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| JOB DESCRIPTION Anaesthetic Team Leader |

**RESPONSIBLE TO: Theatre Manager**

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

**Service delivery at SMH**

PPG believes in strong team work and partnership amongst its people. This approach is at the heart of everything we do to deliver a high level of patient care.

Significant time and resources are invested in recruitment to ensure that rigorous standards are met and that staff share the same focus on teamwork and delivery. Employing high calibre people in roles that require personal responsibility and close interaction with patients allows everyone the opportunity to make a difference to patients during their treatment and deliver high quality outcomes.

Supporting employees in their careers at PPGHSM with great opportunities to learn and develop through training, PPG is an organisation that’s continually innovating to raise standards of best practice in healthcare.

PPG delivers services to create the best experience for their patients, through best standards of care, clinical excellence and low infection rates. A focus on selected procedures and skills in their delivery means that as a healthcare provider they can consistently improve their performance and in turn benefit their patients.

**Purpose of role**

To contribute to the general management of the unit, supporting the Theatre Manager. To deputise as required, maintaining responsibility for the management of patient care within the department, and demonstrating an advanced level of clinical skill.

To be involved in the assessment of care needs, the development, implementation and evaluation of programmes of care and teaching those skills to other members of the multi-disciplinary team.

Coordinate where appropriate the activity of other disciplines to meet the care needs of patients. Maintain a safe working environment for staff and patients in the operating theatre suite

To be competent in all aspects of clinical practice within the Operating Department.

Conducting basic anaesthetic and/or theatre duties as allocated by the Theatre Manager or the Senior Nurse on Duty to meet the standards required by the Company in providing a high quality service to patients.

**Scope of role**

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

**Management and leadership**

* Lead the anaesthetic team to meet the requirements of quality patient care, ensuring that all peri-operative nursing care activities with regards to anaesthetics comply with relevant legislation and Company policies and procedures.
* Day to day responsibility for ensuring an efficient, effective and safe patient service is delivered, ensuring effective communication in all aspects of care delivery
* Demonstrate leadership skills with the ability to delegate tasks, assess staff performance and be actively involved in induction and training.
* To contribute to the management and effective utilisation of personnel, surgical consumables and other resources within the operating suite to provide an efficient surgical service to all users whilst maintaining patient safety and quality of care.
* In conjunction with the Theatre Manager and Deputy Theatre Manager to develop the theatre service, looking to develop new and more efficient ways of theatre utilisation.
* Ensuring start and finish times support efficient throughput whilst ensuring a quality patient journey
* To work closely with the multi-disciplinary team to ensure the outpatient assessment process supports the appropriate delivery of patient care, with efficient use of theatre time
* To participate in the selection and recruitment of relevant staff when applicable.
* To lead, motivate staff, develop and encourage harmonious working relationships and professional rapport within the department, with other disciplines and departments
* To participate in the risk management strategy and ensure that all Health and Safety and COSHH requirements are met
* To ensure all accidents and incidents are reported to the Hospital Director/ Head of Nursing and the Theatre Manager and participate in investigation as required
* To ensure that stock levels are maintained and fall within agreed par levels and budgetary targets

**Clinical and professional role**

* In order to lead in safe levels of patient care throughout any surgical or anaesthetic procedure, the practitioner must have current and adequate level of knowledge, competence, understanding and skill in the field of anaesthesia.
* To demonstrate advanced clinical skills and the ability to plan daily assignments with speciality team members; and prioritise care delivery
* To recognise the importance of a multi-disciplinary team approach to patient care and co-ordinate care delivery acknowledging individual personal contributions
* Ensure that all procedures performed meet individual patient needs, reflect good practice and are provided by means of appropriate equipment, within the agreed patient care pathways.
* Check that patients have made informed decisions about their anaesthesia and that consent meets legal requirements.
* Ensure that comprehensive anaesthetic records are maintained in respect of all patients.
* Record and respond to patient and medical staff complaints
* To be actively involved in communication between the patient, theatre, ward or other relevant departments.
* To check the anaesthetic room and equipment are set up and equipped appropriately to the lists.
* To be responsible for the receiving of any new patient to the theatre including establishment of a good mutual relationship completing all relevant documentation – identify and introduce named nurse/key worker.
* To undertake pre-operative checks of the patients as well as all notes, consent, results and x-rays.
* To identify the need for resuscitation of a patient and knowledge of first line drugs needed for resuscitation and use of the defibrillator.
* To know the policy and procedure for ‘Transfer of a critical care patient’ to another unit/hospital.
* To understand and execute the correct procedures for collection, receiving and transfer of blood and blood products as well as blood conservation.
* To follow the correct protocol for dealing with the death of a patient in theatre.
* To assist the Anaesthetist appropriately and effectively with his requirements throughout cases, and different types of anaesthesia.
* To liaise with members of the multi-disciplinary team and ensure that prescribed or recommended treatment is carried out.
* To be responsible and accountable for the recording of drugs given, procedures carried out and any other mandatory or relevant information within company policy and national AAGBI guidelines.
* To understand the anaesthetic machine and react appropriately to emergencies and alarms.
* To assist in the safe and correct positioning of the patient on the operating table.
* To ensure the safety of patients throughout operating procedures through effective observation.
* To effect safe and comfortable transfer of patients to recovery, ensuring an accurate handover to the recovery staff.
* To take responsibly of the treatment of patient in the recovery room when appropriate.
* To act as a resource person for others in the planning of care; ensuring nursing practice is evidence based and support and develop new ways of working
* To ensure that equipment is handled correctly and maintained in a safe working order, reporting any defects to the Theatre Manager
* To supervise the work of junior and unqualified colleagues; sharing personal expertise and specialist knowledge with other clinical colleagues
* To be responsible for maintaining accurate, timely and complete records, ensuring the safety and confidentiality of information
* To take responsibility for personal and professional development. To be responsible for attending mandatory training sessions and to ensure that all policies and procedures are adhered to
* To understand and become fully conversant with the PPG competency model and its application. Ensure all new and existing members of staff have a competency profile relevant to their job role and are competent to safely perform all duties within the scope of their professional practice.
* To take an active role in the Clinical Governance strategy and work within the PPG clinical governance framework i.e. risk assessments, guidelines and policies.
* To participate in clinical audit, KPI monitoring and collection of data as required

**Education and professional development**

* To keep up-to-date with issues and trends affecting health care professionals,; educate new and existing staff in the procedures and protocols, encouraging them, through effective leadership to achieve their goals
* To actively participate in the local orientation/induction programme providing guidance and support and teaching to less experience or junior staff as appropriate
* To participate through mentorship in the development of junior staff and identify any professional training needs; be able to act as a mentor to students enabling learning to take place
* To prepare and provide patients with information to ensure they are ready for their procedure pre-operatively and post-operatively for safe discharge
* To adhere at all times to the NMC Code of Professional Conduct (RN’s), other NMC guidelines and any other professional bodies and associated guidelines (HPA – ODPs)
* To take responsibility for personal and professional development, to be responsible for attending mandatory training sessions and to ensure that all policies and procedures are adhered to
* To maintain an enquiring approach to nursing and theatre practitioner practice
* To plan self-development and personal objectives for discussion at individual performance review
* Participate in data gathering and audit when indicated
* To play an active role in the development of the theatre service working in conjunction with the manager
* To take part in the on-going clinical training programmes using best practice models of care

**Additional information**

In addition the successful candidate will be required to adhere to the following:

**Education and development**

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with PPG 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 your speciality, 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, by working to PPG 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 prevention and control policies and to attend any appropriate training requirements in line with PPG 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 their family or friends.

**Confidentiality**

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

The post holder must comply with national and corporate policy in respect of the Duty of Candour principles

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

**Data Protection/GDPR**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act/ GDPR. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

**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.

**Equality, diversity and inclusion**

Care UK 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.

PPG 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 PPG are recognised.

**Safeguarding**  
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. The post holder will comply to the PPGHSM Safeguarding Framework and reporting structure.

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

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| Signature of employee |  | Date |
| Signature of Head of Department |  | Date |

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| **PERSON SPECIFICATION – Theatre Practitioner ( Anaesthetics )** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Recognised anaesthetic qualification (ODP or RN) | * Evidence of personal and professional development |
| Experience | * Relevant and proven experience in an operating theatre, anaesthetics and recovery room. * Experience of assisting intubation, extubation and resuscitation of patients. | * Awareness of Care Standards Act * Awareness of Quality |
| **Skills and Knowledge** | * Up to date sound clinical knowledge of:   Anaesthetics, sedatives, muscle relaxants, analgesics and emergency drugs  Intubation and extubation of patients  Spinal, epidural and general anaesthetics   * Competent in IV therapies * Good verbal / written communication skills * Awareness of legislative requirements with regard to H & S * Knowledge of Infection control & theatre and recovery room policy and procedures * Ability to solve problems/ think literally/laterally | * Awareness of Care Standards Act * Awareness of Quality |
| Other Factors | * Ability to work within a team * Ability to work under pressure * A flexible, positive attitude to performing a variety of duties. * Ability to be flexible with regard to working hours * Ability to work within a multi-cultural environment | * Membership of relevant professional organisation |
| Personal attributes | * Proactive self-starter with the ability to manage activity in a highly regulated environment * Tenacity and determination to ensure that training is delivered to those that require it as a priority * Ability to build rapport and influence at every level of an organization. * Ability to inspire professionalism * Strong results orientation * Excellent communication skills * Attention to detail * Disciplined * Planning and organisation * Initiative * Flexibility * Ability to work under pressure * Ability to work independently, without supervision | * Financial awareness/ commercial attitude * Competent Microsoft Office skills and data management |