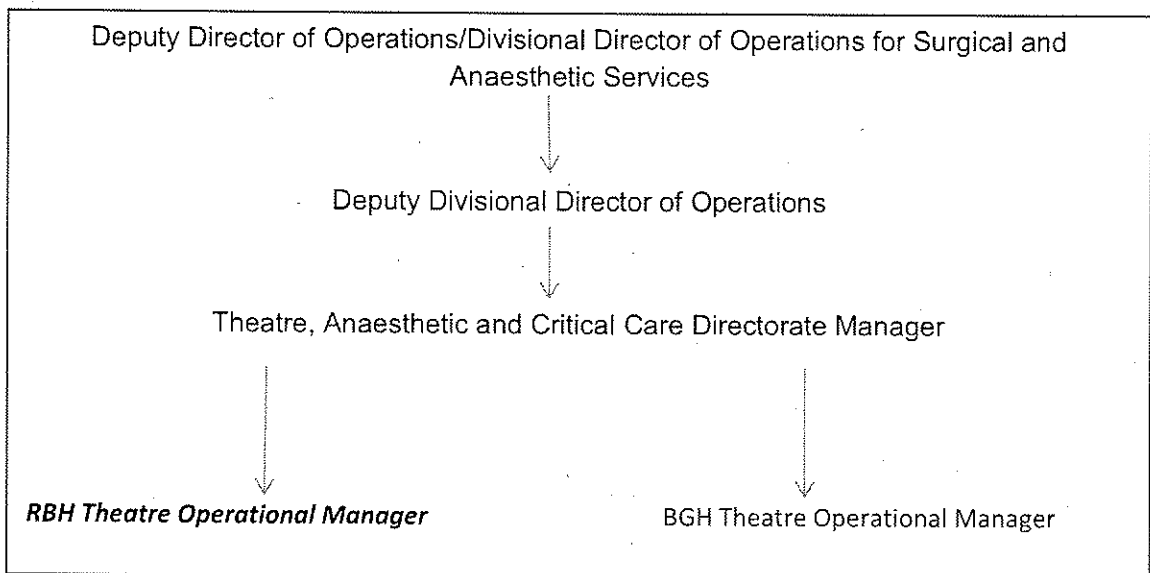


## JOB DESCRIPTION

**Department:** Theatre Department  
**Post:** Theatre Operational Manager  
**Banding:** 8A  
**Responsible to:** Theatre, Anaesthetics and Critical Care Directorate Manager  
**Accountable to:** Divisional Director of Operations for surgery and Anaesthetics

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### ORGANISATION CHART



### Job Summary

- Operationally responsible for the day to day running of the Theatre Department at RBH.
- Support all theatre users to deliver high standards of patient care, with particular responsibility for the setting and monitoring of these standards.
- Provide a visible, accessible and authoritative presence within the Theatre Department for patients and their families/carers, and staff.
- Deputise for the Theatre, Anaesthetics and Critical Care Directorate Manager when required for RBH Theatres.
- Promote and maintain a high staff morale and organisation culture through good leadership.

## **Main Duties and Responsibilities**

1. With the theatre triad be responsible for the Operational Management of RBH Theatres.
2. Responsible for ensuring all theatre users are engaged in the aim of delivering efficient and productive operating theatres.
3. With the Theatre Triad promote a culture of respect amongst theatre users, ensuring staff feel they are able to speak openly and honestly.
4. Work with the wider Divisional Management Team to maintain performance targets (RTT and cancer) and actively contribute to their achievement.
5. With the Theatre Triad be responsible for driving the Theatre Productivity and Efficiency Programme.
6. With the Theatre Triad be jointly responsible for ensuring the Directorate are delivering within budget and identify savings opportunities to contribute to the Trusts safely releasing cost programme.
7. Actively promote efficient use of consumables and regularly monitor non-pay spend.
8. Work closely with procurement, theatre staff and clinicians to ensure we are regularly reviewing our consumable spend and driving standardisation where possible.
9. Effectively plan staffing resources to provide a safe level of patient care taking into account financial constraints, service developments and workforce constraints.
10. Ensure that all Human Resource policies and procedures are in place and fairly applied
11. Contribute to the development, implementation and evaluation of Divisional Business Cases that impact on theatres.
12. With the theatre triad lead the workforce to ensure that care is organised in the most efficient and effective way, maximising the use of available resources and ensuring that key targets are met.
13. Maintain legible, accurate records and monitor the effectiveness of established communication systems ensuring the safety and confidentiality of such records.
14. Attend meetings as required with other senior nursing and operating staff on a monthly basis.
15. Assist the department equipment controller in ensuring a robust system is in place for asset management, maintenance and replacement and monitor same.
16. Support the Directorate Managers with any expansion of their services and provide adequate staffing levels to meet any increased activity.
17. Monitor that systems are in place to ensure that all staff (including students, temporary and part time nursing staff and junior members of the multidisciplinary team) are supported and supervised in a way that promotes patient well-being and their development.
18. Provide operational cover to BGH as required.

## **Communication**

1. Provide regular communication to all theatre staff to ensure they are kept informed of performance, service changes, staffing updates and information from both internal and external to the Directorate.
2. Attend and contribute to the Theatre Directorate Meeting and provide regular briefing meetings for staff.

3. Provide a visible, accessible and authoritative presence within the Theatre Department for patients and their families/carers, and staff.
4. Use of variety of communication methods to ensure theatre staff are engaged and informed in the theatre business.
5. Work in partnership with the clinicians, theatre staff, bed management team and directorate managers to manage patient flow.

### **Training and Development**

1. Develop an open learning culture within the Theatre Department stimulating innovation in delivery of patient care and empowering front line staff.
2. Monitor and participate in education and development programmes for all staff in conjunction with practice development sister.
3. Post holders are required to attend any relevant and mandatory training for the post.
4. Facilitate an environment conducive to learning and development.
5. Encourage, develop and enhance the skills and knowledge of others and self
6. Ensure systems are in place to support pre and post registration education.
7. Regularly undertakes complex audit designed to improve the service.
8. Regularly required to design and produce reports and spreadsheets detailing audit outcome.

### **Organisational Responsibilities**

1. Actively develop and maintain evidence based quality standards that are regularly audited and initiate appropriate changes in practice
2. Develop and monitor the orientation and induction programmes specific and relevant to the clinical area for all new staff
3. Contribute fully to the NHSLA Standards.
4. Develop and monitor systems to ensure the adherence of competency based training programmes that ensure that all equipment is safely used and maintained
5. Develop and monitor systems to minimise all risk associated with the delivery of patient care with particular reference to clinical risk management and any relevant health and safety legislation.
6. Support the Trusts mission to ensure all staff are engaged and adhere to the 5 steps to safer surgery.
7. Investigation of complaints /litigation/adverse incidents ensuring responses are collated within agreed timescales and that all documentation is completed.
8. Meet with patients and relatives as required to discuss complex issues. This may require analysis of conflicting information.

### **Health & Safety**

1. To be aware of and take a leading role in the maintenance of local and statutory regulations and requirements.
2. Implement, review and update policies for Theatre Directorate and make changes to working practice or procedures and comply with safety instructions and policies laid down.
3. To use in a proper and safe manner the equipment and the facilities provided.

4. To refrain from the wilful misuse or interference with anything provided in the interest of health and safety and with any action which might endanger yourself or others.
5. Ensure accurate and timely completion of IR1 and IR2 incident forms
6. To report as soon as practical any hazards and defects.
7. To report as soon as practicable accidents and untoward occurrences and to ensure that accident forms are completed.
8. Co-operate with the investigation of any accident or untoward occurrence.

## **EMPLOYMENT ACTS AND CODES OF PRACTICE**

All employees are required to comply with employment legislation and codes of good practice.

### **Equality and Diversity**

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

### **Health and Safety**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

### **Infection Control**

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

### **Sustainability and Corporate Social Responsibility**

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

### **Risk Management**

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

### **Safeguarding**

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

### **Data Protection Act**

All members of staff are bound by the requirements of the Data Protection Act 1998.

### **Rules, Regulations, Policies, Standing Orders and Financial Instructions**

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

### **Research and Development Projects**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

### **Development Review**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

### **Outside Employment / Outside Interests**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

### **Review of Job Description**

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

## **STANDARDS OF CONDUCT**

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence

- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to.

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

### **ACCEPTANCE OF JOB DESCRIPTION**

I confirm I accept the duties contained in the above job description.

**NAME:** .....  
(PRINT)

**SIGNED:** .....

**DATE:** .....

## **EFFORT FACTORS**

### **PHYSICAL EFFORT**

What physical effort is required for the job?	How Often?	For How Long?	What weight is involved?	Any mechanical Aids?
N/A				

Is the job holder expected to sit / stand in a restricted position?	How Often?	For How Long?	What activity is involved?
No			

### **MENTAL EFFORT**

Are there any duties requiring particular concentration?	How Often?	For How Long?
Specific pieces of work require concentration.	Weekly	1-2hours
Are there any duties of an unpredictable nature?	How Often?	For How Long?
Operational pressures including site pressures impact on theatres.	Variable	

### **EMOTIONAL EFFORT**

Does the job involve dealing with any distressing or emotional circumstances?	Direct / Indirect Exposure	How Often?
Yes.	Indirect exposure	Monthly

### **WORKING CONDITIONS**

Does the job involve exposure to unpleasant working conditions?	How Often?
N/A	





## PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent managerial experience</li> <li>▪ Management/leadership training/or equivalent qualification</li> <li>▪ Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Masters Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of managing healthcare services</li> <li>▪ Experience of working in a theatre environment</li> <li>▪ Experience of managing people and resources</li> </ul>	<ul style="list-style-type: none"> <li>▪ NHS senior management experience</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Management of resources including budget management and identifying and delivering efficiency savings</li> <li>• Proven ability to use own initiative and judgement.</li> <li>▪ Analytical thinker with strong diagnostic and problem solving skills</li> <li>▪ Ability to analyse complex and emotive information clearly and openly with staff.</li> <li>▪ Good project management skills and the ability to see through tasks to their successful conclusion within timescales and budgets.</li> <li>▪ Good performance management skills combining clarity around expectations and direction</li> <li>• Ability to prioritise work accordingly</li> <li>• Ability to work with a range of stakeholders to redesign and change services.</li> <li>• Ability to drive forward service developments and implement change</li> <li>• Excellent IT/verbal/written communications skills.</li> <li>• Good interpersonal skill and maintaining professional relationships</li> <li>▪ Evidence of meeting deadlines</li> <li>▪ Proven ability to lead and organise a large team</li> <li>▪ Resilience to deliver the project and key benefits when faced with opposing views.</li> <li>▪ Ability to deal with conflict and complaints</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to cope under pressure and meet challenging deadlines</li> <li>▪ Self-motivated with a 'can do attitude.</li> <li>▪ Able to work flexibly and adapt to suit the changing requirements of the project</li> <li>▪ Open minded, treats colleagues with dignity and respect.</li> <li>▪ Inspires others and leads by example.</li> </ul>	

**Safe | Personal | Effective**

<b>OTHER</b> <i>(Please Specify)</i>	Work flexibly across both sites, supporting BGH as required.	
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Date Prepared:

Prepared By:

Agreed by: Employee

Agreed By: Manager

Date Agreed:

Date Agreed:

Date Reviewed:

Reviewed by: