

LIVERPOOL HEART & CHEST HOSPITAL NHS FOUNDATION TRUST

Job Description

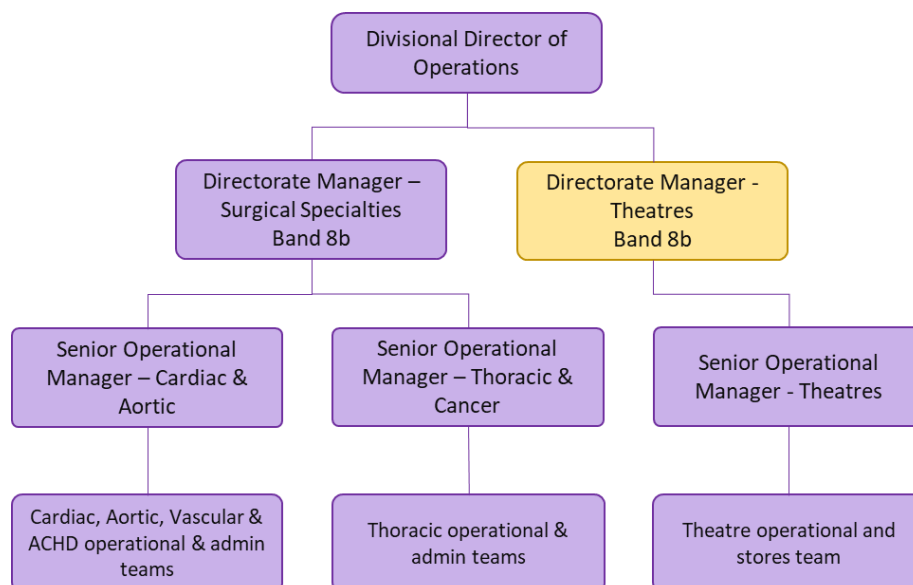
Post:	Directorate Manager - Theatres
Banding:	8b (Subject to AfC banding)
Accountable to:	Divisional Director of Operations for Surgery
Responsible for:	Departmental Leads / Managers

Job Summary

The Directorate Manager for Theatres will have responsibility for delivery of the day to day operational management of the Operating Theatres department within the Surgery Division. They will work closely with the Divisional Director of Operations, Clinical Leads, Matrons and colleagues across all Divisions to ensure that the Directorate delivers its financial, activity and quality targets. The post holder will be responsible for ensuring that the Directorate delivers safe, efficient and effective care, proactively managing productivity in collaboration with the multi-disciplinary team.

The Directorate Manager will be instrumental in the planning and delivery of service developments as required by the divisional strategy. Whilst the role is specific to a function within the Division, the post holder will also be required to work in conjunction with all other functions within other Divisions to contribute to delivery of the Trust's operational performance and strategy. The Directorate Manager will deputise for the Divisional Director of Operations as required.

Divisional Structure



Key Working Relationships

The Directorate Manager is a key member of the Divisional Management Team and has key working relationships with:

- Divisional Director of Operations
- Divisional Medical Director
- Divisional Director of Nursing
- Senior Operational Manager - Theatres
- Theatre Matron
- Theatre co-ordinators
- Stores team
- Matrons and Ward Managers
- Operational Management teams
- Business Partners (HR, Finance, Analytics)
- Clinical Leads and Medical Staff
- Perfusion and Surgical Care Practitioner teams
- Anaesthetics and Critical Care teams
- Procurement team
- Sterile Services (external)

Key Duties and Responsibilities

Service Development and Delivery

The Directorate Manager will work with Clinical Leads, Department Managers and Matrons to ensure the delivery of safe, effective and efficient theatre services.

- To be responsible for the operational performance, finance and workforce management within the directorate.
- To lead the achievement of local and national performance targets, including waiting lists, finance, productivity and governance targets through developing and maintaining robust management systems.
- Ensure that long term objectives of the Division are turned into effective, affordable and achievable action plans.
- Working with Business Analytic colleagues, determine the information needs of the Directorate and ensure appropriate mechanisms are established to ensure that information systems are up to date and to collate, analyse and distribute data input for reporting, monitoring and planning purposes.
- Utilise and promote the use of all relevant information in making operational decisions, and in the formulation and implementation of service plans.
- Make decisions and judgements involving highly complex facts and data which require analysis and may have a range of options with no obvious solutions.
- Manage capacity within the Directorate alongside Clinical and Nursing leads to ensure the delivery of the required activity.

- Work closely with the MDT and use improvement methodologies to develop services and implement improvements in patient focussed care.
- Work with external organisations, particularly with the Integrated Care System (ICS) and local council in the management and development of services.
- Understand and contribute to strategic objectives regarding health inequalities and work with partner agencies and stakeholders to deliver improvements in this area.
- To represent the Trust on internal and external committees as required.
- Implement and embed changes within national health and social care policy.

Finance

- Be responsible for the effective financial management of budgets within the Directorate, including holding delegated budget holders to account.
- Contribute towards the overall financial management of the Division's income and expenditure positions.
- To understand, analyse and report on the relationship between income and expenditure for Directorate and to support the clinical staff to develop devolved ownership of the decisions affecting these services.
- Actively monitor financial performance to ensure effective and efficient use of the financial resource, taking actions when required to ensure that expenditure remains within budget.
- To monitor income, activity, case mix, patient cost and profitability, analysing and interpreting information to address areas of shortfall and identifying opportunities for increase in income / profitability.
- Production of business cases for service improvements and developments which should be reflected in the Division and Trust's business plan.
- To deliver and monitor the implementation of approved business cases in accordance with agreed timescales.
- To work with the Divisional Director of Operations and other members of the Divisional Management Team in the development of the annual Business Plan to support the strategic direction of the Division ensuring that this reflects the priorities and objectives of the Trust.
- Comply with the Trust's Standing Financial Instructions (SFIs) and standing orders.
- Lead the delivery of the Cost Improvement Plan (CIP) for the Directorate, identifying and delivering cash releasing savings and income opportunities which maintaining quality and safety.
- To maintain and develop relationships with existing internal and external customers; and explore opportunities to expand services.

Governance and Quality

- To place patient safety and high standards of clinical care at the heart of management activity and service delivery.
- To attend and make a positive contribution at the Speciality and Divisional Governance meetings. The post holder will share and learn from information on quality and safety, such as; incidents, case reviews, learning outcomes, risk assessments, infection control, patient experience, complaints etc.
- To co-ordinate the investigation of complaints within the speciality to the agreed timescale, and take appropriate managerial action to address poor standards, identify learning outcomes and actions.
- Ensure services are provided in a safe and well governed manner, ensuring risk management strategies are implemented and monitored including risk register maintenance and assurance frameworks.
- Contribute to the development and implementation appropriate clinical governance arrangements.
- To actively seek patient and family involvement and feedback, and use this feedback to develop and improve services for patients.
- To work collaboratively with colleagues across the Theatre department to deliver services in line with the Association for Perioperative Practice (AfPP) Standards and Recommendations

Managerial / Leadership

- To manage the Theatre operational management and stores teams.
- To provide leadership, direction and support to all staff within services managed, fostering an open and inclusive style of management, encouraging team working staff development ,and effective working relationships.
- To work in partnership with other senior colleagues in the Division, including medical, nursing, HR, analytics and Finance, to ensure a co-ordinated approach to Operational Management.
- To ensure that all staff understand and work towards performance targets in all areas including: Activity, Finance, HR, Governance and the Divisions' strategic agenda.
- Ensure the leadership, governance and culture within the Directorate are used to drive and improve the delivery of high-quality person-centred care as per Care Quality Commission standards and Key Lines of Enquiry
- To foster a sense of team identity, common purpose and shared values in pursuit of Directorate, Divisional and Trust goals and organisational objectives.

- To promote a culture that is patient-focused and where high-quality care is delivered according to the best available evidence.
- To lead by example, actively promoting and role-modelling the behaviour and the Trust's Values & Behaviours.
- To lead on specific projects on behalf of the Divisional Triumvirate, including chairing meetings and leading project groups.
- To ensure that all staff within the areas managed received regular appraisal and have Personal Development Plans to support personal development and succession planning in conjunction with the Divisional Director or Operations.
- To ensure that staff management arrangements are consistent with HR policies and procedures within the Trust and to ensure that good practice in recruitment, appraisal, performance management and other policies are maintained.
- To ensure that the directorate implements and adheres to Trust HR policies and procedures.
- To work in partnership with Trade Unions and staff representatives in developing the workforce, managing employee relations and changing working practices.
- To communicate the vision and rationale of the service provision to engender a culture of openness and respect for diversity.
- Develop team morale and motivation through effective personal leadership, ensuring that views and decisions are communicated both up and down the management structure
- Undertake disciplinary / grievance investigations and sit on panels as required.
- In conjunction with Human Resources, develop processes that support people's equality, diversity and rights, evaluating the effectiveness of current policies and procedures and making suggestions on how they can be improved
- Participate in the investigation of incidents and complaints providing clear action plans to reduce or eliminate reoccurrence and communicate these Trust wide.
- Maintain and strengthen Divisional risk registers and audits.
- Contribute to the Divisional governance processes to ensure the development of an integrated governance framework that assures safe and effective care for patients and clients and complies with public sector values and codes of conduct, operations and accountability.
- To deputise on behalf of the Divisional Director of Operations as required.
- To participate in the Senior Manager On-Call rota.

General Statements

Confidentiality

All employees must adhere to policies and procedures relating to Information Governance, Confidentiality and Information Security.

Risk Management

The Trust is committed to approaching the control of risks in a strategic and organised manner.

The postholder must be aware of their individual responsibilities as detailed in the Trusts Risk Management, Health & Safety and Incident policies, and those under the Health and Safety at Work Act. This includes the reporting of any untoward incident, accident, potential or actual hazard identified.

Safeguarding

All staff are required to be familiar with the arrangements for safeguarding children, young people and vulnerable adults and support the organisation in promoting the welfare of children, young people and vulnerable adults.

Staff working directly with children, young people and vulnerable adults will have a responsibility to ensure safeguarding and promoting their welfare forms an integral part of their duties.

Staff who come into contact with children, vulnerable adults, parents and carers in the course of their work and/or have access to records will have responsibilities to safeguard and promote the welfare of children, young people and vulnerable adults.

Staff who come into contact in the course of their duties, with parents, carers or other significant adults or children, young people and vulnerable adults should always be mindful of safeguarding and promotion of the welfare of these individuals.

Infection Control

In accordance with the Health and Social Care Act 2008, it is the responsibility of every member of staff to participate in the prevention and control of infection within the capacity of their role. In order to maintain high standards of infection and prevention control all staff are expected to comply with the relevant Trust policies, procedures and guidelines and report any concerns to their manager or to the infection prevention team.

Health and Wellbeing

The Trust is a Health Promoting Hospital. The Trust expects that when you are presented with opportunities to improve the lifestyle of our patients you seek help from appropriately trained clinical staff to ensure patients are supported and assisted in making the necessary lifestyle changes. This is in accordance with best practice as described in the DoH white paper "Choosing Health – Making Healthy Choices Easier".

Equal Opportunities

The Liverpool Heart & Chest Hospital NHS Foundation Trust is committed to achieving equal opportunities. All employees are expected to observe this policy in relation to the public and fellow employees.

All staff are expected to adhere to, and act in accordance with, the values & behaviours of the Trust.

This document is intended to be used as a guide to the general scope of duties involved in this post. It is not exhaustive and should not therefore be used as a rigid specification. It will be kept under review and amended as required in consultation with the postholder.

Created by:	Lucy Currie, Divisional Director of Operations	Dated	26 th February 2024
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