

<b>POST TITLE:</b>	<b>Clinical Manager Preoperative Assessment unit</b>
<b>BAND:</b>	<b>7</b>
<b>ACCOUNTABLE TO:</b>	<b>Matron</b>
<b>RESPONSIBLE TO:</b>	<b>General Manager</b>
<b>LINE MANAGEMENT RESPONSIBILITY FOR:</b>	<b>Preoperative Assessment</b>

## JOB OVERVIEW

The post holder will be a proactive role model who demonstrates ambition and enthusiasm to deliver the best experience for our patients. They will be responsible for leading the service and pathway improvement programme for pre-operative assessment, harnessing technology, and different models of care to help drive maximum utilisation and activity of the service. Providing leadership and direction to the team acting as a role model and patient advocate, ensuring equity of service. To work with the lead clinician's, the multi-disciplinary team and engage with the Yorkshire Pre-operative assessment network.

## DETAILED JOB DESCRIPTION AND MAIN RESPONSIBILITIES

### Clinical Duties

- To be a clinical expert in pre op assessment and have the overall continuing responsibility for the delivery of high-quality patient care in the department. Demonstrating clinical leadership.
- Maximising service provision including delivery of safe and effective clinical practice, ensuring that all national and local guidelines are adhered to and met.
- Ensure that the departments workforce is kept informed of all relevant issues relating to the service.
- To ensure implementation of current NICE Guidelines and CHFT clinical policies.
- To assess, plan and evaluate patient pathways actively seeking evidence-based practice to meet the needs of the patient.
- Act as a clinical role model, providing leadership and guidance to staff on operational and professional issues, ensuring clinical expertise and practice is enhanced.
- Act as clinical coordinator to review, interpret and action abnormal results and communicate findings with the patient and appropriate staff within a multi-disciplinary team.
- To delegate tasks and activities to a range of team members in relation to patient pathways Record and report all incidents/complaints involving staff and patients in accordance with CHFT Trust policies and assist in any investigations as required. Act as a resource for advice to staff and patients.

### **Professional Duties**

- To work within Trust and department policy and guidelines and ensure that these are adhered to by the team.
- Ensure systems are in place for risk assessment and minimisation, including promoting a “no blame culture” in order that incidents and near misses are reported.
- Take responsibility for own continuing professional development and performance including own development needs to meet re-registration and revalidation.
- Oversee and participate in the education and assessment of staff. Ensure staff meet and maintain required competence.
- Ensure systems in place to meet requirements of staffs essential training and appraisals are met.
- Ensure all staff have the appropriate skills and tools to enable them to undertake any extended roles they may have to perform.
- Ensure patient information is up to date and accessible.
- Ensure department PGD's are up to date and records of staff authorised to use are maintained accurately in accordance with medicines management.
- Create and maintain networks beyond the department sharing good practice.
- Lead in research and the development of initiatives in practice.
- Lead in standard setting, maintain consistency and take appropriate action when required.
- Monitor and measure key performance indicators including patient satisfaction, weekly activity, DNAs, and cancellations on the day.

### **Managerial Duties**

- Lead on service development and delivery.
- Staff and Roster management ensuring safe staffing.
- Sickness and absence management.
- Provide a cost effective, efficient quality service within the department's budget. Ensure equipment is maintained and fit for purpose and staff are trained to use.
- Develop empower and motivate the team, in a flexible strategic manner.
- Develop effective communication systems for staff patients and carers.
- Actively participate in the teaching of junior staff and students.
- Lead the team to meet local divisional and Trust objectives.
- Involvement in regional and national pre-op groups.
- Budget holder, accountability, and management.
- Keeping up to date with Trust policies and procedures and ensuring staff are up to date.
- Recruitment and training of new staff and ensuring competent.
- Appraisals and training.
- Implementation of evidence-based protocols working with the clinical lead.
- Staff support, development, and retention
- To provide high quality evidence-based patient focused service.
- To establish and maintain effective communication, both verbal and written and build relationships within the multidisciplinary teams.
- To recognize and prevent where possible areas of conflict and escalate if necessary.
- To be a dynamic enthusiastic and innovative role model, providing leadership guidance and advice on strategic, operational, and professional issues.

- Ensure health and safety requirements are met and adhered to.
- Lead on recruitment and selection of staff in line with Trust policy, within own area.
- Attend and participate operating Services DMT and other appropriate meetings as required and provide feedback and information.
- Ensure completion of departmental MUST DO's and appropriate audit and risk assurance

### **Financial Duties**

- To work within Departmental Budgets.

### **Managing Self**

- Participate in regular supervision.
- Attend all mandatory training.
- Participate annually identifying, developing, and agreeing your own development plan with your Line Manager using the Trust Appraisal.
- Comply with all Trust policies, procedures, and protocols.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.
- seek advice and support from Line Manager whenever necessary.
- Maintain professional conduct always including appearance.
- Ensure maintenance of Professional Registration.

This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.

REQUIREMENTS	Essential or Desirable	Application	Interview	Reference
<b>QUALIFICATIONS / TRAINING</b>				
1st Level Registration	<b>E</b>	Y	Y	
Specialist qualification in pre-operative assessment	<b>E</b>	Y	Y	
Degree in Healthcare / Management	<b>D</b>	Y	Y	
Mentorship/ Preceptorship Qualification	<b>D</b>	Y	Y	
<b>KNOWLEDGE, EXPERIENCE &amp; EXPERTISE</b>				
Experience in surgical pre-operative assessment at band 6	<b>E</b>	Y	Y	Y
Able to demonstrate leadership of a team/department	<b>E</b>	Y	Y	Y
Knowledge of a wide range of surgical/medical specialties	<b>E</b>	Y	Y	Y
Up to date professional knowledge/future provision of the service	<b>E</b>	Y	Y	
Knowledge of local policies and guidelines within pre-operative assessment	<b>E</b>	Y	Y	
<b>COMMUNICATION AND RELATIONSHIPS (INCLUDING MANAGEMENT RESPONSIBILITIES)</b>				
Proven ability to lead a team	<b>E</b>	Y	Y	
Experience of change management	<b>E</b>	Y	Y	
Experience of recruitment / selection	<b>E</b>	Y	Y	
Leadership skills	<b>E</b>	Y	Y	
Able to manage in difficult situation and use initiative	<b>E</b>	Y	Y	
Experience of evidence-based practice	<b>E</b>	Y	Y	
Ability to prioritise workload of self and others	<b>E</b>	Y	Y	
Excellent written and verbal communication skills	<b>E</b>	Y	Y	
Reliable, motivated, and excellent interpersonal skills	<b>E</b>	Y	Y	
Budgetary management skills	<b>D</b>	Y	Y	
<b>DBS REQUIREMENT</b>				
<b>This position</b> is eligible for an enhanced check with adults and children's barred list information				