

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Theatre Team Leader/ODP</b>
<b>Division/Department:</b>	<b>Surgery/Theatres</b>
<b>Responsible to:</b>	<b>Lead Practitioner</b>
<b>Accountable to:</b>	<b>Clinical Theatre Manager</b>
<b>Band:</b>	<b>6</b>
<b>Hours:</b>	<b>37.5</b>
<b>Location:</b>	<b>LNWUH NHS Trust – Northwick Park Site</b> In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

### **Organisational Values**

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

**H**onesty - open and honest in everything we do

**E**quality – we value all people equally and treat them fairly whilst recognising their individuality

**A**ccountability – we will provide excellent care and ensure the safety and wellbeing of all patients

**R**espect – we treat everybody the way we would like to be treated

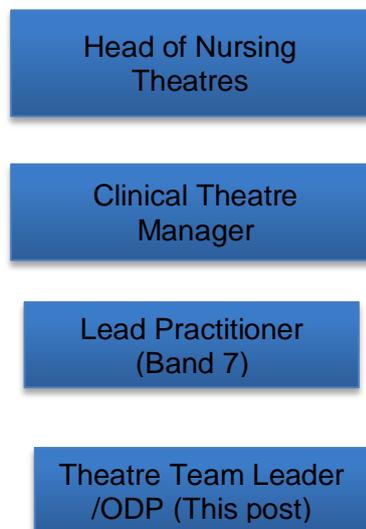
**T**eamwork – we work together to make improvements, delivering consistent, high quality, safe care.

### **JOB SUMMARY**

The post holder will be responsible for organizing and delivering nursing care in the peri-operative setting. They will lead a team of nurses and Healthcare assistants. They will work together with the specialty team leader and surgical team to develop and maintain excellence in peri-operative care. The job will be based in Northwick Park Hospital; however per times you will asked to work in

other sites of the Trust (Central Middlesex and/or Ealing). Nights, weekends and on-call is part of this position.

### 3. Structure



### KEY RESPONSIBILITIES

- Participates and initiates the communication process to facilitate the development of a supportive, cohesive team.
- Provides and receives complex and sensitive information.
- Ensures confidentiality.
- Ensures effective communication within the multidisciplinary team and other departments.
- Responsible for checking consent documentation.
- Works in partnership with patients and family to ensure accurate information and understanding and eliminate barriers
- Maintains accurate and legible records of patient care and supervises others, in line with NMC code of professional conduct and local and Trust policies.
- Recognises responsibilities with regard to legal and ethical implications of accurate record keeping.
- Leads and manages a designated peri-operative team.
- Develops programmes of care, implements and evaluates, making changes as necessary.
- Delegates planned programmes of care to others in the team.
- Able to organise and facilitate an operating list.
- Competent in scrub and circulating role.
- Able to lead team members in scrub and circulating role.
- Provides learning support for junior members of the team acts as a mentor and assessor
- Leads the team in urgent or emergency situations.



Putting **patients**  
at the **HEART**  
of everything we do



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University Healthcare**  
NHS Trust

### **Leadership and staff management responsibility**

- Leads and manages a designated peri-operative team.
- Develops programmes of care, implements and evaluates, making changes as necessary.
- Delegates planned programmes of care to others in the team.
- Able to organise and facilitate an operating list.
- Competent in scrub and circulating role.
- Able to lead team members in scrub and circulating role.
- Provides learning support for junior members of the team acts as a mentor and assessor
- Leads the team in urgent or emergency situations.

### **Financial responsibility**

- Aware of budget constraints.
- Responsible for economic use of resources.
- Responsible for effective stock control.
- Liaises with materials manager and colleagues for the effective use of equipment and stock.
- Maintains an awareness of developments in resources which may be more cost effective

### **Service Development and Improvement**

- Keep up to date with developments in peri-operative practice and area of specialism and share and develop knowledge.
- Constructively analyse practice in order to evaluate and improve care.
- Initiate innovation to formulate excellence in peri-operative practice.
- Continually monitor standards of care and initiate and contribute to improvement through audit, benchmarking and research.
- Formulate and participate in induction programmes for all staff allocated to the department.
- Act as a learning resource

### **Responsibility for dealing with difficult situations**

- Works in a rapidly changing environment.

- Ability to respond to changes in list order and lead others in prioritising appropriately.
- Recognise areas of conflict and manage this to promote a healthy working environment.
- Ability to manage distressing and/or emotional cases such as trauma, or peri-operative death.
- Provide support and advice to relatives and staff when faced with distressing situations.

### **Physical Working Conditions and Environment**

- Required to stand at operating table for long periods of time.
- Required to concentrate and support others in maximizing concentration over long periods of time..
- Responsible for the movement and supervision of others in moving and setting up equipment and resources in line with manual handling policies.
- Responsible for self and others with regard to health and safety in the work environment.
- Recognises situations which may be detrimental to health and well-being of self and others and take appropriate action to reduce risk.
- Responsible for safe practice and supervising others when exposed to bodily fluids, hazardous substances and sharps.
- Responsible for ensuring the maintenance and safe functioning of equipment

### **Knowledge, Training and Education**

- R.N. with current NMC registration
- ENB 176/183 or ODP level 3 or recognized academic qualification in peri-operative practice.
- Minimum 2 years experience at band 5.
- Responsible for own professional development to meet identified needs.
- Responsible for supervising and supporting others in professional development.
- Responsible for annual mandatory training.
- Promotes evidence based practice and decision making and encourages and supports this in others.
- Competent in IT skills.

### **Any other aspect of the role**

- Flexible approach to work.
- Supports peoples equality, diversity and rights.
- Adheres to local and Trust policies
- Aware of responsibilities in line with data protection.

## **ADDITIONAL RESPONSIBILITIES**

### **INFORMATION GOVERNANCE**

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

### **INFORMATION SECURITY**

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

### **HEALTH AND SAFETY AT WORK Act (1974)**

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

### **EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION**

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

### **PATIENT & PUBLIC INVOLVEMENT**

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

### **RISK MANAGEMENT**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

### **CORPORATE / CLINICAL GOVERNANCE**

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

### **INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.



- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

### **STAFF COMMITMENT TO PATIENT CARE**

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

### **HEALTH RECORDS**

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website-*Records Management*; *NHS Code of Practice- 2006*

### **NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS**

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

**This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.**

**The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.**



## PERSON SPECIFICATION

Job Title: THEATRE TEAM LEADER/ODP

Division/department: Surgery/Theatres

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>Education/Qualifications</b>	1. NMC or HCPC Registration 2. Mentorship Course 3. Post-Graduate Theatre Course 4. RN or ODP with enhanced theatre experience has knowledge of scrubbing in a variety of specialities.	<ul style="list-style-type: none"> <li>• Scrub experience</li> </ul>
<b>Knowledge &amp; Experience</b>	1. Effective communication 2. Knowledge of different areas of peri-operative practice	<ul style="list-style-type: none"> <li>• Competent IT Skills</li> </ul>
<b>Skills, Abilities and Attributes</b>	1. Reliable practitioner. 2. Good organizational skills	<ul style="list-style-type: none"> <li>• Experience in specialist field</li> <li>•</li> </ul>
<b>HEART Values</b>	Demonstrate commitment to Trust HEART values – Honesty, Equality, Accountability, Respect, and Teamwork.	

*Person specifications should be kept to a maximum of 25 bullet points*

Job description and person specification drafted / amended by:

Name:

Designation:

Date:

### JOB DESCRIPTION AND PERSON SPECIFICATION AGREEMENT

Job Holder's Signature		Date	
Line Manager's Signature		Date	



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