

ROLE BRIEF

Department:	Theatre
Job Title:	Theatre Manager
Responsible To:	Head of Clinical Services
Location:	The McIndoe Centre, East Grinstead, West Sussex
Job Purpose:	<ul style="list-style-type: none"> To lead, support and develop the theatre team, providing professional managerial leadership, ensuring the delivery of the highest standard of care to patients and staff. To effectively manage and develop the operating theatres service, working with peers and management groups to achieve the aims of the organisation. To work closely with the Managers of the other key clinical areas to ensure an effective, seamless clinical service is provided for all patients; provided by properly trained and motivated staff.
Key Duties & Accountabilities:	<p>Operational Management</p> <ul style="list-style-type: none"> To lead, motivate and supervise a team of qualified and support staff . To demonstrate high standards of care and ensure this is continued by all staff. Ensure patients get quality care by taking responsibility for driving up standards of care and leading work to improve professional practice and patient services. Ensure theatre team work within CQC standards and continued compliance to our outstanding CQC rating To support staff in defining, setting, implementing and evaluating departmental objectives, which will complement the Centre's strategic business plan and fulfil organisational requirements. To develop excellent communication networks and relationships at all levels within the team and with other departments, colleagues and patients. Ensure excellent and effective communication with all consultant users in collaboration with the clinical services manager and executive team To ensure the Department and staff are, and continue to be, integrated into the main stream activities of the Centre. To make effective use of information technology systems in order to actively monitor and control day to day costs, and assist in the preparation of the theatre department's annual budget. To exercise a high degree of problem solving, critical thinking, decision making and leadership skills and to take effective control in an emergency. To maintain excellent relationships with internal & external customers. Prevent hospital acquired infections by ensuring that infection control practices and behaviours are embedded within the theatre team. Ensure departmental compliance with all relevant standards and integrated governance. Implement the Horder Healthcare policies within the departments . Actively participate in business planning and the development of the departments through both strategic and operational improvement and development. To maintain departments within agreed budgetary levels . To ensure resource management via temporary staff, maintenance requests, selection and ordering of equipment and supplies. Manage the performance of the unit against agreed Key Performance Indicators.

- Maintain adequate staffing levels in relation to patient needs within the agreed establishment.
- Manage the personnel requirements of the departments with regard to staff selection, recruitment, development, deployment, performance review, absence management and disciplinary and grievance procedures.
- To ensure that staff understand and comply with the relevant Centre 's corporate guidelines and Health & Safety/COSHH regulations.

Quality

- To ensure that audit programmes are in place and effective and both provide a basis for service development and performance enhancement.
- Ensure all audits/reviews of the departments and their performance are undertaken and action is taken to address any issues raised.
- To propose improvements in service delivery based on patients ' feedback.
- To ensure compliance to national quality initiatives and standards i.e. NICE guidelines, NatSSIPs etc
- To be responsible at all times for ensuring the delivery of quality patient care and safety at all stages through the theatre department, maintaining the highest possible professional standards.
- To actively participate in the complaints management process, resolving problems for patients and their relatives by acting quickly to deal with problems when and where they occur.
- To work with the Clinical Services Manager to investigate complaints and/or risks identified and ensure corrective actions are initiated.
- To ensure that the patient 's experience is as positive as possible and actively promote the organisation with patient interactions.
- To initiate and evaluate change to improve the service to patients.

Training & Development

- To implement effective training programmes to achieve high quality patient care.
- To ensure that an effective induction and orientation programme is in place and is evaluated for all new staff, or where roles or responsibilities change as a result of service development in line with business needs.
- Ensuring that all staff attends the Centre 's mandatory training sessions .
- To utilise all available mechanisms and resources to both identify staff development needs and initiate the necessary training programmes through the performance review process.
- To ensure that any new initiatives are subject to a planned, scrutinised and systematic approach and are subsequently effectively evaluated.
- To organise and be involved in the appraisal of the performance of operating department staff, and being responsible for the provision of relevant training and development to enable the achievement of the highest standard of personal and professional contribution to the theatre team.
- To work alongside clinical managers from other departments to identify and implement any appropriate training and development required across the hospital to support new ways of working to increase effectiveness/quality and efficiency of services provided.

Key Knowledge, Skills and Experience:	Must Haves <ul style="list-style-type: none"> • RGN Level or ODP Level 3 • 2 years senior experience • Appropriate clinical experience • Evidence of continual updating in line with professional bodies • Excellent interpersonal skills • Leadership qualities Nice to Haves <ul style="list-style-type: none"> • Evidence of management experience
Health and Safety:	The Health Act 2008 Code of Practice for Prevention and Control of Healthcare Associated Infections: <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
Equal Opportunities	Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.
Confidentiality	You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.
Safeguarding	You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
People Managers	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.

Review	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>