

NEW VICTORIA HOSPITAL

JOB DESCRIPTION

POSITION INFORMATION
1. Job Details
Post/Title: Team Leader - Recovery Responsible To: Theatre Manager Accountable To: Director of Clinical Services
2. Job Summary (A brief description of the main purpose of the post)
<p>The Team Leader will be responsible for the management of staff and resources within the recovery team. They will work with the Theatre Manager to ensure the provision of high quality, evidence based patient centred care for patients and theatre users.</p> <p>To understand and implement the agreed policies and procedures of New Victoria Hospital and maintain compliance with the Fundamental Standards of Care outlined in The Health and Social Care Act 2008 (Regulated Activity) Regulations 2014.</p>
3. Role of the Department (The function of the department in which the post holder works)
<p>The role of the Theatre Department is to provide patient care during the pre, peri and post operative phase of a surgical patient's care within the hospital.</p>
4. Key Working Relationships (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)
<p>All members of the team have regular weekly, if not daily contact with the following range of individuals and organisations:</p> <ul style="list-style-type: none">• Patients and their relatives• All members of the nursing team• Consultant users• All other Medical Disciplines• All employees
5. Duties and Responsibilities of the Post
Clinical <ul style="list-style-type: none">• Practise complex skills autonomously and be an expert in the field of recovery.• Set, achieve, monitor and maintain standards of care ensuring safe practice and taking action if these fall below acceptable levels.• Act as a role model and resource both within and external to the organisation.• Promote excellence in clinical practice.

Managerial

- Effectively manage the recovery team as well as the equipment.
- Manage the efficient running of the department in the absence of the Theatre Manager, ensuring most effective use of staff, supplies and services to promote a safe environment for staff and patients.
- Assist with the recruitment and selection process for recovery nurses and operating department practitioners.
- Work with the external maintenance company to ensure that the equipment register for specialist area is up to date and that the equipment is regularly maintained.
- Plan the workload and staff skill-mix for the specialist area.
- Identify potential for extending the scope of practice to embrace local requirements.
- Interpret, implement and influence organisational change at local and organisational level.
- Be able to adapt own behaviour and influence others to manage conflict and improve team dynamics
- In conjunction with the Team Leaders (where applicable), initiate and evaluate research based practice and challenge traditional clinical methods.
- Together be responsible for the carrying out of regular audits as determined by the Hospital.

Governance

- Work at all times within professional codes of conduct, departmental protocols and relevant legislation.
- Carry out audit, research and quality assurance programmes within the department, and where necessary work with specialist companies researching new products.
- Ensure appropriate recording and reporting of any information or incidents and taking action where required.
- Lead and follow through in the management of adverse incidents, situations and risk in recovery.
- Ensure that patient confidentiality is maintained at all times in accordance with the current policy and legislation, taking action if this confidentiality is breached.

Team Role

- Carry out personal development planning meetings and reviews with junior staff and act on the outcome of these meetings.
- Teach, assess and supervise new and junior staff as well as trainee staff allocated to the department.
- Produce protocols for the specialist area, ensuring that these are adhered to and updated as necessary.
- Ensure effective communication within the multi-disciplinary team.
- Manage the maintenance and monitoring of stock levels, as well as monitoring expenditure and efficiency of use in specialist area.
- Act as resource to other theatre staff.
- Ensure that due regard is given to customs, values and beliefs of patients and staff.
- Be responsible for the day to day line management of the specialist area, allocating workload
- Provide a positive learning environment for the interdisciplinary team.
- Ensure there is a clean and safe environment for staff patients and visitors, and in the implementation of the unit and Hospital's Health and Safety at Work Policies, dealing with and reporting mishaps when they occur.
- Ensuring that the Theatre Manager is informed if there are insufficient resources to control the risks or no risk treatment plan can be identified.

Administration

- Be responsible for the generation of work rotas.

Education and Training/Self-Development

- Maintain own professional development and updating including completion of relevant, specific post registration courses and all mandatory training and facilitating others to do the same.
- Ensure all training resources are allocated fairly, and that academic pathways for junior staff are supported where possible.
- This job description may be added to depending on the prevailing needs of the department. It will be reviewed yearly at appraisal to ensure that it reflects the role and responsibilities of the post holder.

INDIVIDUAL RESPONSIBILITIES

6. General

The post holder is expected to:

- Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies
- Understand and incorporate the organisational values into daily working practice:
 - Compassionate
 - Exceptional
 - Ethical
 - Evolving
- Attend mandatory training as identified by the Hospital
- Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning
- Work as part of a team and collaborate with colleagues
- Ensure good communication links are established with all other departments within the hospital
- Maintain a high level of security awareness

7. Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

8. Risk Management

All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken.

9. Confidentiality and Information Governance

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Hospital's Information Security policy.

The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant.

10. Equality and Diversity

Employees are responsible for ensuring that they assist in the implementation of this the Hospital's Equality and Diversity policy by:

- Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact.
- Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management.

11. Infection Control

It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas.

12. Safeguarding Children and Vulnerable Adults

It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk.

13. Disclosure and Barring Service Check

This post requires the disclosure of all criminal record information including details and dates of 'spent' convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Services check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • RGN or ODP • Recognised post registration course relevant to Theatres. • Degree or Diploma in Nursing / Healthcare. • Teaching and assessing qualification • Evidence of CPD 	Management Course
Experience	<ul style="list-style-type: none"> • 5 years post registration. • A minimum of 2 years' experience in recovery at senior level • Proven experience of successful team management / change management • Good knowledge of budgeting / financial management • Excellent understanding of HR policies. 	Experience in all areas of theatre
Skills	<ul style="list-style-type: none"> • Excellent communication skills • Well organised and able to organise the work of others. • Logical and able to analyse. • Excellent interpersonal skills • Assertive. • I.V. qualified • I.T Literate • Able to run the unit on a day-to-day basis • Strong written, numeracy and abstract reasoning. • Co-ordinate & work towards patient focused care. • Able to work under pressure and manage conflicting priorities and tasks. 	Responsible for the annual appraisals of junior staff.
Knowledge	<ul style="list-style-type: none"> • Excellent understanding of recovery practice. • Good working knowledge of all disciplines of Theatres. • Good understanding of and ability to lead Risk Management in recovery. 	Knowledge of national guidelines.
Personal circumstances	<ul style="list-style-type: none"> • Motivated and positive. • Flexible and adaptable. • Innovative • Team Player • Approachable 	