

## JOB DESCRIPTION

<b>Job Title:</b>	Scrub Team Leader
<b>Base:</b>	Wycombe Hospital
<b>Agenda for Change banding:</b>	Band 6
<b>Hours of Work:</b>	Full time - 37.5 hours per week
<b>Details of Special Conditions:</b>	
<b>Managerial Accountability &amp; Professional Accountability</b>	Theatre Lead and Theatre Manager/Theatre Matron

### MAIN PURPOSE OF THE POST

- The post holder is expected to provide senior clinical leadership and supervision to a specific clinical area and / or to a specific clinical team on a shift by shift basis.
- The post holder will act as deputy to the theatre manager this may mean deputising in the absence of the theatre manager and / or carrying out specific pieces of work as nominated by the theatre manager.
- The post holder will assist the theatre manager in ensuring that allocated human and physical resources are utilised to full effect and any potential areas of waste or inappropriate utilisation are highlighted early.
- They will be expected to assist on a shift by shift basis in ensuring that the overall safety and management of the department is maintained 24/7.
- Ensuring that any issues are documented, and an action plan drawn up and reported to the theatre manager in a timely manner ensuring the provision of the service and providing quality nursing care.
- The post holder will need to provide specialist clinical knowledge and expertise in their related field.
- They will assist the theatre manager in leading the team to provide qualitative, productive, safe evidenced based nursing care which promotes best practice and best outcomes for patients.
- The post holder will work in collaboration with the theatre manager to look at new and innovative ways of providing positive patient and staff experience. This will be demonstrated with the patient and staff experience questionnaires.
- The post holder needs to be able to respect others' feelings and can be responsive to both individuals and organisational needs having the ability to be supportive,

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influential, engaging staff and assisting the theatre manager to drive forward appropriate changes.

- Outcomes will be based on direct and indirect patient and staff feedback, audits both internal and external, achieving personal objectives and direct feedback from the theatre manager.
- The role is one that is 100% clinical; time for specific projects will need to be discussed and agreed with the theatre manager in order to achieve specific objectives.
- The post holder will need to be able to demonstrate that they are a positive visible role model; influencing best practice from the clinical base; challenging, encouraging, coaching and mentoring staff.
- The post holder will be expected to work in collaboration with the theatre manager to ensure that the patients and staff working environment is clean, medical equipment is maintained and fit for purpose, infection control and health and safety policies are adhered to, morale in the department is conducive to a professional and healing environment, dignity and respect for patients and staff is promoted and adhered to at all times which ensures best practice equality and diversity within the department.
- The post holder will be required to monitor the workforce levels and skill mix on a shift by shift basis ensuring that rosters are safe, provide efficiency and are proportionate to the dependency level of patients in the department escalating any issues identified in a timely and effective manner.

## RESPONSIBILITIES

### 1. Clinical and Professional

- Act as a credible, visible role model for all junior theatre staff.
- To support the theatre team in resolving clinical and operational issues on a shift by shift basis whilst ensuring that best practice care is delivered.
- To work in collaboration with the theatre manager to establish cleanliness culture across the department ensuring that the patient environment is well-maintained, clean and safe.
- To work with the theatre manager, the Infection Prevention Control Team and the domestic support team to ensure adherence to cleaning contracts are maintained and monitored ensuring that any issues are escalated in a timely manner.
- The post holder will need to maintain and supervise junior members of staff in ensuring that the theatre care delivered to all patients is established on an individual assessment, it is planned evidence-based care, it is documented that it is implemented and it is evaluated as to effectiveness.
- The post holder will be expected to work closely with the theatre manager to ensure that quality driven indicators are monitored through audit within the area.
- Comply with the NMC and / or HPC Professional Codes of Conduct to ensure that all the elements of the code are adhered to and that the junior theatre staff are

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fully conversant with this and conform to its principles.

- Provide clinical leadership by demonstrating best practice in the clinical environment, working on a one to one basis with both staff and patients and engaging with other members of the theatre team to observe performance of care from all levels; challenging, correcting or encouraging as practice is observed. Ensuring high standards are maintained that promote best outcomes for patients.
- Provide appropriate and consistent professional advice to other members of the theatre team.
- To work in collaboration with the theatre manager in contributing to the achievement of the Trusts overall objectives to promote quality within the theatre environment.
- To attend relevant meetings as nominated by the theatre manager ensuring that concerns are voiced diplomatically.
- The post holder will need to ensure that the staff on shift portray a professional image at all times by adhering to the uniform policy and that individuals are addressed according to the situation; reflecting professionalism at all times.
- Escalate any safeguarding concerns to the theatre manager and the identified Trust lead ensuring that appropriate guidelines, recommendations are adhered to and communicated to the team.
- Monitor that appropriately trained staff are available to deliver safe, high quality patient care on a shift by shift basis.
- Post holders should have regular access to their theatre managers to ensure that their professional concerns about standards of basic care are noted and in order to facilitate collaborative working to rectifying any issues or to promote best practice.
- The post holder will be expected to work in collaboration with the theatre manager in promoting dignity, respect, equality and diversity within the clinical area for both patients and staff at all times.
- Ensures that the ordering, storage and administration of drugs is conducted with strict adherence to national, Trust and professional policies and guidelines.

## **2. Management and Leadership**

- The post holder will be clearly identifiable to both staff and patients by the use of a visible name badge; team board displays and one to one conversation.
- The post holder will have responsibility for the management of the department or specified area on a shift by shift basis providing clear leadership to theatre staff.
- The post holder will on occasion need to act on the behalf of the theatre manager at meetings both internal and external to the Trust.
- The post holder will be required to assist the theatre manager to lead the team through various change management processes and to ensure that staff are informed and fully engaged with the changes.
- The post holder will need to work in collaboration with the theatre manager in delivering and evaluating processes, policies, guidelines, Standard Operating Procedures for the department.
- The post holder will need to assist the theatre manager in ensuring that actions are taken forward and implemented as a result of audit, complaints, incidents, staff issues, accolades, near misses and serious incidents.
- The post holder will need to provide a visible and authoritative presence in the

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theatre setting to whom patients and staff can turn to for assistance.

- The post holder will be required to work alongside the theatre manager and the team in order to review the clinical areas Strengths, Weaknesses, Opportunities and Threats and to assess the need for change, development and to promote and share good practice.
- The post holder may be required to participate in the bleep holder rota to ensure that adequate clinical cover is provided in each of the designated areas.

### 3. Speciality Specific

- Staff working in the operating theatre will be expected to be involved in the following ways:
  - Quality – Ensure that patients receive the highest standards of evidence based care.
  - Innovation – Recommend improvements to models and services within an area of Responsibility.
  - Productivity – ensure the efficiency and productivity of their working area and ensure that accurate records are kept enabling effective measures of productivity to be made. Ensure that the operating times are fully utilised, and any issues are highlighted accordingly.
  - Prevention – Responsible for ensuring that all reasonable precautions are taken on behalf of their patients to minimise the risks of infection, pressure area degradation, hypothermia and ensure that all critical incidents are reported appropriate.
- Solve problems by integrating complex knowledge sources that are sometimes incomplete and in new and unfamiliar contexts.
- Maintain good rapport and working relationships with colleagues. Provide clear leadership for staff work area. Act as a role model for junior colleagues.
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### 4. Education and Training

- The post holder will assist the theatre manager in promoting a clinical environment that supports learning, ensures safe practice, maintains the integrity of the nursing & ODP professions and is conducive to the recruitment of students and decrease in turnover of staff.
- Mandatory study days need to be maintained and monitored, lapsing of mandatory study days may have an impact on service delivery and any problems should be escalated to the theatre manager.
- The post holder would be expected to coach staff in the clinical environment, mentor, preceptor and supervise.
- The post holder will need to assist the theatre manager in ensuring that the prereg nursing & ODP students are receiving the appropriate level of supervision by suitably identified mentors / preceptors and are assessed responsibly and accurately with any issues highlighted early to the appropriate teams.
- The post holder would need to support the theatre manager in ensuring that there are excellent educational tools within the area either by facilitating an internal training programme (internal resource), by having a dedicated reading resource

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and or utilising the tools available on the intranet and the internet. (Global Advisory Network, e-learning packages etc).

#### **5. Research and Development**

- The post holder will be expected to stay abreast of current changes in the clinical speciality and work alongside the theatre manager to review latest evidence based practice in line with current practice.
- Support and contribute to clinical improvement projects and to multi-disciplinary audit programmes; supporting the co-ordination of audit programmes and the continuous development of evidence based clinical practice within theatres.
- It may be necessary to work in collaboration with the theatre manager in undertaking pilots within the clinical area and surveys or further audits depending on the need of the organisation.
- Work alongside the theatre manager in supporting and promoting the development of reflective practice, clinical supervision and clinical incident analysis amongst the staff.
- On occasion the post holder will be required to partake in project work allocated by the theatre manager.

#### **6. Clinical Governance**

- To act as a professional lead when dealing with verbal complaints in theatres seeking to resolve the issues amicably and / or asking for additional assistance early to resolve any outstanding issues or heightened aggression.
- To improve learning from clinical incidents and complaints in collaboration with the theatre manager.
- To monitor and manage risk, undertaking assessments in local areas of responsibility in accordance with the Trust's Risk Strategy.
- Work alongside the theatre manager to ensure that internal and external audits are completed in a timely manner and that appropriate documented actions are implemented and evaluated to enhance performance and positive outcomes for patient care.
- To ensure that the equipment in the department is fit for purpose and any maintenance or repairs are completed in a timely manner in order for it not to have an impact on safety and care delivery.
- Takes all measures to ensure that staff put the safety of the patient first – reporting all accidents and incidents, completing relevant documentation and undertakes further investigation as required.
- To ensure that all junior staff are conversant with Trust guidelines, policies and procedures that support best clinical practice.

#### **7. Corporate Responsibilities**

- On occasions where the Trust experiences increased pressures on human resources due to unforeseen events, it may be necessary that the post holder will assist other areas within the same Division; or if as a result of a major incident the post holder may be expected to manage specific areas that will be allocated to them on the strengths of their knowledge and skills.

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## **8. Communication**

- It is expected that the post holder will need to effectively communicate in English both verbally and in writing with nurses, ODP's and other members of staff at all levels, patients, relatives and carers, internal and external stakeholders.
- The post holder will be expected to give formal presentations and chair department meetings and or represent the theatre manager as required.
- The post holder will need to be able to write and or document factual non-emotive reports, statements and presentations.
- It is expected that the post holder will provide and receive highly complex, sensitive or contentious information.
- The post holder will need to communicate sensitive information concerning the patient's medical condition this will require empathy, the ability to reassure and the confidence to seek further assistance if required. Individual needs of patients should be taken into account especially if patients have special needs and learning disabilities.

## **9. Finance**

- To assist the theatre manager in monitoring the utilisation of temporary nursing staff within the clinical area ensuring that the expenditure is maintained within the current budget.
- To review theatre rosters on a shift by shift basis within the clinical area ensuring that staff are rostered and fulfil contracted hours.
- Monitors all leave (sickness, annual leave, requests, flexible working patterns, study leave absenteeism etc) on a shift by shift basis and takes remedial action as necessary according to Trust policy escalating any concerns to the theatre manager.
- Ensures that patient valuables are handled according to correct procedure, orders supplies when necessary, signs agency timesheets on a shift.
- To adhere to the Trusts standing financial instructions, procurement, charitable funds, fraud and the receiving of gifts instructions and guidelines and to ensure that staff follow suit escalating issues as required.
- To assist the theatre manager in monitoring the performance of soft facilities and environmental services that have an impact on patient care; portering, domestic services to ensure that any inefficiency is escalated urgently and agreed actions are put in place to rectify any issues.

## **10. Human Resources**

- The post holder would be expected to work alongside the theatre manager and the allocated Human Resources Business Partner or Advisor to discuss junior members of nursing staff performance management issues.
- To work alongside the theatre manager to ensure that the human resource recruitment policies and processes are completed in a timely manner to ensure vacancies are filled with minimal time deficit which may impact on delivery of care.
- The post holder needs to work in collaboration with the theatre manager to ensure that new staff to the ward is appropriately inducted to the clinical area, this should include all temporary staff, students and honorary contracts.
- The post holder would be expected to ensure that appraisals are completed in a timely manner for the clinical team allocated to them ensuring that objectives are

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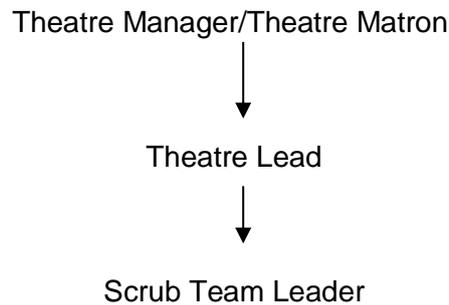
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set that relate to the department strategy and that personal development plans are documented, facilitated and reviewed on a regular basis.

- It is essential that all nursing & ODP staff are fit for purpose and it is therefore crucial that professional registrations, CRBs are monitored in collaboration with the theatre manager that they are maintained and current.
- It is essential that the post holder should familiarise themselves with the human resource policies and procedures to assist the theatre manager to manage staff efficiently, effectively and fairly.

### ORGANISATION CHART



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## ADDITIONAL INFORMATION

### Trust Values



### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

### COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022.

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If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

### **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

### **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

### **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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