

JOB DESCRIPTION

Job Details:

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| Job Title: | Deputy Team Leader |
| Band: | 6 |
| Location: | Norfolk & Norwich University Hospital |
| Department: | Ophthalmic theatres |
| Managerially Accountable to: | Team Leader |
| Professionally Accountable to: | Senior Nurse Manager |

Job Purpose:

The post-holder is responsible for supporting the Team Leader in providing leadership and effective management and co-ordination of patient activity, staffing and utilisation throughout the patient's operative pathway, in order to promote a patient centred approach to high quality health care whilst upholding and influencing professional and Trust values.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Dedication, Integrity and Excellence.

Overview of Essential Responsibilities:

Leadership Responsibilities

1. To exercise leadership by personal example, fostering good interpersonal relationships and encouraging high staff morale
2. Co-ordinate and communicate the placement of appropriate personnel/skills across the department
3. Participate in the management of resources in the clinical area within the agreed budget.
4. Implement Trust and directorate evidence based policies and guidelines
5. Work closely with own team, Team leader and Senior Nurse Manager to promote good working relationships with all members of the multi-disciplinary

team

6. Foster and maintain effective communication and professional relationships with all areas of the Trust and with other hospitals/practices.
7. Manage staff performance and development through a process of appraisal, which should include a cycle of constructive performance review and the establishment of a relevant personal development plan
8. Act as a resource for the support and guidance of staff, patients and relatives
9. Participate in the monitoring and management of staff sickness and absence
10. Ensure that all staff have had the relevant training and statutory updating regarding mandatory training, i.e. COSHH, Health and Safety, Infection Control Policy, Resuscitation, Moving and Handling, Fire Lecture and Occupational Health
11. Be actively involved with the Disciplinary and Grievance matters
12. Contribute to local policy and guideline development within the agreed Trust strategy
13. Contribute to the continuing development of the philosophy of care ensuring it reflects the beliefs and values upheld within the clinical setting.
14. Act as an ambassador for the Trust in professional and public settings

Clinical Responsibilities

1. Able to interpret changes in patient physical signs and take appropriate action. Cardiac and Respiratory arrest and resuscitation of patients.
2. Ensure that the care of all patients is assessed, planned, implemented, evaluated, and appropriately documented.
3. Deliver a high quality service for all patients within sphere of responsibility.
4. Act as role model and be a credible practitioner within the clinical area
5. Evaluate the service provision in conjunction with the line manager and ensure agreed Trust standards are adhered to
6. A responsibility for the teaching of students and new staff within the department
7. Ensure that all staff are trained and are competent to use equipment in the clinical area, liaising with Theatre Training Department.

8. Effect the dissemination of information to allow staff to take responsibility for decision making within the team.
9. Ensure the promotion of safety, well-being and interests of patients, staff and visitors to the clinical area, and to make all staff familiar with Health and Safety at work Act, Norfolk and Norwich Health Care NHS Trust and departmental policies to investigate and record incidents/ accidents and near misses.
10. Check and maintain specialised medical equipment fit for use on the patient.

Quality Assurance

1. Initiate and participate in quality initiatives with the aim of improving patient care, promote evidence based practice and implement action plans as necessary
2. Contribute towards establishing and implementing policy, processes, guidelines and standards that directly effects own area of work, other disciplines and other departments throughout the Trust. Also ensuring that the policy documents are updated and made available to all staff.
3. Facilitate and undertake risk assessments to maintain the safety of the patients and staff at all times
4. Participate in the audit of practice to evaluate clinical outcomes.
5. Be responsible for maintaining standards of practice within the clinical team.
6. Implementing and developing clinical care plans and packages in order to deliver a high quality service for all patients within sphere of responsibility

Educational Responsibilities

1. Provide the relevant clinical learning experiences in an approved environment, in liaison with the Theatre Training Department and School of Nursing and Midwifery.
2. Facilitate a system of clinical supervision in conjunction with the clinical leader/manager.
3. Regularly review and update own professional development.
4. Facilitate learning across the department by direct example.
5. Actively seek research findings, which will support clinical practice and participate actively with research opportunities within theatre.
6. Ongoing review of staff performance and participation in the selection of

appropriate staff for courses relevant to their professional development, which have been identified within their professional development plans.

Performance Assessment

1. Undergo an annual performance assessment and agree a personal development plan which will ensure that the objectives of the individual, the unit and the Trust are achieved.
2. Be personally accountable for improving and maintaining own knowledge and competence.
3. Provide professional advice to the Team Leader / Senior Nurse Manager where changes of practice affect service delivery, and keep the clinical leader /manager informed concerning all incidents within the area.

Specific Responsibilities

1. The post holder will support the Clinical leaders in the provision of relevant clinical learning experiences for Theatre Practitioners and Theatre Support Workers in the team to ensure that it meets the needs of clinical practice and service requirements.
2. Assist with the co ordination of mandatory training for the theatre team to ensure timely compliance. Liase with the training team.
3. Liase with the training department and line managers to arrange the induction programmes for new members of the theatre team.

Line Management/Financial Management Responsibilities:

1. Accept continuing responsibility for the day-to-day management of patient activity ensuring the service provided is maintained at a high standard
2. Able to deal with changing situations on a daily basis and out of hours. E.g. organisational change relating to list order or other occurrences that may directly affect patient care.
3. Ongoing involvement in organising departmental and own teams staffing levels in order to meet organizational requirements and workload. This involves coordinating with other professionals to cover emergency and elective work, ensuring safe and satisfactory staffing levels and to ensure adequate standards of patient care are maintained.
4. Provide appropriate staffing rotas and allocation of staff to cover the organisational requirements. Able to allocate tasks to staff in carrying out clinical and non-clinical procedures.

5. Provide managerial support to the Department as required
6. Take responsibility for an identified group of patients, ensuring that all events involving these patients are co-ordinated, documented, and communicated to the appropriate people at the right time.
7. Be proactively involved in the management of the team's performance and the patient care provided within the clinical area.
8. Be accountable for the standards of practice within the Theatre team, promoting a patient centred approach to care.
9. Act within the Complaints Procedure as required
10. In conjunction with Senior Nurse Manager, take responsibility for recruitment, in line with the Trust's procedures
11. Represent staff interest and concerns as required at directorate level
12. Adhere to legal requirements of the Trust, the NMC and HPC e.g. record keeping
13. Monitor and participate the sickness/absence management
14. Have autonomy in decision making relating to daily staff numbers, in the absence of a Team Leader.

Specific Additional Responsibilities:

None.

| Functional Requirements | | | |
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| Direct face to face patient contact | Yes | Blood/body fluid exposure | Yes |
| Exposure prone procedures (EPP) | Yes | Prevention and management of aggression | Yes |
| Manual handling | Yes | Crouching/stooping or kneeling | Yes |
| Night working/shift work | Yes | Frequent hand washing/wearing gloves | Yes |
| VDU user | Yes | Chemical sensitisers | Yes |
| Driving patients | No | Noise | Yes |
| Other (please state) | No | | |

Job Specification:

| | | Means of Assessment |
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| | Essential/ Desirable | Application Form/ Interview/Test |
| Qualifications/training and professional development Registered Nurse/Operating Department Practitioner on the appropriate part of the NMC/ Health Care Professions Council register To have completed the mentorship preparation programme or equivalent. Have or be working towards a health related degree. | E E D | A A I |
| Experience Significant experience at Band 5, of which some should be in a position relevant to the specialty. (Ophthalmology) Experience of managing and leading a clinical area. Knowledge of current developments in clinical specialty. (Ophthalmology) Experience in change management. Experience of participating in Service improvement programmes. Highly credible Theatre Practitioner with a wide range of skills within Scope of Practice. | E E E E E | A/I A/I I I A/I A/I |
| Skills, abilities and knowledge Excellent communication and interpersonal skills Organisational and time management skills Highly motivated Able to work effectively under pressure in an unpredictable and demanding | E E E E | I A/I I I |

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| environment | | |
| Polite, cheerful manner with mature and professional attitude. | E | I |
| Attitude, aptitude | | |
| Evidence of continuing professional development and maintenance of a personal professional file | E | A/I |
| Willingness to undertake Diploma in Management or comparable management qualification/ experience | E | A/I |
| Willingness to develop IT and computer skills as appropriate to the role | E | A/I |
| Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence | E | AF/I |

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.