



Moorfields
Eye Hospital
NHS Foundation Trust



Job description and person specification

Senior Nurse/Operating Department
Practitioner

Job description

Job title:	Senior Nurse/Operating Department Practitioner
Department:	Operating Theatres
Grade:	Band 6
Responsible to:	Theatre Manager
Accountable to:	Divisional Manager

Working relationships:

Internal	
Theatre Manager	Members of Multidisciplinary team
Theatre Coordinators	Estates
Wider Theatre Team	HR
Surgical Ward Sisters & Teams	Finance
Speciality Lead	

THE POST

The post holder will act as clinical expert for their speciality. The post holder will be responsible for the day to day operational management of the theatre without direct supervision ensuring that the activity flows smoothly and without unnecessary breaks in care delivery. This is a mainly clinical role with first line management elements.

- Professionally accountable and responsible for the provision of high quality care and a safe environment for patients within their delegated clinical area.
- Organise all human and physical resources in the delivery of clinical care attempting to problem solve, but being mindful of the need to escalate to the Theatre Manager as appropriate.
- To lead and co-ordinate the clinical team, taking continuing responsibility for the management and organisation of the clinical area, in a courteous and patient focused manner.
- To be a role model to junior colleagues in the delivery of patient care.

- To be responsible for direct leadership of delegated staff, including but not limited to: performing return to work interviews, appraisal of staff and escalating to senior colleagues' areas of poor conduct and/or performance and undertaking appropriate action to support improvement in poor conduct and or performance.
- Maintain a professional profile and develop skills, knowledge and competencies adhering to the NMC and HCPC Codes of Professional Conduct and Trust Policies and Procedures.
- Act as an agent of change in achieving a culture that is flexible and responds positively to the needs of the service and our patients.
- Actively develop positive team working between theatres and the surgical wards.
- Support the theatre manager in all activities related to the improvement of theatre utilisation ensuring effective communication and flow.

MAIN RESPONSIBILITIES

Professional

- To ensure that all departmental policies, procedures and guidelines, are adhered to.
- Maintain a professional appearance and demeanour.
- Uphold the Trust's values and behaviours and behave in a manner befitting the leadership role, maintaining public and colleague confidence.
- Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with.
- Uphold the privacy and dignity of the patient and respect the equality of patients at all times.

Clinical Safety

The post holder has delegated responsibility for the day to day running of the theatres and recovery, ensuring that the systems and processes are in place, which ensures safe operative procedures.

- Ensure that equipment is available and in good working order being mindful of specialty specific requirements, highlighting any deficits in a timely manner to the Theatre Manager.
- Be the first port of call for anaesthetic requests and escalate to the Theatre Manager, if there is a financial implication or a potential for impacting the wider department.
- Take responsibility for the running of the lists if necessary, ensuring a proactive approach to prompt starts, maintenance of flow and adherence to safer surgery guidelines. It is the responsibility of the post holder to take appropriate steps to ensure this is the case and escalate if this is being compromised.
- Ensure the safer surgery checklist principles are adhered to, taking the lead if necessary ensuring the presence of the entire team. Be prepared to escalate non-compliance to the Theatre Manager.

- Support the Theatre Manager in working collaboratively with Infection Control, Risk Management and corporate nursing to ensure actions from audits and incidents are acted upon and resolved in a timely manner.
- Act in a link role e.g. Infection Control, Risk Management and Fire Safety. Attend meetings (i.e., 6-4-2), undertake role responsibilities and feedback education and learning to the wider team as required.
- Monitor the delivery of mandatory training and highlight to clinical coordinators if this is becoming compromised.
- Act as deputy for the Theatre Manager as necessary.

Clinical Leadership

- Ensure the delivery of high quality evidenced based care within theatre and recovery.
- Work to deliver a customer focused culture acting as a role model.
- Participate in the management of the department in the absence of the Theatre Manager.
- Manage and coordinate the efficient running of the theatre list.
- To participate as a circulating member of the theatre team in surgical procedures and carrying out safety checks with regards to swabs, instruments and needles in conjunction with the scrub practitioner.
- To prepare, check and make ready for use all anaesthetic equipment and supplies required for surgical procedures.
- Demonstrate the ability to provide appropriate assistance in anaesthetic care (pre, intra, and immediate post-op) and anticipating the anaesthetic needs.
- Ensure written records are accurate and legible, enter data into theatre IT system, taking action in situations where the quality of the data may be affected. Supervise staff using the IT system.
- Maintains personal contact with patients, relatives and visitors – being sensitive to their needs for courtesy, dignity and privacy and ensuring an appropriate professional environment at all times.
- Support the Theatre Manager in the delivery of Clinical Governance, Risk Management and Quality assurance initiatives.
- Foster effective and efficient working relationships across the multidisciplinary team, role modelling excellent communication skills.
- Is clinically and professionally up-to-date with current trends and developments in clinical speciality.
- Work with the clinical educator to identify opportunities for training and teaching in the clinical area for all staff, including medical and student nursing colleagues.
- Ensure that staff are up to date with new equipment and techniques and new starters are adequately supported.

Managerial and Professional Leadership

- Encourage the staff and role model in terms of flexibility and adaptability in responding to changing demands identified by the Theatre Manager.

- Monitor all patient related documentation in their theatres to ensure it is completed correctly, accurately and contemporaneously.
- Maintain systems for transferring information between team members to ensure all staff are aware of any relevant situations or changes to the way of working.
- Ensure that equipment requirements are coordinated and that equipment is used flexibly to ensure effective service provision.
- Take responsibility for delegated tasks including maintaining stock levels of anaesthetic and recovery items.
- Support the Theatre Manager in the implementation of new initiatives.
- Working with colleagues across the Department, led by the Theatre Manager to implement Risk Management and Quality Assurance policies, to facilitate adherence to the Trust's clinical governance agenda.
- Be a key participant, on initiatives such as the Moorfields way, the nursing strategy and the Theatre Improvement Project.
- Support the Theatre Manager in providing a timely response to any complaints related to their area and ensure that any learning is shared and implemented.
- Ensure that staff in their team are up to date with mandatory training.
- Work with the Theatre Manager in the recruitment and selection of junior staff.
- Ensure that all staff attendance and performance matters are dealt with promptly and efficiently, and escalate to the Theatre Manager if necessary.
- Contribute and act as a senior member of staff in Departmental meetings.
- Attend speciality meetings if appropriate.

Financial and performance management

- Support the Theatre Manager in the management of the budget for Pay and Non Pay.
- Act responsibly when utilising the Department's resources to ensure sound financial stewardship.
- Have an awareness and understanding of the Department's budget and spend.
- Support the division in the delivery of the Cost Improvement Programme.
- Work with the Theatre Manager and the procurement team to ensure efficacious management of stock levels working towards a system of materials management.
- Make sure all safety checks are carried out and signed for as appropriate. Any faults with equipment are acted on and reported appropriately and that these are carried out according to the manufacturer's instructions.
- Identify the need for new specialised equipment and support with the preparation of a business case.

Personal/ Professional Development

To ensure own professional registration is maintained and keep up to date with current requirements

- Take responsibility for maintaining own professional growth, identifying training needs and maintaining a portfolio of Continuing Professional Development in keeping with the requirements for registration.

- Maintain up to date knowledge utilising literature, journals and technical guides.
- Complete mandatory training as required by the Trust and adhere to all local and trust policies
- Exercise professional accountability at all times and to be aware of own development needs/ limitations and actively seek to address these and raise awareness in others.

GENERAL DUTIES

1. To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
2. To comply at all times with the Trusts Information Governance Policy. The policy sets out the accountability and reporting arrangements for Information Governance in the trust and how assurance is provided that the Trust continues to meet at least the minimum standards of information governance compliance required by the NHS Information Governance Toolkit.
3. Disclosure and Barring Service (DBS) (formerly CRB) checks are now a mandatory part of the NHS Six Recruitment Check Standards for all staff whom, in the course of their normal duties, may have regular access to patients and children and/or vulnerable adults. Moorfields Eye Hospital NHS Foundation Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant and an unspent conviction will not necessarily bar applicants from being considered for employment. Moorfields Eye Hospital is exempt under the Rehabilitation of Offenders Act which outlines that convictions never become 'spent' for work which involves access to patients. Failure to disclose any 'unspent' convictions may result in the offer of employment being withdrawn or if appointed could lead to dismissal. The Disclosure Barring Service (DBS) has published a Code of Practice for organisations undertaking DBS checks and the trust has developed its own DBS policy in line with the guidance
4. The trust has adopted a security policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the trust and its service are as secure as possible.
5. It is the responsibility of all trust employees to fully comply with the safeguarding policies and procedures of the trust. As a Moorfields employee you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
6. The trust is committed to a policy of equal opportunities. A copy of our policy is available from the human resources department.
7. The trust operates a no-smoking policy.

8. You should familiarise yourself with the requirements of the trust's policies in respect of the Freedom of Information Act and comply with those requirements accordingly.
9. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
10. All appointments within the National Health Service are subject to pre-employment health screening.
11. It is the responsibility of all employees to ensure that they comply with the trust infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the trust's infection control manual, this includes the 'bare below the elbow policy'. Employees must ensure compliance with their annual infection control training.
12. You are responsible for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. Any other duties as designated by your manager and which are commensurate with the grade.

Please note: The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

POST: Senior Nurse/ODP/Team Leader (surgical)

Requirements	Essential / Desirable	How Tested
<u>Professional Registration</u> <ul style="list-style-type: none"> • RN (with recognised anaesthetic course) or RODP 	E	AF
<u>Qualifications</u> <ul style="list-style-type: none"> • Minimum 2 years Anaesthetic and Recovery Experience • Teaching and Assessing Competency • ILS Provider • ALS Trained • Leadership and Management Course 	E E E D D	AF AF AF AF AF
<u>Skills and Experience</u> <ul style="list-style-type: none"> • Experience in Undertaking Preceptor/Mentor Role • Evidence of team coordinating and management • Excellent written and verbal communication skills • Involvement in Nursing Audit and Research • Resource Management Experience • IT Skills (MS Office, Galaxy, OpenEyes) 	E E E D D D	AF/I AF/I AF/I AF/I AF/I AF/I
<u>Skills/abilities</u> <ul style="list-style-type: none"> • Able to work and communicate effectively within a multidisciplinary team setting • Evidence of excellent communication skills including verbal, non-verbal and written • Excellent interpersonal skills with professional credibility • Positive attitude to change with proven ability to assist senior staff in the implementation of change and practice development 	E E E E	AF/I AF/I AF/I AF/I

Means of Assessment include application form (AF), Interview (I), Test (T), Presentation (P)

