

Senior Sister/Charge Nurse/Principal ODP – Scrub/Anaesthetics & Recovery

Department: Health and Community Services

Division: Main & DSU Theatres

Reports to: Clinical Lead Nurse Theatres

JE Reference: HCS1061

Grade: CS12 (AfC: G NM: 07)

JE Date: 11/11/2021

Job purpose

To be professionally and managerially responsible for the overall governance, quality and safety of patients within allocated Theatres/specialty/area.

They will operate in a supervisory capacity and will be highly visible within the clinical area to patients' staff and relatives. They will work alongside staff as a role model, mentor and develop clinical competencies and leadership skills within the team.

The post holder will be a highly experienced practitioner within the multi-disciplinary team and will contribute to the development of a clinical service through involvement in standard setting and the development and dissemination of expertise within both the clinical and education settings.

Job specific outcomes

1. Lead a team of people to undertake their duties in an effective manner in order to meet the requirements of organisational and professional standards.
2. Appraise and monitor the professional and clinical performance of the team. Identifying individual staff training and development needs as well as contributing to the development of an annual team business and training plan to achieve optimum outcomes for patients within defined budgets.
3. Establish policies, procedures and professional practices in line with statutory requirements, and implement practice development and staff training courses, to ensure that all staff are aware of their individual responsibilities in line with the Nursing and Midwifery Council and HCPC codes of practice and to enhance best practice and skills development in all staff.
4. Responsible for effective rostering of the team to ensure that the area has effective skills and staffing levels to meet demand; and that staff health and wellbeing is a key consideration underpinning the rosters produced.
5. Responsible for the environment of care, ensuring infection control policies and procedures are in place and participate in relevant audit and act upon the results

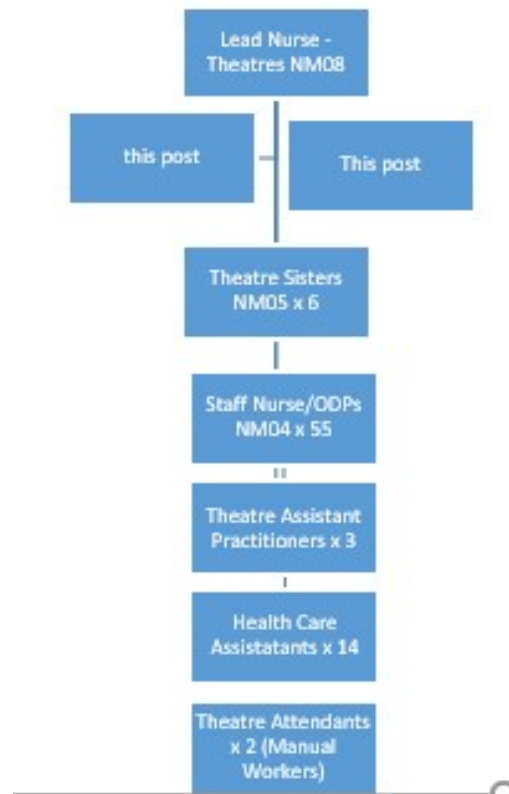
6. Ensure patient flow is effective and timely through the Theatre department to ensure timely discharge of patients to support overall HCS patient flow.
7. Deal with complex clinical and managerial situations that arise, analysing data and information to support decisions in relation to patient risk and care. Participate and undertake risk management assessments at theatre level and develop strategies to improve quality care.
8. Create a culture where care is proactive and responsive to changing health care needs of patients, using leadership skills to influence / facilitate change within the theatre environment and organisation.
9. Maintain, monitor and evaluate standards ensuring evidence based quality of care is provided by the clinical team and respectfully challenge/take appropriate action when care falls below the expected standards.
10. Promote collaboration and communicate effectively with your staff on a timely basis ensuring robust systems exist so that staff feel informed.

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 jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Registered with the NMC as a first level registered nurse</p> <p>Or</p> <p>Registered ODP with HCPC registration Recognised Management qualification or relevant experience at management level within a theatre setting.</p> <p>Evidence of ongoing professional development in relevant area of speciality supplemented by specialist clinical, managerial training and CPD</p> <p>Mentorship qualification</p>	<p>Leadership Development</p> <p>Degree</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure</i></p>	<p>Highly developed specialist knowledge of theatre procedures underpinned by theory and experience.</p> <p>Advanced clinical knowledge and skills.</p> <p>Knowledge and experience of improving patient safety in health care provision.</p> <p>Expert practitioner in area of theatres</p> <p>Knowledge and understanding of clinical and human factors in the delivery of safe healthcare practice.</p> <p>Expert level knowledge of the Governance and Risk frameworks required to underpin the delivery of safe patient care.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc</i></p>	<p>Thorough and up to date knowledge of nursing / ODP theory and best practice, and the application of this practice</p> <p>Understanding of NMC Code of Practice / HCPC Standards and requirements for the practice and behaviour of staff and self.</p> <p>Keyboard skills, skills required for professional practice</p>	<p>Relevant and substantial experience in a range of specialties</p> <p>Experienced in recruitment and selection</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g.</i></p>	<p>Ability to engage with people and motivate and support them to work to high standards.</p> <p>Calm under pressure, able to use initiative and make decisions.</p>	

<p><i>effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent interpersonal /communication skills with a variety</p> <p>A strong leader who can professionally lead and role model.</p> <p>Evidence of commitment to and understanding of mentorship/reflection/clinical supervision</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Evidence of leadership</p> <p>Proven post-registration experience and evidence of co-ordinating and managing a team of staff.</p> <p>Experienced in all aspects of Safeguarding children and vulnerable adults</p> <p>Evidence of leadership skills and able to demonstrate an awareness of professional issues and developments.</p> <p>Experience of implementing, managing and achieving changes in clinical practice</p> <p>Experience of designing and delivering training to colleagues at all levels</p> <p>Experience of working in a multi-professional environment</p> <p>Evidence of effective staff management and running a theatres department</p>	<p>Experience of conducting own projects successfully and follow through action</p>

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 5 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.

Contextual Information

Communication and Relationships

The post holder will receive highly complex, sensitive or contentious information to individuals - patients, families and staff. Needs to be able to display empathy especially at times of distress and will be required to impart same information to others in an appropriate way.

The post holder needs to be able to effectively counsel and support colleagues at times of difficulty, distress or challenge in order to ensure continued delivery of safe services.

Communicate effectively with key stakeholders this will require the post holder to have highly competent skills in negotiation, motivation, persuasion skills, presentation skills, and listening skills.

Communicate with clinical professional colleagues, professional bodies, Jersey Care Commission and staff side organisations.

Positive working relationships are key to developing new services, managing existing services and safeguarding those in our care and requires key influencing skills.

Provides the professional advice and support to others in relation to professional and practice matters, ethical issues.

Ability to communicate with all levels of staff from Board to ward level using appropriate language

Analytical Skills

Specific analysis and interpretation of service metrics and outcomes requiring specialist technical knowledge throughout every aspect of the patient journey through their care journey, to define efficiency and effectiveness of service areas.

Understand the complexities of clinical areas, multiple agency involvement alongside service user preferences.

Utilises highly developed knowledge of current nursing and professional issues to rapidly grasp the complexity of situations to determine underlying causes and identify appropriate solutions these maybe multifaceted and there needs to be an ability to change if the situation alters.

The post holder will be required to present solutions in a rational and logical manner and may need to decide the cause of action autonomously.

Situations maybe complex and sensitive, involve political agendas and may attract media attention, for example serious incidents requiring immediate action and decision making. Involvement in safeguarding cases, investigations and serious case reviews, representing maternity services, ability to participate in an objective and impartial way, drawing on evidence and practice from elsewhere.

The post holder will be required to investigate and analyse data relating to disciplinary investigations, complaints, serious incidents, safeguarding concerns making sure that appropriate action is taken and act where standards have been breached as appropriate to local policy.

Analysis of detailed reports, writing business cases, strategy, reading and answering emails

Planning & Organisation

Planning skills required to align service provision with staff resource, considering large variability in patterns of working, such as rotas.

Ability to adapt or direct resource as required to fulfil service needs which are liable to constant fluctuation with service pressures.

Lead regular operational meetings to ensure service delivery to all areas of care group and reduce areas of clinical and non-clinical risk, responding appropriately to changing organisational demands and priorities.

Ability to be responsive to changing organisational demands and priorities.

The post holder will be required to identify areas for theatres improvements for the Care Group and produce high quality reports and business cases to support initiatives.

The post holder will be required to develop short, medium and long term plans for the Care Group.

The elements of the role will include, planning organising and prioritising own and team workloads and deal well with uncertainty and interruptions which may disrupt their work plan and priorities due to the urgent requirement to respond.

Physical Skills

Standard keyboard usage.

Able to demonstrate safe use and cleaning of medical equipment.

Need to be able to stand for long periods of time in a theatre environment.

Manual lifting and handling of patients ensuring dignity and respect is maintained at all times.

Policy and Service Development

Develops and implements policies in order to support organisation change and service delivery, , which would not only be confined to area of working but to the entire organisation..

Developing and delivering patient engagement strategies in support of developing service improvements.

Ensure that services are appropriately aligned with good practice.

Support the shaping and development of services within the care group through the delivery of a competent, flexible, motivated workforce.

Participate in driving and facilitating transformational change across HCS

Will demonstrate a thorough knowledge of the guidelines of the NMC, HCPC and the Code, set by the regulatory body. The post holder is required to work within the boundaries of their professional registration.

Financial and Physical Resources

Effective budgetary management amongst the delegated budget holders to ensure that service provision is financially sustainable.

Promotes a culture of sustainability, cost effectiveness, value for money and budgetary control.

Operates within and ensures compliance with financial directions and other relevant standing orders.

Employs flexible and innovative use of resources to deliver improved outcomes.

People Management

Oversight of all theatres staff to include, registered nurses, ODPs, health care assistants and clerical staff and Theatre Attendants.

Manages staff in accordance with HR policies and procedures and will support staff to select and appoint with the necessary skills, and values.

Co-ordinate staff development and use the appraisal, performance review and revalidation to continually improve performance.

Ensure all team are registered with the NMC/HCPC, Jersey local registration and able to maintain their registration through NMC/HCPC revalidation.

Ensure that mandatory and statutory training is in place for staff in matters relating to infection prevention and control and that compliance is monitored.

Ensure that team mandatory and statutory requirements are met.

Information Resources

Responsible for maintaining own work records and records personally generated information.

Will be required to act as an investigator and oversee actions and improvements relating to infection prevention and control and Subject Access Requests.

Be competent in the use of healthcare software packages, and the information contained.

Be compliant with information governance.

Freedom to Act

Works autonomously under self-direction to ensure nursing / midwifery services are delivered to the professional standards expected to ensure patient safety

Work independently to deliver to agreed timeframes.

Make balanced judgements based on all of the facts and information available.

Autonomously plan and organise a wide range of tasks, activities, clinical and non-clinical

Responsible for maintaining own work records and records personally generated information.

Physical Effort

Is required to be highly visible in clinical areas – this includes, bending, lifting, leaning, moving beds, sitting, standing for long periods of time.

Mental Effort and Concentration

Ability to concentrate when being frequently and unpredictably interrupted by clinical staff with requests/problems

Ability to concentrate on occasions for prolonged periods when working on detailed documents.

Be adaptable and cope with unpredictable changes to workload, remaining calm and approachable.

Emotional Effort

Must be able to deal with distressed relatives and patients on a daily basis.

Ability to deal with sometimes stressed staff working with critically ill patients.

Investigation of serious clinical incidents.

Dealing with sensitive patient information.

Communicating life changing events using specialist and complex information.

Working Conditions

Exposure unpleasant substances / non-household waste

Patient body fluids, vomit on a daily basis.

Exposure to anesthetic gases

May be requested to support the service in the event of major incident.

Any other information

Organisational structure

Date of Evaluation

Post Number

Post Band