

Job Description

Job Title:	Operating Theatre Manager
Band:	8a
Hours:	37.5 per week
Base:	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).
Reporting to:	Head of Theatres
Responsible for:	Senior Theatre staff team
Terms and Conditions of Service	Currently those of Agenda For Change and other local agreements

Key Relationships with:

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

External: Patients



JOB SUMMARY

Purpose of Role:

- The post holder will be responsible for providing clinical leadership and the operational management of theatres, ensuring the efficient and effective use of resources, and the development and maintenance of the highest standards of patient care and delivery.
- The post holder will be part of the senior management team and will assist the Head of Theatres, General Manager, Clinical Director and Head of Nursing in delivering the Trusts strategic and operational agenda.
- They will oversee day to day service management issues, liaising with departments and teams as required.
- The post holder will provide line management for the team of Senior Theatre Practitioners within the department
- Contribute to the business planning process for theatre services and be a key enabler to delivering the surgical elective contracted activity plan.
- Act as a champion for patient safety, operational effectiveness, quality and staff wellbeing.
- Support the development of the theatre service in line with the trust strategic plan, in conjunction with the Head of Theatres.
- Work in partnership with departmental staff to lead on the identification and implementation of service improvements to enhance clinical care and maximise theatre efficiency, productivity and utilisation.
- 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

KEY RESPONSIBILITIES:

OPERATIONAL MANAGEMENT

- Support the Head of Theatres and wider management team in ensuring compliance against the following performance measures; finance, activity and quality providing advice, analysis and information as required.
- To be jointly responsible for the 24 hour management of the Theatre complex (along with the Band 7 Senior Practitioners and Theatre Co-ordinator).
- Build effective, collaborative relationships that enable work with support services, departments and organisations that impact on theatres, negotiating action and change when necessary.
- Provide regular feedback on service performance to the Head of Theatres and wider management team.
- Ensure the effective management of the Asset Register and the equipment replacement programme.
- Appropriate management, maintenance and procurement of contracts and equipment in collaboration with the procurement team.
- Contribute to the business process in relation to bids for capital equipment.
- Liaise closely with the procurement team to ensure best value and efficient use of resources.
- Responsible for supporting the implementation of new policy and service development within the department.
- Responsible for ensuring data quality in theatres and ensure corrective action is taken where data quality problems are detected.
- Continue to develop and implement robust information management systems within Theatre.
- Continue to develop and sustain an effective communication structure within the theatre department.
- To facilitate and chair multidisciplinary meetings that assist with the coordination of theatre services.

SERVICE IMPROVEMENT

- Understand and manage a developing and changing service, assisting in the development of new ideas, methods of working and encourage staff to do likewise.
- Liaise with service managers and clinical leads to understand strategy and the impact/requirements of business cases for theatres.
- Undertake strategic and service policy development in conjunction with the Head of Theatres and other professional leads and support

the senior team in business planning to support corporate aims and objectives.

- Contribute to the development of business cases for service developments in the operating theatres ensuring that the implications of service changes or developments have been accurately assessed.
- Work with clinicians, other managers and staff to continuously improve the quality and timelines of services in order to improve the patients, users and staff experience

LEADERSHIP AND WORKFORCE

- Provide visible leadership, guidance and support to staff within the department.
- Foster and promote a positive and collaborative culture throughout the department
- Consistently act as a professional role model and ambassador for the Trust 'THRIVE' Values.
- Utilise highly effective communication skills to ensure that staff are fully informed of developments, objectives and news, fostering an inclusive culture at all times.
- Ensure staff are engaged and given the opportunity to contribute to decision making, improvement and developments within the department
- Support the development and implementation of a robust recruitment and retention strategy across all areas within theatres.
- Line manage the Senior Theatre Practitioner Team, providing professional support and development.
- Responsible for ensuring that all staff within the department have access to effective appraisals and that all personal development plans are linked to the Trust wide objectives.
- Ensure that appropriate Human Resources (HR) procedures are implemented i.e. recruitment and selection, sickness and disciplinary procedures.
- Ensure the department fosters a positive learning environment for all staff and students.
- Participates in the development of Training and Development Strategy at Departmental level.
- Support and develop internal and external educational programmes/ study days.
- Ensure compliance with mandatory training.

GOVERNANCE

- To be a key contributor to a theatre governance strategy which is multidisciplinary in collaboration with the Head of Theatres and clinical teams.
- Responsible for maintenance of the risk register for theatres, in collaboration with the Head of Theatres.
- Ensure that all services within the area of responsibility meet the Care Quality Commission standards
- Generate a culture of safety and governance across all areas of responsibility
- Implement effective methods of sharing learning across the whole theatre team.
- Ensure that there is a clinical audit programme for each area of responsibility in collaboration with the Head of Theatres.

FINANCIAL MANAGEMENT & BUSINESS PLANNING

- Support the Head of Theatres in ensuring that both pay and non-pay budgets are managed effectively.
- Work in close association with the Trust finance team to ensure sound financial management, effective communication and financial reporting.
- Assist in identifying and implementing robust Cost Improvement Programmes (CIP) in the department.
- Responsible for the delivery of the agreed CIP for the department.

You would be expected to take part in the Senior Manager On Call Rota.

The list of responsibilities above, are key primary requirements for the role, however, additional duties may be required to ensure patient and employee safety is met.

1. 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

2. 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

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 Bedfordshire Hospitals NHS Foundation Trust 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.

Person Specification

Job title: theatres operational manager

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Education, knowledge and experience to degree level or equivalent, including: • Registered Professional (NMC / HCPC). • Management/leadership qualification or equivalent experience. • Further relevant training. • Evidence of Continuous Professional Development 	<ul style="list-style-type: none"> • Project Management Qualification
Experience	<ul style="list-style-type: none"> • Significant management experience including operational responsibility • Experience of managing and motivating a large team or teams. • Experience of producing information, monitoring performance and identifying opportunity for service improvement • Leading changes in practice in a complex environment to improve quality / performance / services. • Proven track record of achieving challenging health care standards • Operational Site management experience 	<ul style="list-style-type: none"> • Experience at a leadership level within an operating theatre environment. • Evidence of individual research or audit of nursing / theatre practice
Knowledge	<ul style="list-style-type: none"> • In depth understanding of HR principles and policies and how to apply them in practice • Knowledge of national nursing, midwifery and AHP initiatives • In depth understanding of change management. • Able to use IT systems including Microsoft Office • Understanding of the current NHS agenda and health policy including transformation and workforce. • Knowledge of service improvements and project management. • Knowledge of risk management and governance 	<ul style="list-style-type: none"> • Understanding of the relationship between providers and commissioning organisations

	<ul style="list-style-type: none"> • Knowledge of financial processes 	
Personal Skills	<ul style="list-style-type: none"> • Able to form and maintain excellent professional relationships with all members of the multi professional team • Effective communication skills both written and verbal - able to provide and receive highly complex, sensitive information and use persuasion, influencing and negotiation with individuals and groups. • Good analytical and problem solving skills – ability to respond to unexpected demands. • Ability to work independently and make autonomous decisions, whilst also functioning effectively within the team. • Ability to embrace, lead and drive change in a complex environment. • Ability to organise and prioritise own workload and direct the work others and adjust plans as required both in the short and long term. • Able to work flexibly to meet the demands of the role. • Demonstrates a strong desire to improve performance and services. • Able to lead and direct others to accomplish organisational goals and objectives. • Ability to participate in an on-call rota 	
Other	<ul style="list-style-type: none"> • Ability to travel routinely within/around Bedfordshire as required for the role. • Satisfactory health screening • Able to participate in the Senior Manager on-call rota 	

