

JOB DESCRIPTION

General Information

JOB TITLE	Maternity Theatre Coordinator
GRADE	Band 7
HOURS	37.5hrs per week cross site
RESPONSIBLE TO	Matron
ACCOUNTABLE TO	HOM/DOM

Organisational Values:

Our **values and behaviours** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

Put the patient First

Respect each other

Be Kind

Professional

Teamwork

Job Summary

The post holder will be a registered nurse responsible for the effective and efficient operational management of the department/ward; including budget control, clinical governance, staff development and training. The post holder will be expected to provide professional leadership within the clinical area and provide direction and inspirational leadership to all members of the multi-disciplinary team within the area for which they are accountable for. The post holder will be involved in the development of protocols/guidelines and patient information with regards Maternity Theatre

Key Relationships

Matron, Head of Midwifery, Director of Midwifery, Consultants and Junior Medical Staff, Nursing and Midwifery Staff, Anaesthetics, ODP, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff.

Duties and Responsibilities

- Work clinically as scrub and recovery nurse
- Manage elective C/S theatre list and all activities in maternity theatre, working closely with the matron and obstetric lead for the service
- Ordering and ensuring theatre equipment and resources are appropriately managed.
- Train and supervise new midwives/Nurses with theatre scrubbing
- Lead the Theatre Nursing team and build successful links between key professionals to support and promote effective multi-disciplinary team working. Work effectively cross site over the week, ensuring visibility at both Epsom and St Helier Maternity Units
- Manage the nursing staff within the maternity department, ensuring the patients receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
- Complete a roster according to trust policy that supplies Maternity Theatres with a Theatre/Recovery Nurse day and night, Monday to Sunday
- Be wholly accountable for his / her practice in line with the NMC code of professional conduct and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence. Additionally, ensure that BFI training is up to date and mothers and babies are kept together as much as possible
- Communicate effectively and efficiently and liaise with other members of the multi-disciplinary team to ensure that patients receive seamless care within the trust.
- Act as a professional nurse leader and role model to the staff. To apply clinical skills of the highest standard and to take a proactive approach to the development of clinical competence in self and others.
- Maximise use of clinical resources, implementing best practice in patient flow, admission and transfer arrangements.
- Monitor monthly budget statements, identifying trends, understanding spending patterns in order to stay in budget and to take action as required.
- Ensure that the departments have adequate resources / equipment to provide an effective service.
- Develop and maintain effective channels of communication between all members of the multi-disciplinary team.
- To ensure the Matron is informed when changes to circumstances may affect safe competent practice.
- Participate in nursing and multi professional research and audit and to implement actions identified from quality initiatives.
- Identify and intervene where circumstances contribute to an unsafe environment for

patients and staff. To bring instances to the attention of the Matron / Head of Midwifery for the area.

- Lead and support the ward team through the process of change, demonstrating tenacity, drive, professional integrity, balance and perspective.
- Maintain the Trust's Gold standard in relation to BFI and adhere to the Infant feeding guidelines, attend annual BFI training as necessary
- Responsible for the correct administration of prescribed medication including transfusion of blood
- Responsible for the correct administration of blood products.
- Be responsible for assessing and recognising emergencies in the speciality. To interpret information and take appropriate action and to lead others to do the same.
- Act as an advocate for patients within the department, to ensure a patient orientated approach to the delivery of care and to meet standards within the NHS Plan and other relevant guidelines.
- Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.

Staff Management, Education and Training

- Motivate, develop, support and identify training needs for department staff.
- Implement and work within the Trust's HR policies on all staffing matters, including sickness, capability and disciplinary issues. Take corrective measures if indicated in liaison with Human Resources and the Matron.
- Work with the Matron and Human Resources Department in the recruitment, selection, appointment and retention of staff.
- Monitor recruitment and retention and use all available strategies to retain and motivate staff e.g. flexible working policy.
- Participate in appraisals and the setting of objectives for junior staff in the department to enable them to achieve optimal effectiveness and to understand their contribution to the directorate.
- Ensure that appropriate written induction programmes are available and utilised for all new staff within the department
- Working closely with the Practice Development Team, ensure that relevant clinical based teaching programmes are in place and maintain accurate training records.
- Actively participate in teaching of junior staff and students.

- Ensure that nursing staff receive appropriate training and professional education in accordance with the NMC's Recommendations.
- Ensure that staff attend and assist in training where appropriate on mandatory training sessions and maintain accurate records of these.
- Participate in the education and assessment of staff undertaking a specialist course or further education programmes.
- Keep abreast of developments and research in Nursing Practice.
- Adhere to trust and departmental policies and procedures, ensuring that all staff do the same.
- Ensure optimised skill mix within the department/ward and reviewing the skill mix as required and monitoring the use of bank staff
- Organise team meetings at an appropriate frequency, recording and circulating minutes of these. To ensure a good method of communication within the department at all times and to encourage the exchange and implementation of new ideas and evidence based practice

Clinical Governance, Audit and Research

- Ensure that the delivery of care to all patients meet the standards set by yourself and the Trust.
- Take responsibility for ensuring the highest standards of Infection prevention and control are practiced at all times.
- Demonstrate a high level of commitment to and enthusiasm for research, evidence based practice, audit and education in the clinical area.
- Actively contribute to reconfiguration projects, service redesign developments and Directorate business planning as required.
- Be proactive in the risk assessment, management, clinical incident reporting and management of complaints.
- Ensure all staff move and handle patients and goods in ways that promote the health of the patient and care team and are consistent with legislation.
- Contribute to the development of Directorate and Trust policies, procedures and clinical guidelines and ensure adherence by self and ward team.
- Undertake clinical and associated audits as appropriate for the given area.
- Record and report all incidents, accidents and complaints involving staff, patients and visitors in accordance with the trust policies and initiate investigations as required.

- Participate in, and comply with, the trusts framework for clinical governance within the department area.

Service Development

- Lead on the implementation of the clinical and organisational model for the area.
- Lead on ensuring that the area continues to be based upon sound business projections, good financial planning and delivered according to appropriate standards within financial resources.
- Contribute to and to be aware of the business plan and its implication for service delivery and nursing
- Lead on monitoring the overall activity for the area.
- Identify opportunities to develop new ways of working and challenge, change and expand roles, working in conjunction with the Education and Practice Development Team/s, Matrons and Head of Midwifery.
- Proactively seek feedback on patient and public experience in order to address concerns in a timely manner and build on success.
- Assist with the development, implementation and evaluation of departmental protocols ensuring coherence and consistency across both sites.
- To undertake audit and monitoring of the department/ward and participate in the implementation of changes to improve service delivery.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

- Confidentiality / Data Protection / Freedom of Information
- Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.
- Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.
- Information Governance
- All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance

with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

- Equal Opportunities
- Post holders must at all times fulfil their responsibilities with regard to the Trust's Equality and Diversity Policy and equality laws.
- Health and Safety
- All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

- All post holders have a personal obligation to act to reduce healthcare- associated infections (HCAs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.
- Risk Management
- All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory

Flexible Working

- As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.
- Safeguarding children and vulnerable adults
- Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.
- Smoking Policy
- The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles
- Review of this Job Description

- This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder

