knowledge -   To enable the post holder to teach others and give advice to clinical staff on patient care they must possess the following:-  Specialist knowledge of a Perioperative procedures both clinical and technical (instrumentation/equipment), anatomy and physiology, Perioperative care planning, policies and procedures, Perioperative troubleshooting etc relevant to neurosurgery.  This is obtained through extensive experience in a multitude of highly specialised clinical disciplines within the Perioperative environment, various types of study such as specific study related to area, courses on clinical skills and working with other professionals such as Surgeons/Anaesthetists, Infection Control, tissue Viability etc.   * 1. Management   Knowledge of and experience in a variety of management and leadership skills. These involve the practical application of theoretical techniques including Conflict Management, Time Management, Resource Management, Risk Management, Team Management and Change Management. These are gained from study and experience of supervising others, leading a team of staff, organising and planning own area, dealing with problems both professional and personal of staff as they arise. Also evidence of completion of relevant management/ leadership courses.   * 1. Clinical Supervision   Experience in and knowledge of clinical supervision of all grades of staff, giving clinical advice and expertise on various aspects of Perioperative care that contributes to the quality of care the patient receives.  This advice may take the form of information on highly specialist patient related care of legal/clinical issues. This knowledge is gained form ongoing job responsibility to keep updated, clinical experience and continuing study e.g. clinical leadership course, stress management study day.     * 1. Must be able to demonstrate a clear and visible progression both personal and professional in terms of knowledge acquisition and specialist clinical and management experience. | |
| **14. JOB DESCRIPTION AGREEMENT**  **Job Holder’s Signature:**    **Senior Nurse Manager Signature:** | **Date:**  **Date:** |

**JOB DESCRIPTION APPENDIX –**

**ADDITIONAL ROLES AND RESPONSIBILITIES**

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| **1. TITLE OF JOBHOLDER’S SUBSTANTIVE POST:** | |
| **2. DEPARTMENT:** | |
| **3. DESCRIPTION OF ADDITIONAL ROLE/RESPONSIBILITY:** | |
| **4. AGREEMENT OF ABOVE DESCRIPTION**  **Job Holder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** |