

#CaringForYourCareer

JOIN  
OUR TEAM



**Job Title:** Theatre Manager  
**Department:** Theatres  
**Reporting Manager:** Head of Clinical Services

<b>Job Summary</b>	<p>You will be committed to leading, supporting and developing our Theatre team with empathy and passion, encouraging learning, effective communication and a strong team morale. You will ensure high standards are maintained throughout the department and be a visible credible role model within the Operating Theatre. Supporting the Head of Clinical Services, as well as our Executive Team, you will play a pivotal role in developing and maintaining a positive safety culture and upholding the Horder Healthcare visions and values.</p>
<b>Key Duties   Accountabilities</b>	<ul style="list-style-type: none"><li>• Work closely with managers of the other key clinical areas to ensure an effective and seamless clinical service is provided for all patients; provided by fully trained and motivated staff.</li><li>• Lead, support and develop the theatre team, providing professional managerial leadership and ensuring the delivery of the highest standard of care to patients and staff.</li><li>• Manage the surgical specialities within theatres and provide line management for the theatre team.</li><li>• Maximise best use of clinical resources, monitor and evaluate patient flow and take responsibility for initiating improvements.</li><li>• Ensure patients receive quality care by taking responsibility for driving up standards of care, and leading work to improve professional practice and patient services, including managing and maintaining adequate staffing levels in relation to patient needs within the agreed establishment.</li><li>• Support staff in defining, setting, implementing and evaluating departmental objectives, which will complement the Centre's strategic business plan and fulfil organisational requirements.</li><li>• Effectively use our IT systems in order to actively monitor and control day to day costs and assist in the preparation of the theatre department's annual budget.</li><li>• Prevent hospital acquired infections by ensuring that infection control practices and behaviours are embedded within the theatre team.</li><li>• Promote an empathetic and safe space of working, ensuring open communication to all staff, patients, visitors and external agencies, to help actively promote harmonious and co-operative relationships.</li><li>• Maintain and evolve theatre teamwork to ensure we remain compliant to our CQC Outstanding rating.</li><li>• Actively participate in business planning and the development of the departments through both strategic and operational improvement and development.</li></ul>

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- Manage the personnel requirements of the departments with regard to staff selection, recruitment, development, deployment, performance review, absence management and disciplinary and grievance procedures with support from the Theatre Manager
- Ensure that staff understand and comply with the relevant Centre's corporate guidelines and Health & Safety/COSHH regulations, and that Horder Healthcare policies are successfully implemented within the department.
- Ensure departmental compliance with all relevant standards and integrated governance, including ensuring that all audits/reviews of the departments and their performance are undertaken, and action is taken to address any issues raised.
- Manage the performance of the unit against agreed Key Performance Indicators.
- Propose improvements in service delivery based on patients' feedback.
- Ensure compliance to national quality initiatives and standards i.e. NICE guidelines, NatSSIPs etc.
- 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.
- Initiate and evaluate change to improve the service to patients, including actively participating in the complaints management process, resolving problems for patients and their relatives by acting quickly to deal with problems when and where they occur.
- Implement effective training programmes to achieve high quality patient care.
- 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.
- Ensure that all staff attend the Centre's mandatory training sessions.
- Utilise all available mechanisms and resources to both identify staff development needs and initiate the necessary training programmes through the performance review process.
- Organise and lead in the performance appraisal programme for all operating department staff, ensuring that the provision of relevant training and development is offered to enable the achievement of the highest standard of personal and professional contribution to the theatre team.
- Work alongside clinical peers 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.
- Participate in the provision of "in-house" training sessions to promote best practice within The Horder Centre.
- Remain up to date with all mandatory training, whether it be online or in person.



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	<ul style="list-style-type: none"> <li>• Pro-actively self-assess your own professional needs by setting goals and objectives through relevant processes and committing to review them on a regular basis.</li> <li>• Act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of the perioperative professions and The Horder Centre.</li> <li>• Ensure that you working ethic remains aligned to our core values as a group: Caring, Friendly, Quality, Integrity and Pride.</li> </ul>
<b>About You</b>	<ul style="list-style-type: none"> <li>• You will be a passionate and empathetic experienced professional, with excellent people management skills to help build those all-important and respected relationships with our patients and your team.</li> <li>• A clinical expert within the theatre department, helping to provide development and learning to your team.</li> <li>• Prior senior experience within a practitioner position</li> <li>• Evidence of continual updating in line with professional bodies</li> <li>• Excellent interpersonal and leadership skills.</li> <li>• RGN Level or ODP Level 3 qualified.</li> </ul>

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.  
 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.  
 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.

**Colleague name:** .....

**Colleague signature:**.....

**Date:**.....

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### The Health Act 2008

You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. For further information, please speak with our Infection Control Specialist.

For clinical colleagues with direct patient contact, this will include (but is not limited to):

- 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.

Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Radar system.



### Equal Opportunities

At Horder Healthcare, we are proud to champion and celebrate diversity, equity, inclusion and belonging in all areas of our business. We are committed to creating an environment of mutual respect where equal employment opportunities are available to all applicants without regard to protected characteristics by applicable law.



### Safeguarding

You will 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.



### Confidentiality

You will 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.



### People Management

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.