

NEW VICTORIA HOSPITAL

JOB DESCRIPTION

POSITION INFORMATION
1. Job Details
Post/Title: Deputy Theatre Manager 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 Deputy Theatre Manager is responsible for supporting the Theatre Manager to effect change within the department. The post holder will be required to lead on and facilitate projects to ensure the Hospital has an effective, competent and efficient workforce, achieves good theatre utilisation and embraces patient safety and quality initiatives.</p> <p>They will also participate in the co-ordination of the day-to-day management of staff and resources within the Operating Department and Endoscopy Suite. They will provide clinical management, advice, support and teaching to all relevant personnel.</p> <p>They will 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>To provide a high standard of safe patient care during the pre, peri and post-operative phase of a surgical patient's care within the Hospital.</p> <p>To ensure a safe environment and high quality service for all users.</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 contact with the following range of individuals and organisations</p> <ul style="list-style-type: none">• Theatre staff• Consultant users• Patients and their relatives• Allied Health Professionals• All other Hospital employees• External company representatives

5. Duties and Responsibilities of the Post

Clinical

- Effectively plan and manage clinical activity by ensuring efficient day to day running through the effective utilisation of staff, supplies and resources.
- Provide professional leadership by engaging and influencing theatre staff and the multi-disciplinary team and acting as a role model and resource for staff.
- Monitor standards of cleanliness and the patient's environment within the clinical areas.
- Promote excellence in clinical practice and initiate change as necessary to ensure best practice is adhered to in light of current research.
- Be responsible for clinical care by setting, achieving, monitoring and maintaining standards of care through safe practice and taking action if standards fall below acceptable levels.
- Practise complex skills autonomously and be an expert in one of the three fields of peri-operative care.
- Manage operating lists when required.

Managerial

- Co-ordinate the day to day efficient running of the department through the effective utilisation of staff, supplies and resources.
- Supervise staff, ensuring that there are systems in place to manage the efficient and effective use of supplies, provisions and equipment within the department.
- Participate in the production of staff rosters to provide an effective skill mix and efficient allocation of staff.
- Ensure there is a clean and safe environment for staff, patients and visitors, and implement the department and Hospital's Health and Safety at Work Policies, dealing with and reporting mishaps when they occur.
- Identify any potential for extending the departmental scope of practice to embrace local requirements.
- Plan, implement and evaluate 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, initiate and evaluate research based practice and challenge traditional clinical methods.
- Ensure that Theatre Manager is notified if there are insufficient resources to control risks.
- Undertake allocated staff Individual Performance Reviews and hold regular follow up meetings.
- Participate in the teaching, assessing and supervision of new and junior staff in the department and provide a positive learning environment
- Assist with the recruitment and selection process of all theatre staff.
- In the absence of the Theatre Manager take responsibility for completing the charge sheets.
- Oversee the ordering of loan kits as required by the surgeons.
- Liaise with other hospitals with regards to borrowing equipment.
- Ensure effective communication within the multi-disciplinary team.

Governance

- Work at all times within professional codes of conduct, departmental protocols and relevant legislation.
- Participate in dealing with patient complaints in relation to clinical aspects in theatres.
- Using the Datix system, ensure that clinical incidents are reported, investigated and findings are acted upon.
- Participate in the development of theatre policies, protocols and guidelines and ensure that they are adhered to
- Interpret, implement and influence organisational change at local and organisational level in liaison with the Theatre Manager.
- Ensure audit, research and quality assurance programmes are carried out within the department, and where necessary work with specialist companies researching new products.
- Ensure that patient confidentiality is maintained at all times in accordance with the current policy and legislation, taking action if this confidentiality is breached.

Radiation and Laser

- Deputise as radiation and laser lead for theatres ensuring the department adheres to Radiation and Laser standards.
- Ensure that the policies and guidelines are up to date and adhered to.
- Participate at the Radiation and the Laser committee meetings in the absence of the Theatre Manager.
- Support the implementation of new procedures involving radiation and lasers are introduced into theatres.
- Liaise with the Radiation Protection Advisor.

Decontamination and Infection Control

- Advise staff on day-to-day decontamination issues ensuring up to date guidance is utilised.
- In the absence of the Theatre Manager attend the infection control committee meetings and the related decontamination meetings i.e. water committee meetings, waste management meetings.
- In the absence of the Theatre Manager attend external decontamination meetings and liaise with external decontamination personnel as appropriate to the organisation.
- Assist the Theatre Manager in the implementation of evidence based infection control and decontamination policies and disseminate new policies and guidelines.

INDIVIDUAL RESONSIBILITIES

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, Data Protection Act 1998, 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 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. To deputise for the Theatre Manager on Decontamination within the Hospital when attending the Hospital's Infection Control Committee meetings.
JOB DESCRIPTION AGREEMENT
Post holder:
Date:
Line Manager:
Date:

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • RGN or ODP • Recognised post registration course relevant to Theatres. • Degree in Nursing / Healthcare. • Teaching and assessing qualification • Evidence of CPD • First level management course 	<ul style="list-style-type: none"> • A recognised Surgical skills course • A recognised radiation course
Experience	<ul style="list-style-type: none"> • A minimum of 3 years' experience at a senior level • Proven experience of successful team management / change management • Good knowledge of budgeting / financial management • Excellent understanding of HR policies. 	<ul style="list-style-type: none"> • Experience in all areas of theatre
Skills	<ul style="list-style-type: none"> • Good leadership skills. • Ability to act as a change agent • Excellent communication skills and interpersonal skills. • Good organisational and planning skills. • Logical and able to analyse. • Assertive. • I.T Literate • Strong written, numeracy and abstract reasoning. • Able to work under pressure and manage conflicting priorities and tasks. 	
Knowledge	<ul style="list-style-type: none"> • Substantial level of perioperative knowledge and skills. • Knowledge of national guidelines. • Good working knowledge of all disciplines of Theatres. 	<ul style="list-style-type: none"> • Good understanding of and ability to lead risk management and infection control in theatres.
Personal circumstances	<ul style="list-style-type: none"> • Team player • Excellent role model • Motivated and able to motivate others • Resourceful • Enthusiastic • Innovative • Good sense of humour • Calm, objective and approachable. • Able to adapt to the changing needs of the service 	

Issue January 2022
Review January 2025