

## Job Description

<b>Job Title:</b>	Head of Theatres
<b>Band:</b>	8b
<b>Hours:</b>	37.5 per week
<b>Base:</b>	Bedford Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
<b>Reporting to:</b>	Head of Nursing, Surgical Specialties
<b>Responsible for:</b>	Operating Theatre Manager and Senior Theatre staff team
<b>Terms and Conditions of Service</b>	Currently those of Agenda For Change and other local agreements

**Key Relationships with:**

**Internal:** Theatre Manager, Theatre Team, Clinicians, Operational Managers, Head of Operations, HR team, Organisational Development team, Quality Governance and Risk teams, Finance team

**External:** Patients, CCG representatives



## JOB SUMMARY

### **Purpose of Role:**

- The Head of Theatres is accountable for the delivery of Theatre services, and developing a service strategy in conjunction with the Head of Nursing, General Manager and Clinical leads.
- The Head of Theatres will work collaboratively with the Head of Nursing, General Manager and Clinical Director for the clinical service line in order to assist in the setting of goals and objectives for staff within the service to ensure delivery of excellent clinical care.
- The post holder will be responsible for the effective management of human resource, financial resource, governance and business planning arrangements for the Operating Theatres.
- Responsible for ensuring the smooth and safe day to day running of services within the Operating Theatres and delivering outstanding staff and patient experience
- Ensuring business continuity and resilient service delivery, supported by robust operational and capacity planning
- Act as a champion for patient safety, operational effectiveness, quality and staff wellbeing.
- Work in partnership with colleagues across the organisation to ensure the delivery of the Trust's corporate objectives and transformation programmes.
- Ensure collaboration between services to support quality improvements and collective achievement of performance standards incorporating quality, safety, contractual, access, financial and workforce.
- Lead by example and act at all times as an ambassador for the Trust, championing the Trust's values and upholding the highest standards of behaviour and compassion for colleagues

### **Leadership:**

- To provide visible leadership, guidance, support and direction to staff within the department.
- Work in partnership with the Head of Nursing, General Manager and Clinical Directors in delivering the strategic objectives for Theatres.
- To facilitate and drive change in line with the trust change agenda and to do so in conjunction with clinical and managerial colleagues and service improvement managers.
- Support the Theatre Management team in building positive, collaborative relationships both within the department and with teams using its services.
- To develop and embed a robust recruitment and retention strategy in conjunction with the Senior Theatre team.
- Ensure that staff within the department understand the relevant performance and access targets and lead, manage and motivate staff in the delivery of those targets
- Work collaboratively with Business partners to ensure effective financial, quality and workforce planning that meets the needs of both current and future service developments
- Ensure that all staff receive appropriate education and training opportunities which supports the workforce strategy and therefore, the strategic aims of the Trust

- Act as senior leader within the organisation, deputising for colleagues as required and acting at all times with maturity and sensitivity to the organisational priorities
- Work as a core member of the senior leadership team, offering suggestions, guidance and advice to others based on own experience and supporting the operational and strategic agenda as required.
- To always work in a way that is constructive and collaborative with colleagues.
- Participate in the Senior Manager on-call rota

### **Workforce Management and Culture**

- To consistently act as a professional role model and ambassador for the Trust 'THRIVE' values.
- Responsible for promoting an open, collaborative and respectful culture within the Theatre department.
- Ensure that the most effective communication methods are used throughout the department to inform staff members of developments, objectives and news in order to foster an inclusive culture.
- Responsible for developing and embedding a robust recruitment and retention strategy including professional development pathways, talent management and innovative workforce models.
- Accountable for ensuring that the staffing establishment is managed effectively, providing safe clinical cover in compliance with national guidance.
- Promote and support the development of a Shared Governance structure, empowering staff at all levels to take ownership of their working environment and care delivery.
- To line manage staff in accordance with the Trust's policies and objectives.
- To ensure appropriate methods are used to determine the staffing requirements at all times and to ensure managers are equipped with the knowledge, insight and support to manage their staffing resource in the most effective manner.
- Responsible for ensuring that training and development needs are identified through regular training needs analyses and that those needs are carefully budgeted and executed in line with what the available resource.
- Ensure compliance with mandatory training requirements and regularity of appraisals for all staff; provide oversight of appropriate performance management arrangements.
- To lead investigations and reviews of incidents and potential performance issues in line with Trust policy, and in a thorough and transparent manner, within appropriate timescales.
- Effectively share information which is complex or sensitive to others, utilizing advanced communication skills to ensure understanding from all parties.
- To challenge poor practice or behaviors sensitively and effectively and support and develop appropriate skills in others to empower them to do the same.
- Continuously promote Professional Practice upholding the NMC code of conduct at all times, leading and assisting with investigations into poor practice or misconduct, including chairing of disciplinary meeting and hearings. Using advanced professional decision making to ensure the right decisions are made in line with the NMC and Trust policies.
- Ensure that processes are followed for the revalidation of nursing staff and the appraisal/professional development of non-medical clinical staff. Ensure assurance reports are presented and actions are taken to ensure compliance.

## **Quality, Risk Management and Governance**

- Engage with all clinical teams in sustaining a culture of care excellence throughout the theatre department
- Work collaboratively with colleagues to address complaints and incidents appropriately – ensure that the learning from such events is shared and embedded.
- Ensure that the approach to risks and incidents is supportive, transparent and focussed on learning, applying the principles of candour and patient and relative involvement at all times
- Work collaboratively with the Head of Nursing, General Manager and Clinical Directors, to lead a culture within the department that ensures that all medical, clinical and operational employees comply with Trust Infection Control policies and clinical guidelines
- Support the Head of Nursing, General Manager and Clinical Director in the delivery of the governance plan for the Clinical Service lines
- Work collaboratively with colleagues to ensure that effective governance arrangements and performance management systems are in place
- Work collaboratively with colleagues to ensure that all risks are identified and included as appropriate on the organisational risk register and are progressed appropriately to reduce the risk profile
- Continually monitor and evaluate quality standards within the department, utilizing data from a range of sources and taking appropriate, effective remedial action when an adverse trend is identified.
- Use highly effective communication strategies to communicate quality performance and learning from incidents in an appropriate, accessible way which is tailored to the audience enabling understanding, and engage the wider team in implementation or improvement.
- To monitor standards and challenge under-performance against professional standards, best practice and targets. Agree remedial action and manage the delivery of that action.
- Hold joint responsibility for adherence to financial instructions and all financial and commercial governance requirements for the Theatres Department.
- Be accountable for ensuring that services comply with mandatory and regulatory standards, and comply with local and commissioning requirements for information submission e.g. through National Databases.
- Ensure safer staffing is maintained in areas of responsibility, and that establishment reviews are carried out enabling the needs of the patients to be met safely.

## **Service Delivery and Improvement**

- Support the efficient organisation of clinical services within the department making best use of capacity to deliver activity within the terms of the Trust Service Level Agreements (SLAs) and with cost effective utilisation of staff and non-pay resources
- Review national and local policies and assess local service delivery against these in collaboration with clinical leads - where necessary, develop and implement action plans to ensure service models meet recommendations and standards (e.g. National Service Frameworks, NICE guidance, Improving Outcomes Guidance etc)
- In conjunction with the Head of Nursing implement patient pathways with clinical

staff and colleagues, which deliver best practice and make progress towards achievement of access standards and any milestones required

- Responsible for ensuring
- Operate as a champion for service modernisation and change, sharing best practice, successes and learning across the organization.
- Take an active part in relevant Trust committees and working groups to improve services and effect change.

### **Financial and Performance Management**

- Work with the Head of Nursing and Theatre Manager to ensure that budgets are managed in accordance with the Trust's Standing Financial Instructions, working collaboratively with the Finance lead, taking action where necessary to prevent or address variance in performance, and to incorporate recommendations of internal and external audit.
- To have delegated authority for the pay and non-pay budgets within specific areas of responsibility.
- Ensure that capital requirements are highlighted as part of the annual planning programme and oversee the appropriate approval and purchase processes to ensure effective and timely utilisation of resource
- A that duty rosters are effective, meeting skill-mix clinical requirements and complying with headroom allocation to minimise the use of bank/ agency staff and overtime
- Ensure that all changes to establishment, replacement of positions and development of cover are properly documented and presented in a justification case which identifies risk, cost implication and income implications
- To have input into the production of well-balanced business cases for all service development or service changes including resource implications, capital requirements and full costs as well as income opportunity and efficiency gain effectively articulating the case in both formal and informal arenas.
- Accountable for ensuring that unplanned variation in service delivery (activity, income, expenditure, capacity, performance) is identified and appropriate, timely action taken
- Support the development of future year SLAs through sharing activity and development plans with partners as necessary
- Work with commissioning leads for services and form networks and maintain contacts outside of the organisation to support the successful delivery of the business plan
- To be aware, and ensure appropriate internal cascade, of relevant National, Local and internal policy and guidance such as NICE, Specialist Commissioning, Procedures of limited clinical effectiveness.
- Ensure that processes are followed for the revalidation of nursing staff and Allied Health Professionals and the appraisal / professional development of non-medical clinical staff. Ensure assurance reports are presented and actions are taken to ensure compliance.

### **Application of knowledge**

- At all times the post holder should use their professional management knowledge and experience to assess, plan, evaluate and judge the appropriate interventions
- The post holder should maintain their knowledge of changes in the NHS and in wider industry to enable and direct services to respond to changing requirements and securing best practice.
- Aspire to expand the application of service improvement techniques within the clinical service lines, including QSIR, process analysis and project management discipline.
- Ensure a good knowledge of the key operational and quality policies and procedures to maintain compliance with these at all times and contribute to development of policies and procedures as needed

### **Health Safety and Wellbeing**

- All employees have a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Trust - the Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy
- All employees must comply with the Trust's Equal Opportunity Policy and Race Equality Scheme
- Must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress - all employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form - all employees will be personally accountable for their actions and behaviour in cases of complaints of harassment or bullying

## **1. GENERAL:**

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

## 2. PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedfordshire Hospitals NHS Foundation Trust is four weeks.

## 3. STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

## 4. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

## 5. INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

## 6. PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The

Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

## 7. PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

## 8. INFECTION CONTROL

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

## 9. SMOKE FREE

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

## 10. DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

**Note:** Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.