Theatre Manager
Weymouth Street Hospital

<table>
<thead>
<tr>
<th>Title</th>
<th>Theatre Manager Weymouth Street Hospital</th>
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<tbody>
<tr>
<td>Department</td>
<td>Theatres</td>
</tr>
<tr>
<td>Salary</td>
<td>Competitive</td>
</tr>
<tr>
<td>Responsible to</td>
<td>Director of Clinical Services</td>
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<tr>
<td>Direct reports</td>
<td>Theatre Department Leads, Material</td>
</tr>
<tr>
<td></td>
<td>coordinator, theatre administrator</td>
</tr>
<tr>
<td>Key relationships</td>
<td>Ward Manager, Heads of Department,</td>
</tr>
<tr>
<td></td>
<td>departmental colleagues, Consultants,</td>
</tr>
<tr>
<td></td>
<td>external suppliers</td>
</tr>
<tr>
<td>Hours of Duty</td>
<td>37.5 hours per week</td>
</tr>
</tbody>
</table>

Post Summary

The post holder is accountable for Phoenix Hospital Group’s (PHG) Weymouth Street Hospital Theatres department and will:

- Work in according to the NMC Code of Conduct/HCPC Standards of conduct and other professional guidelines.
- Demonstrate knowledge of appropriate standards and external bodies, such as the Care Quality Commission and Association for Perioperative Practice and embed these standards throughout the department.
- Be responsible for the organization and management of Theatres department.
- Promote and monitor safe and effective practice.
- Enhance the patient/consultant experience.
- To provide a clear focus for clinical leadership and to be responsible for ensuring the provision of a high standard of holistic, patient centred care.
- Responsible for the supervision and development of all nurses, students and support workers.
- Contribute to the delivery of the organisations objectives.
- To be accountable for coordinating patient care, the management of resources and performance of staff throughout the Theatres department.
- To be responsible and accountable for Finance and Human Resources issues related to the department.
- To be responsible for the implementation of Audit, Quality and Risk Management initiatives.
- Plan and advise the senior management team on capital expenditure in the theatre department.
- To maintain a visible presence in the department.

Key Performance Indicators

- Patient satisfaction
- Consultant satisfaction
- Staff satisfaction
- Clinical quality indicators (such as infection rates)
• Specific KPI’s (issued annually)
• Theatre utilisation

Communication

• Ensure effective communication between staff, patients, visitors, consultants and outside agencies.
• Work collaboratively as required to ensure effective and efficient provision of health care services.
• Communicate the vision and rationale of the service provided.
• Keep the senior management team informed of relevant issues regarding running of the department, expenditure/income and accounting for significant variances against budget.
• Use communication skills in order to convey complex and sensitive information effectively to patients, carers and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events.
• Ensure that patient documentation is completed correctly, appropriately and in a timely manner by all members of the health care team.
• Ensure patient confidentiality is maintained.
• Maintain professional boundaries and working relationships with patients, colleagues and consultants.

Personal and People Development

• Participate in annual staff appraisal, staff development and in-service training activities.
• Ensure that staff attend and complete corporate and local orientation programmes, mandatory training sessions and annual updates.
• Be appraised at least annually and contribute to own personal development plan (PDP).
• Be responsible for developing and sustaining own knowledge, management and clinical skills and professional awareness in accordance with CPD/revalidation requirements and maintain a professional profile.
• Act as a preceptor/mentor for staff.
• Take part in reflection and appropriate learning from practice, in order to maintain and develop competence and performance.
• Facilitate staff to fulfil mandatory training, revalidation and CPD requirements and to maintain a professional profile.
• Facilitate clinical supervision and participate as appropriate.
• Maintain a suitable learning environment.
• Co-ordinate and maintain accurate records of nurse and health care assistant training development.

Health, Safety and Security

• Work with team members to ensure maintenance of a clean and safe environment that is conducive to therapeutic and ethical practice.
• Be accountable for and ensure own competence in practice.
• Promote nursing practice and care delivery in line with relevant research and evidence base and with reference to PHG policies and guidelines.
• Identify potential risks for all staff, consultants, patients/carers and visitors, take action as required and adhere to relevant incident reporting procedures.
• Ensure the safe custody and administration of drugs in accordance with local and PHG policy and legal requirements as laid down in NMC Administration of Medicines.
• Handle and dispose of all body fluids in accordance with universal precautions.
• Take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following incident, Serious Incidents and Near Misses reporting policy and procedure.
• Ensure relevant audits are carried out monthly or whenever specified.

**Service Improvement**

• Lead on change management issues/projects for the department including the planned redevelopment and expansion of the theatre complex.
• Evidence of success in working in partnership with Consultants to explore and challenge existing practices while maintaining and enhancing services and standards.
• Consider the views/needs of users when determining priorities for service development.
• Foster a climate of continuous service improvement by maintaining awareness of developments and best practice elsewhere.
• Interpret national recommendations/guidelines and PHG policies and assess potential impact on the service.
• Be responsible for implementing, maintaining and monitoring measureable standards of care in liaison with the Director of Clinical Service.
• Ensure care delivered is based on current evidence, best practice and validated research when available.
• Work with the Director of Clinical Service to review nursing practice, implementing appropriate changes in accordance with above principles.
• Contribute to research and development programmes within the department.

**Quality**

• Maintain own and others' awareness of the national, professional and local quality issues relevant to the delivery of nursing/allied health care professionals services, ensuring compliance as required.
• Ensure a welcoming, caring and supportive environment is provided for staff, consultants, patients and their family/visitors/carers.
• Ensure a clean and safe environment liaising with the General Manager for General Services with regards to Cleaning Standards.
• Uphold quality initiatives that improve ‘customer care’ and enhance the interface between staff, consultants, patients and visitors and other departments with PHG.
• Participate in audit processes for monitoring and reviewing quality.
• Be involved in the handling and resolution of complaints in accordance with PHG policy, ensuring staff are aware of their role.
• Challenge appropriately and confidently where standards of care fall below that which the Theatre Manager would expect.

**Equality and Diversity**
- Recognise the importance of peoples’ rights and act in accordance with legislation, policies and procedures
- Ensure that staff knowledge and recognize peoples’ expressed beliefs, preferences and choices; respecting diversity and valuing people as individuals
- Take account of own behaviour and its effect on others

**Financial Management**

- A degree of financial awareness with an appreciation of the need to balance the provision of quality care while maintaining a business focus.
- Be accountable for effective management of the devolved department budget.
- Participate in the business planning process, budget setting and ongoing review in partnership with the Finance department.
- Regularly review Finance and Human Resources information and be accountable for efficient, effective management of allocated resources, i.e. staffing establishment, skill mix for patient dependency, bed management, equipment and supplies.
- Ensure prudent use of bank and agency staff.

**People Management**

- Manage a team of nurses, health care support workers, allied healthcare professionals and other staff, supervising and supporting team members; co-ordinate the multidisciplinary team.
- Manage staff performance and report problems to the appropriate senior manager.
- Be responsible for recruitment and selection of staff after undergoing appropriate training.
- Ensure comprehensive induction/orientation of new and bank/agency staff to the department, complete local induction paperwork for permanent and temporary staff.
- Be responsible for ensuring staff are appraised at least annually, addressing personal development plans (PDP) and monitoring/managing performance.
- Use rostering skills effectively ensuring safe and appropriate staffing numbers and skill mix.
- Hold staff accountable for their actions and omissions.
- Ensure professional staff working in the department are professionally qualified and registered with the relevant professional body.

**Capacity and Capability**

- Participate in specific service redesign and development projects as required
- Manage staff appropriately who are underperformers
- Manage staff sickness appropriately in line with PHG Sickness & Absence Management Policy
Infection control

All staff have a responsibility to prevent and control infections. This includes ensuring personal and team compliance with all relevant policies; especially hand hygiene, the dress code and MRSA screening policies.

Working patterns

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances. Staff in nursing posts may be requested to work in any area throughout PHG by the Director of Clinical Services or the duty manager.

Staff Management

All post holders with staff management responsibilities are expected to support the development of their staff through feedback, by conducting an appraisal at least once a year, by assisting in the development and implementation of personal development plans, as well as ensuring their staff are kept informed of developments across PHG or in the service area through the most appropriate communications in your service area.

Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Safeguarding children and Child Protection

It is the responsibility of all staff to safeguard children and promote their welfare. Child protection issues if identified must be notified promptly in accordance with PHG policy and procedures.

Continuing Professional Development

All staff are responsible for his/her continuing professional development including revalidation and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

Data Protection

If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.
Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at PHG.

Professional Registration

If you are employed in an area of work which requires membership of a professional body in order to practice (eg Nursing & Midwifery Council) it is a condition precedent of your employment to maintain membership of such a professional body and revalidation. You are required to advise the Director of Clinical Services if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. It is also your responsibility to comply with the relevant body’s code of practice.

Initials and Date of Preparation

This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be varied from time to time in consultation and the post-holder is expected to carry out other duties commensurate with the grade as directed.

I agree that this job description is an accurate summary of the main duties and responsibilities of this post.

Signed: Theo Luck
Director of Clinical Services

Date: 5th October 2016
# PERSON SPECIFICATION – TEMPLATE

**Title: Theatre Manager for Weymouth Street Hospital**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>E/D</th>
<th>Assessment I/A</th>
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<tbody>
<tr>
<td><strong>Qualifications &amp; Knowledge</strong></td>
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<tr>
<td>Registered Nurse Part 1, 2 or relevant section of the register/registered allied health care professional</td>
<td>E</td>
<td>A</td>
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<tr>
<td>Mentorship/ Teaching Course</td>
<td>D</td>
<td>A</td>
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<tr>
<td>Relevant Clinical Course</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>Recognised Leadership Course</td>
<td>D</td>
<td>A</td>
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<tr>
<td><strong>Experience</strong></td>
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<tr>
<td>Minimum 2 years relevant experience and managerial experience in a senior positions</td>
<td>E</td>
<td>A/I</td>
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<tr>
<td>Experience of working in the independent sector</td>
<td>D</td>
<td>A</td>
</tr>
<tr>
<td>Proved track record of leadership</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Evidence of Clinical competence and regular clinical practice</td>
<td>E</td>
<td>A/I</td>
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<tr>
<td><strong>Communication</strong></td>
<td></td>
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<tr>
<td>Demonstrated awareness of importance of working as part of a multi disciplinary team</td>
<td>E</td>
<td>A/I</td>
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<tr>
<td>Communicates effectively verbally, in writing and in electronic formats</td>
<td>E</td>
<td>A/I</td>
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<tr>
<td>Communications with patients and careers in empathetic manner</td>
<td>E</td>
<td>I</td>
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<tr>
<td>Demonstrated understanding of excellent practice in Customer Care</td>
<td>E</td>
<td>A/I</td>
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<tr>
<td>Communicates in an engaging and effective manor with consultants</td>
<td>E</td>
<td>A/I</td>
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<tr>
<td><strong>Personal and People Development</strong></td>
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<tr>
<td>Demonstrates evidence of professional development, maintains updated portfolio</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Evidence of working as preceptor/mentor</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Reflective in Practice</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Experience in leading others and responding to learning needs</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td><strong>Health safety and Security</strong></td>
<td></td>
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<tr>
<td>Monitors and maintains health, safety and security of self and others</td>
<td>E</td>
<td>I</td>
</tr>
<tr>
<td>Promotes, monitors and maintains best practice in health safety and security</td>
<td>E</td>
<td>I</td>
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</tbody>
</table>
## Criteria | E/D | Assessment A/I
--- | --- | ---
### Service Improvement
- Able to develop and deliver evidence based care  | E | I  
- Demonstrates commitment to service improvement in clinical care  | E | I  
- Evident of contributing to practice development and research in clinical care  | E | I  
- Willing to provide support to other clinical areas  | E | I  
### Quality
- Understands importance of and own role in Clinical Governance and risk management  | E | I  
- Demonstrates understanding of and engagement with Quality programs, e.g. AfPP Audit pack  | E | I  
- Evidence of involvement with audit and quality in clinical area  | E | I  
### Equality and Diversity
- Respects the privacy and dignity of the individual  | E | I  
- Understands the implications of Equal Opportunities in practice  | E | I  
### Assessment and Care Planning to meet health & wellbeing needs
- Prioritises own workload and that of others  | E | I  
- Acts on own initiative and problem-solves utilising resources available  | E | I  
### Provision of care to meet health and wellbeing needs
- Articulates reasons for desire to work in these clinical areas  | E | A/I  
- Committed to providing safe, effective and timely patient-centred care in accordance with NMC Code of Conduct, Nursing & Midwifery Strategy and HCPC Standards of Conduct  | E | I  
### Information, collection and analysis
- Willingness to work with electronic patient records (EPR)  | E | I  
### Financial Management
- Experience of effective budgetary management  | D | I  
- Demonstrates awareness of clinical efficiency measures  | E | I  
### People Management
- Able to manage a team including developing potential and performance management  | E | A/I  
- Team enabling- gets the best out of individuals & teams enabling understanding of what is required & ensuring they work towards a common goal  | E | I  
- Understanding the Context- takes account of how the bigger picture relates to the current issue, considers constraints & opportunities presented in a complex environment  | E | I  

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<table>
<thead>
<tr>
<th>Responsiveness &amp; Flexibility - responds flexibly to changing needs &amp; seeks better ways to deliver services. Adopts a mindset that embraces change as an opportunity to progress</th>
<th>E</th>
<th>I</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
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<th>Assessment A/I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieving delivery- ensures goals are achieved and services delivered through personal commitment to make a tangible contribution to healthcare</td>
<td>E</td>
<td>I</td>
</tr>
<tr>
<td>Influencing Change- communicates clearly &amp; effectively, Deploying a range of different techniques to win support from others and bring about change</td>
<td>E</td>
<td>I</td>
</tr>
</tbody>
</table>

**Criteria**

**Capacity and Capability**

Demonstrates understanding of current Professional nursing and allied healthcare professional issues and their relevance to the services | E | I |

**Specific requirements**

Flexible approach to working hours as the service requires | E | I |

**Key:**

I = Interview

A = Application