

Theatre Team Leader Scrub

Job description

Job title: Theatre Team Leader Scrub
Band: 6
Hours: 37.5
Business unit: Digestive Diseases
Department: CSTM Theatres
Location: Warrington and Halton Hospitals
Responsible to: Theatre Manager
Accountable to: Head of Theatre Service
Responsible for supervising: Band 5 theatre practitioners, theatre support assistants and learners

About us

Our Mission: We will be outstanding for our patients, our communities and each other

Our Vision: We will be a great place to receive healthcare, work and learn

Our Aims:



QUALITY
We will always put our patients first, delivering safe and effective care and an excellent patient experience

PEOPLE
We will be the best place to work, with a diverse and engaged workforce that is fit for now and the future

SUSTAINABILITY
We will work in partnership with others to achieve social and economic wellbeing in our communities

Our Values:



Working Together

Excellence

Inclusive

Kind

Embracing Change

Role summary

The Clinical Team Leader will undertake clinical ongoing responsibility for the designated area in which they are allocated. They will be required to provide managerial accountability in the absence of the Clinical Theatre Manager whilst under the supervision of Head of Services.

They will be responsible for the provision of high quality, individualised care to patients/clients and relatives as part of a multidisciplinary team.

In addition to clinical duties, the direct supervision and training of junior staff will be their responsibility in order to ensure the provision of a high quality and cost-effective service to patients and users.

The Clinical Team Leader will be responsible for acting in such a manner as to uphold and enhance the good standard and reputation of the trust

Nursing (acknowledgment – NMC Code of Professional Conduct 2008)
Operating Department Practitioner (acknowledgment – HCPC Code of Professional Conduct 2012)

Organisation chart



Main tasks and responsibilities

Assess, plan, implement and evaluate programmes of care utilising research findings as appropriate.

Ensure all care is provided in accordance with Warrington and Halton Hospitals NHS Trust Policies.
Create and maintain legible and accurate records of care electronically and in hard copy.

Supervise junior staff and participate in orientation, supervision and the training of support staff.
Work with other disciplines and professions for the welfare of patients.

Maintain, update and develop personal and professional knowledge and skills using the trust's Performance Review System, enabling standards of patients care to be constantly monitored and improved.

Maintain a personal, professional profile, identifying role and skill developments.

Assist in the clinical preparation, intra-operative and peri-operative care of a patient as directed by the surgical and/or anaesthetic team.

Team/Organisational

The post holder may be required to take charge of the clinical area in the absence of the Theatre Manager ensuring patient, visitors and staff safety.

Participate fully as a team member, including working in all areas of the theatre suite, sharing knowledge and information and supporting colleagues, to promote a cohesive team and the achievement of team objectives.

Ensure that all staff adhere to the procedures for the use of supplies, will review Nurse/O.D.P. duty rotas and allocation as required, and facilitates accurate collection of data in relation to theatre activity.

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of development needs.

The post holder will be expected to demonstrate enhanced leadership and communication skills within their role i.e. whilst addressing patient focused issues with members of the multidisciplinary teams and through acting as a role model.

Education

Contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors.

Act as a preceptor/mentor to designated newly qualified practitioners or students within the clinical area.

In consultation with Clinical Theatre Manager and other Head of Theatre Services agree learning objectives to meet professional and personal needs.

Human Resources

Take responsibility for the team and take charge of the department in the absence of the person who has continued responsibility.

Plan, organise and deploy staff according to competencies and workload in order to meet patient needs.

Participate in the management and development of the department, sharing information and ideas that promote quality and value.

Recruit, retain and motivate a team with the right mix of skills to provide optimum care to patients.

Conduct and participate in appraisals/performance review programmes in accordance with hospital policy.

Conduct return to work and attendance review adhering to Trust Policy.

Provide access to counselling and psychological support for team members.

Act as a mentor and facilitator for nursing/ODP staff within the clinical area.

Act as an assessor/interview verify for non-qualified staff.

Finance

Use and deploy resources and staff to achieve optimum value for money without detriment to patient care.

Bring new ideas and innovations to enhance theatre productivity/efficiency and cost effectiveness.

Engaging surgical teams/ lead clinicians and Managers in the division.

Physical Resources

Observe a personal duty when using equipment and resources.

Handle patient's valuables and property in accordance with hospital policy.

Freedom To Act

Work in accordance with the hospital and department policies, working within procedural and professional guidelines.

Guided by clearly defined Trust policies, protocols or codes of conduct work is managed rather than supervised and results/outcomes are assessed at agreed intervals.

Effort & Environment

Walks and stands most of shift, may be required to push/steer instrument trolleys, patient trolleys and operating tables throughout the course of the working day whilst adhering to Trust Manual handling policy and departmental SOP.

All staff will be required to assist in the patients positioning prior to treatment and transfer from bed to trolley/ operating table or similar.

Due to the complexity of the Scrub, Anaesthetic and Recovery role this necessitates continuous monitoring of the patient therefore staff must be able to with stand long periods of concentration.

Staff will occasionally be exposed to highly unpleasant working conditions (this involves dealing with body fluids and foul linen).

Staff may be exposed to distressing or emotional circumstances and occasional exposure to highly distressing or highly emotional circumstances.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this job description may, therefore, be amended in consultation with the post holder.

Trust policies and procedures

The post holder is required to comply with Trust policies, procedures and standards at all times.

Confidentiality

The post holder is required to maintain the confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines, Data Protection Act and Children's Act and all other relevant legislation as appropriate.

Risk management

All staff have a responsibility to report any risks and clinical and non-clinical accidents and incidents promptly, and co-operate with any investigations undertaken.

Health and safety

All staff must be aware of their responsibilities under the Health and Safety at Work Act and must ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

Equal opportunities

The Trust is positively committed to the promotion and management of diversity and equality of opportunity.

Conflicts of interest

The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust standing orders require employees to declare any interest, direct or indirect, with contracts involving the local health community. Staff are not allowed to further their private interests in the course of their NHS duties.

Appraisal and statutory training

All newly appointed staff will receive an initial appraisal within six months of commencing in the post. Thereafter, appraisals will be conducted on an annual basis. The post holder will undertake all statutory and mandatory training as deemed necessary by the Trust.

Safeguarding statement

The Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with infection prevention and control policies.

The Health and Social Care Act establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment where the risk of healthcare associated infections (HCAI) is kept as low as possible. Managers, heads of departments, matrons and other clinical leaders are responsible for ensuring that:

- the necessary equipment and mechanisms are in place to support infection prevention
- healthcare workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Additional information

This post will be subject to an enhanced disclosure check with the Disclosure and Barring Service. For more information regarding the DBS please access the following website: www.gov.uk/disclosure-barring-service-check

This job description will be reviewed during the annual appraisal. The employee shares with the employer responsibility to suggest alterations to the scope of duties to improve the working situation and to adapt to change and facilitate service improvement. Any changes to this role specification will be made in consultation with the post holder.

This job description must be agreed and signed by the manager and employee:

Manager name.....

Signature.....

Employee name.....

Signature.....

Theatre Team Leader Band 6

Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Minimum of 2 years post registration experience • Evidence of department management • Experience of leading, motivating and supporting a team • Experience of managing resources • Experience of delegating workload and monitoring progress • Experience of Change management strategy 	<ul style="list-style-type: none"> •
Qualifications	<ul style="list-style-type: none"> • HCPC ODP Registration or NMC Registration • Perioperative Post Registration Education; recent Personal & Professional Development • Surgical Scrub and Circulating accredited course. • Preceptor/Mentor or Clinical Assessors Course 	<ul style="list-style-type: none"> • Recognised Recovery Module • Recognised Transfer Course • Surgical First Assistant Qualification • ALS Certificate • Basic management course Or must attain within the first 12 months.
Skills, knowledge and competencies	<ul style="list-style-type: none"> • Comprehensive applied Anatomy and Physiology for relevant area • Specialist knowledge of clinical procedures and surgical intervention techniques • Implementation of evidence-based practice 	<ul style="list-style-type: none"> • Clinical Supervision • Experience of Recruitment and Retention issues

<p>Physical skills e.g., use of tools, equipment, minute taking, advanced computer skills</p>	<ul style="list-style-type: none"> • Ability to accept responsibility for a department as required. • Ability to work as part of a team and project a positive image. • Delegation abilities and excellent time management skills • Problem solving approach and skills. • Listening/counselling skills. • Decision making skills – clinical and non-clinical. • Flexibility/Adaptability to be able to work across the Directorate as required to meet patient needs. 	
<p>Physical effort e.g., pushing, pulling, moving and handling of equipment</p>	<ul style="list-style-type: none"> • Manual handling of anaesthetised patients • Able to assist in the safe moving and handling of loads. 	
<p>Mental effort e.g., level of concentration</p>	<ul style="list-style-type: none"> • Ability to work under pressure, thinking and acting coherently and with respect to others. • Appraisal of staff 	
<p>Emotional effort e.g., exposure to distressing circumstances</p>	<ul style="list-style-type: none"> • Ability to support patients in difficult or distressing circumstances. • Able to support staff in distressing situations. 	

Last updated: 27/12/2023