##### JobDescription

**JOB TITLE: Recovery (PACU) Team Lead – Devizes**

**RESPONSIBLE TO: Clinical Lead (Devizes)**

**ACCOUNTABLE TO: General Manager (Devizes)**

**PROFESSIONALLY**

**ACCOUNTABLE TO: Head of Nursing and Clinical Services**

**Job summary**

Responsible for the management and co-ordination of all aspects of clinical and non-clinical work within PACU ensuring the provision and delivery of consistently high standards of care and safety in accordance with Practice Plus Group values, objectives, policies and legal requirements.

Responsible for the day-to-day management, budgetary control and all aspects of staffing related to the PACU and to support, and deputise for the Clinical Lead.

This role requires the post holder to perform managerial duties but also work as part of the clinical team within the department to provide clinical leadership. The post holder is responsible for managing pre and post anaesthetic care within the department and providing first line care as a clinical expert where appropriate.

**Key Responsibilities**

The role has management, clinical, teaching and staff development responsibilities.

**Management and leadership**

* To provide first line management within the Recovery (PACU) departments at Devizes
* To lead the PACU team to deliver high quality patient care, ensuring that all elements of clinical care comply with relevant legislation and Practice Plus Group policies and procedures
* To lead, motivate staff, develop and encourage harmonious working relationships and professional rapport within the departments, with other disciplines and departments.
* Effectively lead, motivate, supervise and direct staff to ensure time and resources are managed through effective team work.
* Plan, prepare and amend the off duty rota, with the Clinical Lead and Theatre Lead, to meet the business needs of the department and the budget – ensuring staff are advised at least 4 weeks in advance
* Manage the ordering, maintenance and control of stock levels, along with maintaining accurate expenditure records, and delegate responsibility where appropriate
* Support the Clinical Lead and act up in their absence and fulfil any management responsibilities delegated by them
* Prioritise patient care throughout the department, taking shift leader responsibility, allocating staff and resources effectively
* Effectively communicate with staff within the recovery department by holding regular staff meetings
* Assist the Clinical lead with the management of the recovery budget including ordering and maintenance of equipment, development of business cases requiring Capital Expenditure, asset verification, stock control (in liaison with pharmacy and theatre stock controller), management of staff costs
* To be involved in working groups/change management programmes to improve patient safety, clinical effectiveness and/or the patient experience
* To participate in the risk management strategy and ensure that all Health and Safety and COSHH requirements are met
* Understand and implement Practice Plus Group policies, procedures, Best Practice Guidelines and comply with CQC, CNST, Statutory and National Care Standards
* Operate an efficient and effective service that is flexible, responsive and non-discriminatory
* Maintain accurate, timely and complete records, ensuring the safety and confidentiality of information at all times
* Ensure that the cleanliness and hygiene of the Recovery department is maintained, adhering to Infection Prevention and Control policies and procedures

* Ensure that equipment is handled correctly and maintained in a safe working order, reporting any defects to the Clinical Lead
* Contribute to the efficient and effective utilisation of Recovery ensuring throughput and productivity levels are achieved and ensure that recovery schedules are well managed
* Actively communicate in team meetings and participate in departmental meetings. Produce and circulate minutes and all relevant documentation/presentations formally and informally
* Work collaboratively and in partnership with colleagues and other departments
* Work with Clinical and Theatre Leads and General Manager to eliminate all avoidable cancellations on the day of surgery.
* To participate and assist in the monitoring, review and evaluation of clinical practice through clinical audit and develop action plans to address deviations
* Initiate and take responsibility for reporting clinical/serious incidents, complaints and risks ensuring action is taken and lessons learnt are communicated appropriately
* Take the lead role in the event of a major incident within the department
* Manage conflict resolution effectively and demonstrate complex problem solving and negotiation skills

**Clinical and Professional**

* Act as a patient advocate
* Participate in the improvement of clinical standards, analysing key performance indicators and using the benchmarking process to effectively improve the service
* Demonstrate the ability to challenge current practice, by actively promoting change, acting as a change agent where required
* Develop service improvements by updating and implementing new practices and products in accordance with Practice Plus Group and National guidelines and in conjunction with the Theatre and Clinical Leads
* Ensure all equipment and resources are available to perform procedures according to the individual needs of the patient
* Demonstrate expert knowledge and skills in specialities updating and implementing new practices when required
* Ensure policies / protocols / SOP’s are adhered to, updated, monitored and maintained to continually improve patient care
* Be responsible for safe handling and storage of all drugs in accordance with departmental and Practice Plus Group policies
* Promote high standards of care by demonstrating the ability to develop and empower the team, acting as a positive role model at all times.
* Lead the preparation and checking of Recovery, making ready all equipment for the upcoming lists

* Ensure the safety of patients throughout recovery working in partnership within the multidisciplinary team
* To be proficient and up to date with Recovery policies and procedures ensuring continuous improvement in patient care developed through the use of evidence based practice
* To act as a mentor enabling Recovery staff to develop and become multi-skilled practitioners
* To be responsible for maintaining high standards of cleanliness and hygiene – in accordance with NHS Cleaning Charter Standards

**Education and professional development**

* Participate fully in the annual appraisal process and agree a personal development plan that will ensure that the objectives of the individual, the team and Practice Plus Group are achieved
* Ensure individual and team mandatory training is up to date and fully compliant with requirements in accordance with Practice Plus Group policies
* Participate as a clinical expert in the education and training of all competencies of staff, within the multidisciplinary team, in accordance with their individual objectives and the needs of the service
* Demonstrate continuing knowledge and skill development within specialty /specialties providing enhanced and improved standards of patient care
* Show commitment to lifelong learning and promotion of a learning environment through personal example and dissemination of skills, attitude and knowledge to others
* Maintain NMC/HPCP registration and professional development in line with the expectations of the role
* To participate in and deliver training relevant for the role
* Ensure that team competencies are up to date and regularly reviewed
* To be aware of current advances in clinical care and to develop research awareness in self and others in order to improve the clinical environment
* Assist with orientation, induction and foundation training for all new staff as well as thementorship programme
* Promote and demonstrate innovative practice, implementing changes as required

**Additional information**

Education and development

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development Plans in line with Practice Plus Group policies and procedures.

Professional

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of the role, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

Regulatory framework

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to Practice Plus Group policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

Infection prevention and control

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with Practice Plus Group responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

Conflict of interest

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit themselves, their family or friends.

Confidentiality

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

Privacy, dignity and respect and equality of opportunity

The treatment centre is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

Vulnerable Adults Abuse   
The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

Raising Concerns   
It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

Equal opportunities

Practice Plus Group is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in Practice Plus Group are recognised. Practice Plus Group will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job.

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

**PERSON SPECIFICATION FORM**

**Post title:** Theatre Team Leader (Surgery)

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Registered Nurse Level 1 or Registered ODP * Evidence of Continuous Professional Development (CPD) * Post-registration specialist Theatre course * Relevant Teaching /Assessing certificate or equivalent * Advanced Life Support (ALS) or willingness to work towards | * Educated to degree level * IOSHH qualification * Management qualification * RCA training |
| **Experience** | * Minimum 4 years post graduation experience in the Operating environment * Minimum 1 year experience at Senior Theatre Practitioner Level * Change management experience and knowledge of developing new ways of working * Evidence of team leadership and supervision of junior staff | * Knowledge processes within the CSSD departments * Experience of managing Human Resources matters |
| **Skills and knowledge** | * Ability to work independently and to lead a multi disciplinary team * Excellent organisational, co-ordination and time management skills * Ability to handle multi faceted problems in a busy fast moving environment and to prioritise * Excellent verbal and written communication skills * Commitment to teaching / staff development * Committed to customer care and first class service provision * A reflective approach to own work and work of others * Evidence of involvement in the development of protocols and clinical audit * Demonstrable critical reasoning skills and decision making * Conflict resolution skills and ability to mediate | * Experience of presenting information to a wider audience * Proven ability to monitor KPI’s and produce action plans * Commercial aptitude and business acumen * Evidence of knowledge in:   - current clinical issues   * health promotion * clinical governance * national initiatives e.g. NICE guidelines * pharmacology * evidence based practice |
| Other Factors | * Good presentation of self * Innovative * Flexible attitude and ability to change * Approachable, friendly, polite and caring * Positive can-do attitude, motivated and enthusiastic * Ability to work within a pressurised environment * Receptive to feedback and the willingness to learn and develop * Mentally and physically fit to undertake the role * Able to work across sites |  |