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<b>Department:</b>	Health and Community Services	
<b>Division:</b>	Surgical Service Care Group	
<b>Reports to:</b>	Waiting List manager	
<b>JE Reference:</b>	HCS1107	
<b>Grade:</b>	CS08	<b>JE Date:</b> 05/05/2022

### Job purpose

To be responsible for the daily administration and compilation of Operating Theatre Lists, scheduling patients for surgery under the guidance the multi-disciplinary team within each speciality, paying particular attention to special equipment used by the surgeons, visiting surgeons and radiology.

Ensure that all patient information is correct and that patients are added to the waiting list by The Come In ("TCI") clerks, in accordance to the Patient tracking list and clinical priority.

Supervise the TCI clerks, ensuring annual leave, managing RTW, managing the performance of the team members.

### Job specific outcomes

- The following is a list of principal responsibilities and is not intended to be an exhaustive statement. The post will encompass other duties as appropriate, or as may be determined by the Patient Waiting List Manager and Planned Care Lead of Surgical Services following consultation with the post holder.
- To independently plan and compile Operating Theatre lists, scheduling patients using booking rules set down by the 642 process and specialities and within the Elective Surgical Admissions Policy.
- To contribute to the achievement of waiting list reduction in the management and administration of regular waiting list meetings.
- To maintain and amend the theatre/clinic lists in the Hospitals Patients Systems.
- To ensure that theatre sessions are fully booked, using all available session times, following the 642 scheduling policy.

## Theatre List Scheduler

- To accommodate urgent cases onto theatre lists when operating theatre lists have been closed requiring the management of patients with prior bookings.
- To work with the Waiting List Manager to ensure that the free list schedule is maintained in accordance to the active waiting list priority programme.
- To compile routine and ad hoc reports including accurate statistical information, regarding operating theatre bookings.
- To report all exceptions, inconsistencies and breaches of the Elective Surgical Admissions Policy to the Planned Care Lead.
- To ensure that all aspects of the admission are 'patient focused' and meet the needs of the patient. Agreeing and booking the date of pre-operative assessment, infection control swabs and admission with the patient, wherever possible, either by telephone, or face to face in line with the Elective Waiting List Policy.
- Ensure confidentiality is maintained at all times.

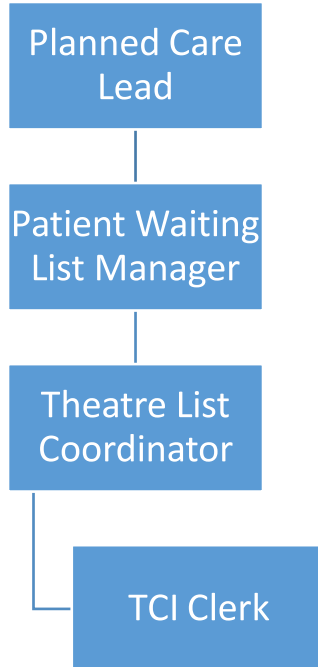
### **Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

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Organisation chart



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Educated to A level standard with a mature attitude, or specific occupational training relating to the booking of patients or the use of hospital IT systems.	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A good knowledge of windows, excel and Microsoft systems.</li> <li>• O level standard human biology or experience of working with hospital terminology</li> </ul>	Knowledge of TrackCare, or other hospital IT systems. The ability to correctly advise patients regarding medications following unit guidelines.
<b>Technical / Work-based Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both written and verbally to people of different backgrounds and anxiety levels with the ability to build a rapport and Trust over the telephone</li> <li>• Data Protection knowledge</li> <li>• IT literate</li> </ul>	

<p><b>General Skills/Attributes</b></p>	<ul style="list-style-type: none"> <li>• Excellent verbal communication skills, able to speak with patients on the phone, to give clear instructions. Able to deal with difficult situations, and to communicate effectively with people at all levels. Able to work under pressure, responding with a tactful calm reassuring attitude.</li> </ul>	
<p><b>Experience</b></p>	<p>Leading a team to deliver full capacity theatre lists.</p> <p>Understanding of Theatre scheduling and how to prioritise patients for surgical procedures</p> <p>Able to maintain patient confidentiality. Able to maintain a filing system with patient letters and requests for procedures. Accuracy and attention to detail is essential for this role. A mature attitude in talking to patients about</p>	<ul style="list-style-type: none"> <li>• Experience of maintaining patient records. Dealing with medical staff in an administration capacity. Working in a pharmacy or other area to be familiar with patient medications. Previous experience of booking or dealing with patients.</li> </ul>

Theatre List Scheduler

	embarrassing issues.	
<p><b>Criteria relating to Safeguarding</b>  <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<ul style="list-style-type: none"> <li>• Ability to work with safeguarding team.</li> <li>• Experience of safeguarding</li> </ul>	Awareness of potential safeguarding issues

**Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

**The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.**