

GLOUCESTERSHIRE HOSPITALS NHS FOUNDATION TRUST JOB DESCRIPTION

1. JOB DETAILS

Job Title: Lead Coordinator

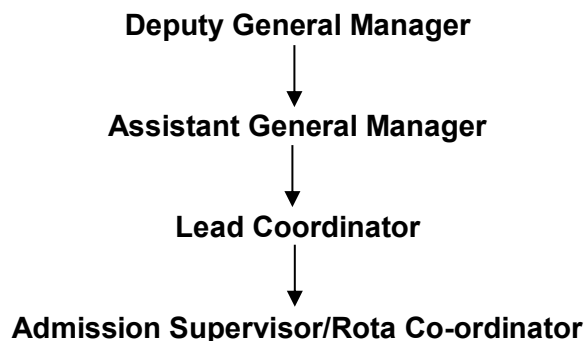
Department/Area: Trauma & Orthopaedics

Location: Gloucestershire Royal Hospital

2. JOB PURPOSE

- Ensure efficient and effective cover for all Theatre Lists and GRH Fracture clinics, source additional capacity for New Fracture clinics, finding additional post up follow up slots when needed.
- Setting up new clinics both Elective and Trauma.
- Responsible for Coordinating all Consultants/Doctors annual/Study leave and sickness/absences.
- Managing all of the departmental Rotas to ensure all areas are covered

3. ORGANISATION CHART



4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- ☐ Experience of working as a team leader or supervisor.
- ☐ Knowledge of a leave system, equivalent to ESR.
- ☐ Keyboard skills, including Microsoft Word, Excel/Google Sheets, Outlook, PowerPoint and Patient Access Systems (EPR/TrakCare/Infoflex)
- ☐ Strong planning and organisational skills.
- ☐ Ability to effectively prioritise workload and resolve unforeseen problems as they occur.
- ☐ Excellent communication, responsiveness, interpersonal, negotiating and influencing skills, both written and verbal to lead and support staff through change processes
- ☐ Experience of covering and backfilling Theatre sessions/clinics
- ☐ Experience of setting up clinics and clinic utilisation.

KEY RESULT AREAS

Admin/Management

- ☐ Management of medical leave, adhering to local annual leave policy
- ☐ Management of medical staffing rotas in conjunction with clinical leads
- ☐ Covering and backfilling Theatre sessions/clinics
- ☐ Setting up clinics and clinic utilisation
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Organisational and Development

- ☐ To examine admin/clerical systems and processes to continuously improve services.
- ☐ Put forward proposals for Organisational re-structuring to maximise services by providing appropriate staffing levels.
- ☐ Take the lead for various projects as required by divisional management

5. COMMUNICATIONS AND WORKING RELATIONSHIPS

- ☐ General Managers/ Assistant General Managers
- ☐ Administration/Clerical and Secretarial staff
- ☐ Consultants and multi-disciplinary teams
- ☐ Trauma Coordinators
- ☐ Ward Clerks
- ☐ Medical and Nursing staff
- ☐ IT Services
- ☐ Health Records Staff
- ☐ Human Resources
- ☐ Trust training department including PAS training staff

6 MOST CHALLENGING PART OF THE JOB

- ☐ Managing conflict
- ☐ Facing a complexity of urgent issues on a daily basis.
- ☐ Managing demands from Trauma intake
- ☐ The work pattern is extremely unpredictable due to constant interruptions and having to deal with urgent issues as and when they occur.

7. PHYSICAL EFFORT AND WORKING CONDITIONS

- ☐ Use of Visual Display Unit (VDU) on a daily basis.
- ☐ Deal with aggressive verbal and written communications from people within the Trust.
- ☐ Constant interruptions from telephone enquiries, unplanned visits from Trust staff, emails etc which affect the flow of concentration. Priorities often change during the day and there is a need to be very flexible in order to change direction throughout the day.
- ☐ The post holder is required to use their own initiative to analyse, make decisions and implement, monitor and evaluate effectiveness of the areas they manage to ensure the best outcomes for excellent service delivery.
- ☐ Autonomous working conditions - Line Manager is available for advice and support but does not supervise the work being carried out

8. SUMMARY OF JOB

The successful applicant will be responsible for covering all our Rota's within the department to include covering the on call, updating Cinapsis, covering all Theatre sessions and clinics across all sites, looking after all Consultant/Doctors leave requests plus covering short notice absences due to unforeseen circumstances or sickness, and submitting shifts on locums nest.

9. ESSENTIAL QUALIFICATIONS/ EXPERIENCE

- ☐ Current employee with NHS knowledge and experience of waiting lists
- ☐ Excellent prioritisation skills for this busy role.
- ☐ Strong Leadership skills within a Supervisory Role.
- ☐ Competent IT skills
- ☐ Appropriate experience of working with a wide range of clinical and non-clinical staff.
- ☐ Previous experience of the hospital system (TRAK, Cinapsis & ESR)