



## Job Description

<b>Job Title:</b>	Team Leader, Anaesthetics (Nurse or ODP)
<b>Band:</b>	Band 6
<b>Hours:</b>	37.5 hours per week (flexible hours required)
<b>Base:</b>	Luton and 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>	The Theatre Services Operational Manager
<b>Reports to:</b>	The General Manager – Surgical Directorate
<b>Terms and Conditions of Service:</b>	Currently those of Agenda For Change and other local agreements

## OUR VALUES





## JOB SUMMARY

To deputise and support Senior Practitioners in Theatre in all aspects of continuing operational management of the service and the 24 hours management of the theatre complex.

To function as a highly skilled practitioner in anaesthetics, assisting the Anaesthetist pre-operatively, intra-operatively and in the immediate post-operative period.

To lead in the provision of a safe environment and to ensure the highest standards of care is received by patients during the Perioperative journey.

To act as a clinical and professional role model for all levels of staff and students working in the Department.

## KEY RESPONSIBILITIES

### OBJECTIVES AND PURPOSE OF THE POST

#### **Roles and Responsibilities.**

1. Act as a professional member of the operating theatres team in accordance with NMC/HPC Code of conduct. This will include the carrying out of the highest standard of individualised patient care and ensuring that all documentation is accurate and comprehensive.
2. To ensure that the Anaesthetic Room is set up for use and assist in the organisation of the theatre.
3. To liaise with all members of the theatre team and ensure changes are communicated quickly and accurately to all team members.
4. To work with other Trust departments and wards to facilitate maximum use of operating sessions and ensure optimum flow of patients between the wards and theatre.
5. Assist in the development and maintenance of patient care packages and review their effectiveness by means of audit.
6. Working with the Theatre Services Operational Manager and Senior Practitioners to develop and implement clinical audit and effective programmes for all staff working in the department.
7. To lead in the facilitation of the WHO Safer Surgery Checklist in Theatres, ensuring it's smooth running and supporting staff in its use.
8. To take charge regularly in the absence of the Senior Practitioner in Anaesthetics in regard to anaesthetic staffing and equipment issues.



9. Assist in the deployment of staff making use of available resources and identifying skill mix to meet the needs of the service.
10. To provide supervision, mentorship and support to learners and other junior staff working within the department.
11. To participate in planning the duty rota maintaining a flexible approach to ensure adequate staffing levels over a 24 hour period.
12. To be flexible in supporting the on-call service in cases of sickness or other absence.
13. To help ensure the maintenance of records of sickness and annual leave and implement Trust policies and policies/procedures where appropriate relating to this.
14. To co-ordinate operational procedures within theatres as appropriate.
15. To monitor stock levels of pharmacy items and disposables and maintain agreed levels.
16. To ensure that anaesthetic rooms are fully equipped in terms of both drugs and disposables and that these are within date.
17. To ensure that the custody and registration of controlled drugs is carried out in accordance with Trust policy. This also includes reporting any discrepancies in the handling of controlled drugs immediately and instigating any necessary investigation.
18. To assist the Theatre Services Operational Manager in department budgeting and to be economic in the use of stock and clinical requisitions, avoiding waste whenever possible.
19. Assist the Senior Theatre Practitioner (for Anaesthetics) in leading the department team by an appropriate management style that maintains good moral and team approach to work.
20. To assist in establishing appropriate systems within the department for the monitoring of quality standards, facilitate audit of services, risk assessment, investigation of complaints and act on them accordingly.
21. To participate in the selection and interviewing of staff at Band 5 and below.
22. To be actively involved in promoting good communication styles and systems across the multi-disciplinary team.
23. To be conversant with and lead in ensuring compliance to Trust policies and procedures.
24. To contribute to the department learning environment through teaching and by example.



25. To act as mentor to learners with particular attention to monitoring and continuous assessment of students and in conjunction with the Practice & Development Practitioner, helping to create an atmosphere conducive to learning for all staff.
26. To ensure accurate input of data into IT systems.
27. To undertake appropriate activities to update clinical knowledge and skills in conjunction with an annual appraisal, and the Knowledge and Skills Framework.
28. To assist the Theatres Equipment Manager for the servicing and safe use of equipment in the clinical area. This includes assisting with the maintenance and utilisation of equipment (in accordance with manufacturer's instruction), training other staff in its use, and reporting any defects as per Trust policy.
29. In conjunction with the Theatres Equipment Manager, to participate in equipment procurement programmes. This includes ensuring all relevant mechanical and electrical equipment used within the department is documented.
30. To attend and actively contribute to relevant meetings and working groups.

#### **Professional and Legal responsibilities**

31. To be conversant with policies and procedures relating to Fire and Health & Safety
32. To report all accidents and complaints in accordance with agreed policies and assist in investigations of complaints and accidents as required.
33. To uphold the principles of the NMC/HPC Code of Professional conduct, standards for CPD and maintaining registration.

This is an outline job description designed to give an overview of the responsibilities of the current post. This post-holder will also be expected to be flexible to respond to change and organisational need. The post-holder will also be expected to contribute to the wide corporate and organisational needs of the Trust, in consultation with the post-holder, as appropriate.

## **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.



## 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 Bedford Hospital is four weeks.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## ASSISTANCE WITH TRUST PROCESSES

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.