

**LANCASHIRE TEACHING HOSPITAL NHS TRUST
HUMAN RESOURCES DIRECTORATE**

JOB DESCRIPTION

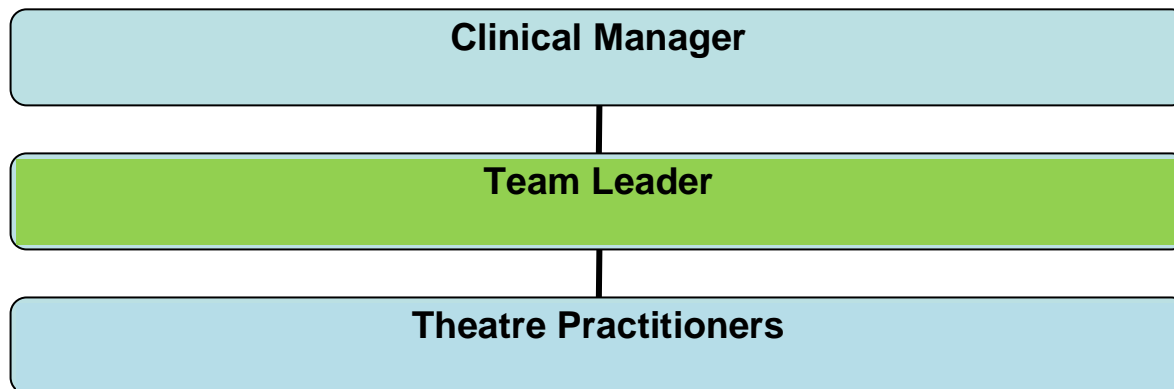
JOB TITLE: Team Leader – Senior Theatre Practitioner (Scrub)

DIRECTORATE: Diagnostics and Clinical Support

REPORTS TO: Clinical Manager

ACCOUNTABLE TO: Matron

DIRECT REPORTS:



HOURS: 37.5 hours per week or negotiable

LOCATION: Royal Preston Hospital

BAND: 6

NB: The Post holder may be required to work in other departments across the Trust including across Trust sites

KSF Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
3	4	3	3	3	2

Role Summary

To support the Clinical managers in the day to day efficient running of the clinical area, by providing strong leadership and direction to the team, monitoring and maintaining standards of care and professional practice.

Be responsible for ensuring the planning, delivery and evaluation of care to meet the personalised health and wellbeing care needs of patients, in line with the Trust's Values /HCPC and Nursing & Midwifery Professional Framework

Act as a strong role model and provide development, clinical supervision and advice for other staff and students to support them in reaching their full potential

To ensure the productive operation of the clinical area through the maintenance of a safe, clean and organised environment.

To act at all times in a manner that upholds the Trust's values and & Nursing & Midwifery Professional Framework goals, working as part of a team to ensure that patients and relatives receive excellent care with compassion.

Trust Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.



Building Team Spirit








Working together as one team with shared goals doing what it takes to provide the best possible service.













Taking Personal Responsibility


Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES	Link to Values				
		♥	■	●	▲	◆
<ul style="list-style-type: none"> Assist and support the Clinical Manager in the safe, effective management of the area including management of personnel, facilities and the associated systems and processes 	<ul style="list-style-type: none"> Ensures staff rotas are planned in advance ensuring adequate staffing and skill mix for service delivery. Assists in the recruitment and selection of staff following agreed policies Demonstrates knowledge of Trust policies and procedures, including major incident, fire, health and safety, disciplinary, complaints and grievance and monitors compliance throughout the department. Assists with management of performance issues including attendance, professional conduct and fitness to practice. Actively tries to resolve issues and complaints at a local level Assists with investigation of complaints, clinical incidents and errors to identify and supports any required change to practice. Gives clear and concise advice to people on the procedures in place such as PALS and complaints. Resolves potential conflicts as per conflict resolution guidance and the promotion of zero tolerance Reports incidents of violence or aggression immediately in order to seek 					

	appropriate help and support					
<ul style="list-style-type: none"> Act as a role model, presenting a positive image of self, team and the organisation 	<ul style="list-style-type: none"> Demonstrates clinical expertise and acts as a resource for junior staff Promotes and demonstrates best practice and a clear patient safety focus. Complies fully with the Trust Uniform Policy, ensuring whole team compliance as indicated by audit results and feedback. Ensures the professional behaviour of self and others and creates a positive working environment. Feedback indicates patients, visitors, staff and students are welcomed in a manner which promotes a positive image of yourself, and the department Fully complies with the Trust Email, Internet and Social Networking Policy (TP-129) 					
<ul style="list-style-type: none"> Be responsible for the delivery and co-ordination of care, through appropriate professional practice, delegation and supervision of duties carried out by junior staff 	<ul style="list-style-type: none"> Own work is prioritised appropriately and time is managed effectively Co-ordinate care within the department deploying staff and prioritising as necessary Effectively communicates to the team ensuring all staff aware of service needs. Takes appropriate action when shortfalls occur, or are likely to occur. Delegated duties are realistic, achievable and take into account team members' role, abilities and development needs. Staff are appropriately supervised and supported in their roles. Meets the standards for leading and co-ordinating the team Has built excellent relationships with MDT and uses judgement to ensure seamless service delivery 					
<ul style="list-style-type: none"> Ensure a high standard of service delivery is delivered by self and others based on assessment, planning, implementation and evaluation of care to meet patients' needs in accordance with agreed local and National standards and evidence based guidelines. 	<ul style="list-style-type: none"> Performs, promotes and monitors care and enhanced clinical skills to a high quality standard. Demonstrates compassion by recognising and responding to individual needs in a warm, thoughtful, sensitive and helpful way Constructively manage barriers to effective communication Proactively engages with patients, relatives and carers to seek their views, gain agreement and to keep them informed about their treatment and care Ensures safe & timely administration and storage of all medication Escalates concerns about patient condition in a timely manner where unable to provide appropriate intervention Receives positive feedback from patients/relatives/team members/students. Ensures accurate and complete records of all theatre activities are 					

	<p>maintained in a timely manner, adhering to local and NMC /HCPC standards of record keeping</p> <ul style="list-style-type: none"> • Supports bereaved and distressed patients/relatives in a kind and compassionate manner. 					
<ul style="list-style-type: none"> • Set, monitor and maintain standards of care to improve the patient experience and outcome of care. 	<ul style="list-style-type: none"> • Challenges poor standards of care or inappropriate behaviour and raises and escalates concerns about the safety and wellbeing of patients • Takes a proactive part in team meetings • Participates and leads in innovations and improvements in services including the 'productive theatre' programme, seeking patients and others views as appropriate. • Ensures all audit and evaluation programmes are completed and insures standards continually monitored and maintained • Makes constructive suggestions as to how the service can be improved. 					
<ul style="list-style-type: none"> • Proactively manage risk and maintain patient safety, conforming to health, safety and security legislation, policies, procedures and guidelines. 	<ul style="list-style-type: none"> • Complete risk assessments and take appropriate action to minimise risks in accordance with Legislation and Trust policy • Ensures all instrument checks are completed correctly and that any noncompliance is challenged. • Ensures the perioperative count is completed and documented and all staff has been assessed as competent. • Ensures all documentation is complete, legible , accurate and completed in a timely manner • Achieves own ANTT and hand hygiene audit and completes audits for other staff and students. • Uses and ensures team compliance with agreed moving and handling procedures utilising the correct equipment. • Ensures that self and team are updated with moving and handling training as per Trust RMTNA • Reports all accidents, incidents, near misses, faulty equipment or environmental issues immediately as per Trust Policy • Ensure patients are correctly positioned using appropriate pressure relieving devices and that pressure areas are monitored to promote tissues viability. 					

<ul style="list-style-type: none"> Communicate all relevant information to the multidisciplinary team internally and with external organisations as required, to ensure seamless care 	<ul style="list-style-type: none"> Communicates in a professional and timely manner. Ensure the whole team aware of any issues or problems as they arise. Develop and maintain communication with people about difficult matters or difficult situations, in an appropriate, supportive and empathic manner Ensure confidentiality is maintained at all times 					
<ul style="list-style-type: none"> Promote provision of patient education and health promotion 	<ul style="list-style-type: none"> Ensure all relevant health assessments have been undertaken Gives health promotion advice or refers to specialist practitioners 					
<ul style="list-style-type: none"> Promote equality in care and practice by recognising, respecting and meeting the needs and choices of individuals 	<ul style="list-style-type: none"> Treats everyone with dignity and respect and in a professional and courteous manner Acts in accordance with current legislation, policies, procedures and good practice relating to equality & diversity. Takes action to address behaviour that undermines equality and diversity. Safeguards children, young people and vulnerable adults, escalating concerns in line with Trust policy and regulatory frameworks. 					
<ul style="list-style-type: none"> Ensures environment of care is safe, well equipped and compliant with standards for hygiene and cleanliness. 	<ul style="list-style-type: none"> Stock and equipment levels are maintained to enable smooth running of the department. Engages in forecasting and planning to ensure that the correct equipment/patient specific needs are in place Proactively manages and orders stock to ensure the departmental needs are met. Delegates responsibility for maintaining stock levels during periods of absence. Manages resources and delegates duties to ensure the smooth running of the daily list requirements Equipment is cleaned and maintained as per Trust standards. Equipment issues are resolved in a timely manner ensuring that all stakeholders are informed and updated. 					
<ul style="list-style-type: none"> To participate in education and training of junior staff. 	<ul style="list-style-type: none"> Attends regular mentorship updates Evidence of being active mentor and role model 					

	<ul style="list-style-type: none"> • Actively involves and supports students and junior staff in educational opportunities • Positive student feedback is received through educational audits • Act as assessor and mentor to junior staff and students supporting their development • Takes part in the Induction and monitoring of new staff • Maintains competency with medical devices in own specialist area ensuring junior staff achieve competence prior to use. 					
<ul style="list-style-type: none"> • Maintain and develop own professional competence and seek to extend the scope of personal knowledge and skills within scope of role and professional practice 	<ul style="list-style-type: none"> • Actively participates in the appraisal and Personal development planning process and has a current appraisal and Personal Development Plan • Carries out staff appraisals and ensures all staff have agreed objectives and personal development plans. • Undertakes identified learning and development opportunities, as agreed with manager. • Maintains a current Personal Development Portfolio, in line with Trust Policy and NMC/HCPC Registration • Participates in reflective practice and clinical supervision activities • Mandatory training as outlined by the Trust in the Risk Management TNA is up to date and complete. 					

Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	√	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	√	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	√
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	√	Exposure to known skin irritants or sensitisers (including latex)	√
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	√
Biological			
Exposure-prone procedures	√	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	√	On-call duties/ lone working	√

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients

- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Team Leader, Emergency Theatres, Scrub

BAND: 6

DIRECTORATE: Diagnostic & Clinical Support

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> • Current NMC/ HCPC Registration • Registered Nurse/ODP • NMC recognised Mentorship qualification • Specialist qualification in scrub practice OR evidence of experience and competence in a wide range of speciality specific procedures. • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Degree in related health care area • Level 3 ILM (Institute of leadership and Management) or equivalent • Surgical First assistant course • Sign off mentor 	<ul style="list-style-type: none"> • Application form • Interview • Portfolio • Clinical skills log
Knowledge & Experience	<ul style="list-style-type: none"> • Willingness to expand clinical competence within role. • Awareness of changes in practice and the ability to implement change. • Knowledge of Clinical Governance and the relevance to practice • Knowledge of relevant policies and procedures 	<ul style="list-style-type: none"> • Knowledge of ethical issues • Knowledge of Leadership and Management • Research and Development • Experience of budgetary management 	<ul style="list-style-type: none"> • Application form • Interview • Portfolio of evidence • Clinical Skills Scenario
Skills & Abilities	<ul style="list-style-type: none"> • Good communication skills • Able to obtain and evaluate information to aid decision making • Able to lead and supervise other staff • Promotes team working and 	<ul style="list-style-type: none"> • Lead others in change management • Good presentation skills • Good teaching skills • Intermediate IT skills 	<ul style="list-style-type: none"> • Application form • Interview • Presentation • Clinical Skills Scenario • Portfolio of evidence

	<p>best practice in the clinical environment</p> <ul style="list-style-type: none"> • Ability to use IT systems relevant to work role • Ability to prioritise • Good time management skills • Experienced mentor with ability to identify learning and development needs 		
Values & Behaviours	<ul style="list-style-type: none"> • Caring & compassionate • Self motivated and able to motivate others • Commitment to CPD of self and others • Able to work closely with team members • Flexible to the needs of the service • Ability to deal with difficult situations with professionalism and sensitivity 		<ul style="list-style-type: none"> • Clinical Skills Scenario • Interview