



**ANEURIN BEVAN UNIVERSITY HEALTH BOARD
JOB DESCRIPTION**

JOB DETAILS:

Job Title	Theatre Systems Administrator
Pay Band	Band 5
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Division of Scheduled Care
Department	Theatre Services
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Directorate Manager, Theatres
Reports to: Name Line Manager	Directorate Manager, Theatres
Professionally Responsible to:	Directorate Manager, Theatres

OUR VALUES:



Job Summary/Job Purpose:

The post holder will be based at the Royal Gwent Hospital, Newport and will manage the Health Boards Theatre Information Management Systems and other complex databases. The post holder will manage and monitor the effectiveness of the Information systems and co-ordinate formal training (in a classroom based environment) to all levels of staff in the use of these systems to use these systems effectively.

The post holder will provide complex information to end users, with expert support and guidance. Devise and implement procedural change ensuring the system delivers required benefits. Ensure the delivery of regular reporting, and provide expert advice on ad hoc reporting. Manage system downtime and contingency procedures. To act as the prime contact for care and support to the system.

The post holder will be required to enter the operating theatre to resolve any system issues with occasional contact to distressing circumstances. The current Theatre Information Management Systems are Ormis and Omnicell.

OPERATIONAL SYSTEM MANAGEMENT

Assume sole responsibility for the operation and smooth running of the Theatre Information Management System for the Health Board

Supervise and monitor the input of information into the Health Board wide Theatre System Databases ensuring consistency and accuracy

Maintain and update the Theatre Information systems tables of reference data.

Maintain and update system schedules of Theatre sessions, together with associated resources, codes and default values.

Update tables of staff who attend theatres including starters and leavers for Nursing, ODP and Medical staff groups.

Continuous update and validation of user login maintenance

Continuous auditing of the systems to ensure that information stored is validated with any anomalies investigated and instigate corrective action as appropriate in order to make sure that data quality is maintained.

INFORMATION MANAGEMENT

To be responsible for the analysis, development, interpretation and presentation of complex information to a high standard and support the Theatre Manager in promoting the use and understanding of information provided. The post holder will be responsible for developing reports with a large range of diverse fields deriving information for presentation in a wide variety and format for interrogation to senior management and clinical staff. These reports will be developed and created from information given to the post holder without a clear means of how to obtain the end result. The post holder will therefore need to analyse a way to get the final information required. The information will consist of a number of varied fields linked with operating procedures as well as stock control.

To work with clinicians and managers to identify their information needs and to analyse and provide information to support them in the delivery of healthcare/planning and decision-making. The post holder will be required to understand the needs of clinicians and managers requiring this information, and develop a report to get the data required, where this isn't a straightforward and obvious solution.

To participate in the regular and routine reporting for internal and external requirements, within deadlines and to the department standard.

To support regular research work undertaken by the department as required.

To undertake and complete complex adhoc requests in line with the department's policy and procedure, and to ensure exceptions and problems are escalated where appropriate. The post holder will be required to understand the needs of the requester requiring this information, and develop a route to get the data required, where there isn't a straightforward solution.

SUPPORT TRAINING AND DEVELOPMENT

To provide training and support to theatre staff, Health Board Managers, Clinicians and any other Health Board staff in the use of the Theatre Information Management Systems.

To attend meetings as required and support the Theatre Manager in the presentation and communication of information.

To monitor and investigate data quality issues, ensuring problems are brought to the attention of the relevant staff.

To support the Software team in the design, development and enhancement of the Theatre Information Management Systems. Liaise with Nursing, ODP, Clinical and Management to ensure all their needs are met in regard to any developments.

Testing of any new Information system, or enhancements to ensure that they comply with the departments testing and release procedures before final implementation. Make sure all staff are fully trained in any changes to the Information Systems.

Support and tutor identified clinical and clerical staff whose prime responsibility is the input of data into the information systems, ensuring adequate formal training is received in a classroom based environment.

To be aware of and comply with all departmental procedures.

Support with configure software & hardware when needed.

OTHER

To work autonomously and on own initiative in prioritising and organising of work but to comply with agreed objectives and deadlines as specified by the Theatre Directorate Manager, making sure that all NHS policies and guidelines are adhered to.

Communicates the analysis of statistical reports to a wide variety of professionals to aid their understanding in order to make decisions. Their understanding is not likely to recognise the outcome of the report and patience is required as the post holder would need to convey the outcome of the report to staff whose knowledge would not be in the field of statistical data analysis.

Communicates training in a class room based environment of more than one information system to a wide range of professionals

Develop a specialist knowledge of the Theatre Information Management Systems.

To be fully conversant and compliant with GDPR and the Health Board's IT Security Policy.

Be fully aware of national data standards and definitions and where applicable comply with them in relation to the analysis and reporting of Information.

Ensure that all fault-reporting procedures are understood by the users, complied with and also act as the prime contact point in case of faults for the IT Department.

Agree contingency and recovery procedures to be implemented during planned or unplanned system downtime as well as communicate appropriately to relevant stakeholders

To keep up to date with the use of various IT applications for producing reports.

Requisition consumables (order stock) for use in the department and exercise budgetary controls over these items when required.

Keep abreast of new and emerging technologies in relation to the Theatre system

Keep abreast of change policies and legislation in order to implement into the system

There will be a requirement of prolonged ongoing concentration whilst generating complex report requiring statistical analysis. There will be a constant requirement for attentional to detail and high accuracy and precision.

There will be exposure to some distressing scenes as will frequently be in a theatre environment.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Degree or demonstrable equivalent knowledge and experience Advanced keyboard skills - IT qualification (ECDL)	Knowledge of Hospital IT Systems Ability to coordinate the training of hospital systems to staff members Evidence of advanced IT skills	Application form

Experience	<p>Experience of working under own initiative</p> <p>Relevant experience in the NHS</p> <p>Previous experience of working on Information / IT projects</p> <p>Previous experience of supporting large organisational change</p>	<p>Experience of software development and/or testing</p> <p>Experience in an information providing environment</p> <p>Experience of interrogating databases</p> <p>Experience in the use of Theatre Information Management Systems</p> <p>Experience in the use of MS Office Software</p>	Application form and interview
Aptitude and Abilities	<p>Good communication skills</p> <p>Excellent analytical and presentation skills in order to deal with statistical requests and queries</p> <p>Awareness of Health & safety responsibilities</p> <p>Ability to work without</p>	<p>Ability to speak Welsh</p>	Interview

	supervision			
	Good organisational skills			
Values	Additional demonstrable qualities that may be beneficial to the role, e.g. care, compassion, competence, communication, courage and commitment		Application Form Interview References	

Other	<p>Good interpersonal and social skills</p> <p>Familiarity with GDPR</p> <p>Ability to work in a pressurised environment planning own work and able to prioritise tasks to ensure deadlines are met</p> <p>Undertakes continuous VDU usage maintaining prolonged concentration to ensure high standards of accuracy on complex data analysis</p> <p>Ability to travel between sites in a timely manner</p>		Application form and interview
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GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate

and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.



Performance Appraisal: We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.

➤ **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

➤ **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

➤ **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

➤ **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

➤ **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.

➤ **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

➤ **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favour-able treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

➤ **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.

➤ **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's preemployment check procedure. *Delete as appropriate.

☐ If the post holder does not require a DBS Disclosure Check, delete as appropriate.

- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

APPENDIX 1

Job Title:_____