**Role Purpose**

Deliver safe quality care for patients during their peri-operative phase of care. To lead and manage a team, coordinating staff training needs and resource requirements within a peri-operative function or surgical specialty.

**Core Responsibilities and Key Accountabilities**

- Lead the team to deliver care that helps improve the health of the individual and wider community.
- Lead the team in demonstrating compassion through effective relationships based on empathy, respect and dignity.
- Develop own competence to deliver effective care and treatments through improving clinical/technical knowledge / skill, and expertise.
- Communicate appropriately with others involved in the care of the patient.
- Act as an advocate for safeguarding patients; demonstrate courage to speak up when there are concerns about care.
- Demonstrate commitment to improving care and the patient experience.
- Ensure that patient safety checks are carried out in accordance with the policy and that all practitioners adhere to the policy.
- Contribute to quality improvement.
- Develop and enhance the skills and knowledge of others and self.
- Promote best evidence based practice within own scope of practice.
- Apply legislation, policies and procedures correctly.
- Achieve agreed objectives and demonstrating BMI behaviours at all time.
- Respect the patient’s dignity, privacy, wishes and beliefs.
- Maintain knowledge of Health and Safety at Work Act. Ensuring appropriate measures are taken in respect of Health and Safety for patients, relatives, visitors, hospital staff and contractors.
- Develop a strategy for peri-operative function and/or specialty service, including training and resource needs and implement an action plan to meet objectives.
- Act as clinical specialist in relation peri-operative function and/or specialty.
- Ensure that consumables and specialist equipment is available in advance of booked procedures.
- Assemble, check and prepare the appropriate surgical equipment, instruments and consumables for a wide range of operative procedures.
- The ability to coordinate the use of the supplies and additional equipment during an operating list ensuring the equipment is used appropriately and safely.
- Conduct mandatory patient checks in accordance with policy, WHO Checklist and NPSA Five Steps to Surgical Safety.
- Monitor the patients’ conditions as relevant to role within peri-operative function taking appropriate action to manage any arising complications through contingency planning.
- Communicate appropriately with others in the multi-disciplinary team involved in the care of the patient.
• Monitor, order, receive and check stock items including prosthesis, equipment/instruments and drugs as relevant to peri-operative function.
• Delivery of quality care within the CQC standards relevant to the department.
• Administer any drugs or fluids in accordance with the appropriate policy.
• Ensure any accidents or complaints are fully documented and that the appropriate senior manager is informed.
• Complete all written documentation in a timely manner and to an acceptable level.
• Actively contribute to changes in practice and policies when changes have arisen which may follow an audit, complaint or newly issued guidance.
• Commitment to ensuring quality services are delivered to both internal & external stakeholders through continuous improvement activities.
• Compliance with BMI Policies and Procedures relevant to this role, ensuring you are fully aware of your responsibilities within these policies.
• Demonstrate awareness of regulatory requirements, taking appropriate action to ensure these requirements are implemented and adhered to.
• Ensure compliance with all Infection Prevention and Control policies and procedures understanding your role in the prevention of infection in patients and staff.
• To be aware of your responsibilities in relation to safeguarding children and vulnerable adults. To ensure you are aware of your responsibilities, supporting policies and undertake the appropriate level of training for your role.
• Participate in hospital cover / clinical manager on-call rotas including week nights and weekend shifts.
• Undertaking specific role related competencies and learning, ensuring 100% compliance of all relevant mandatory training within BMiLearn timescales.

Additional Duties, where applicable

Anesthetics
• Assemble, check and prepare the appropriate anesthetic equipment, emergency drugs and consumables for a wide range of operative procedures incorporating various types of anesthesia
• Conduct mandatory patient safety checks in conjunction with the team and according to policy, including ‘pause’ prior to administration of regional anesthesia
• Assist the Anesthetist throughout the perioperative phase of care
• Assist the Anesthetist in monitoring the patient’s condition throughout the procedure, taking appropriate action to manage any arising complications through contingency planning
• Work as part of the operating team to provide safe quality care to the patient throughout the procedure

Scrub
• Complete mandatory surgical checks prior to the start of the surgical procedure, during and pre wound closure in line with policy. Ensuring that all swab, instrument and needle counts are conducted and documented
• SFA/SCP refer to relevant role profile if practitioner is trained and competent to undertake the role

Recovery
• Assemble, prepare and check the appropriate recovery equipment, consumables and drugs to ensure appropriate and safe care of the patient during immediate post-operative phase of care
• The ability to coordinate the use of supplies and additional equipment during the immediate post-operative phase of care ensuring the equipment is used appropriately and safely
• Assist the anesthetist during the immediate post-operative phase of care as and when required
• Monitor the patient’s condition throughout the phase of care, taking appropriate action to manage any arising complications through contingency planning
• Proactively monitor the patient’s level of discomfort/pain and take appropriate action to ensure the patient is comfortable
Leadership and People Management

- Ensure that the highest standards of clinical quality management is maintained to promote and safeguard the well-being and interests of patients, employees and visitors.
- Daily visible management of the department by managing direct reports in line with HR Policies and Procedures at all times, including performance management, and bi-annual appraisals recruitment and absence management, health and safety.
- To ensure within the department staff identify, plan, implement and evaluate the care/service, ensuring efficient service is maintained.
- To contribute to the development of a dynamic departmental business plan which supports the hospital and corporate strategy, which is integral to departmental and inter departmental service delivery.
- Achievement of set objectives as outlined by Clinical Services Manager – Theatre / Clinical Lead.
- Clear direction and leadership on professional and clinical matters with regard to personal conduct and practice standards whilst role modelling BMI behaviours and customer care standards consistently.
- Maintain CQC standards at all times, undertake departmental risk assessments, maintain plans for minimising incidents, and report appropriately. Responsible for undertaking Root Cause Analysis RCA to identify issues, causes and subsequent remedial actions.
- To assist in the completion and compliance with clinical and commercial audit cycle including but not limited to the requirements of internal audit and the departments controlled Risk Self-Assessment.
- Participate in corporate initiatives within the site as necessary.
- Ensure supplies and equipment are ordered / maintained and used efficiently to eliminate wasteful practices and unnecessary expense with correct charging of same.
- Assist in managing the duty rota/annual leave and study leave, in liaison of the Clinical Services Manager – Theatre / Clinical Lead ensuring that at all times there is adequate clinical staff cover for area of responsibility and appropriate skill mix and appropriate competency required.
- Ensuring 100% compliance of staff competence and relevant mandatory training within BMiLearn timescales, for your direct reports.

Key Performance Indicators

- Appropriate number of appropriately trained and experienced staff in order to maintain service within peri-operative specialty
- Achievement of Theatre Labour Standard targets
- Fulfilling appraisal and performance review objectives
- Maintenance of BMI Hospital objectives
- Satisfactory feedback of performance, from colleagues and peers
- Completion of competency assessment
- Satisfactory Care Quality Commission (CQC) inspection
- Local patient satisfaction results
- Maintenance of staff morale
- Satisfactory audit and clinical practice and documentation
- Appropriate management of staff and resources
- Meets appraisal/performance review objectives

Confidentiality

In the course of their duties employees will have access to confidential material about patients, members of staff and BMI Healthcare. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority. Failure to observe these rules will be regarded as serious misconduct, which could result in disciplinary action being taken including dismissal.
Key BMI Behaviours

The BMI Behaviour compliance is an expectation and is relevant and applicable to every employee regardless of role, function or location. Each behaviour has different bands of proficiency and this is intended to help determine what is required within a given role. Each band is inclusive of all preceding levels, for example, a band 4 includes the behaviours described in bands 1, 2 and 3. BMI Behaviours assist with career planning as individuals can identify differences between behaviours required for their current role and behaviours required for a role they aspire to.

Further detail of the indicators, set within the behaviours overall statements, bands and how they relate to this role can be located in BMiLearn, or post holders can discuss this with their line manager.

Think Customer - Focuses on the needs of customers, primarily our patients and consultants. Identifies and prioritises the customer’s needs. Understands situations from the customer's perspective, and provides solutions, which fit the customer's needs. Focuses on customer service and care and takes a proactive approach to their needs and ownership of their issues.

Own Your Part in Delivering Results - Demonstrates determination, resourcefulness and purpose to personally deliver the best results for the organisation. Takes ownership for the whole situation including actions, outcomes and consequences.

Leadership - Develops a compelling sense of purpose and direction. Motivates and empowers others to align their efforts to achieve our goals. Creates an open and trusting environment. Demonstrates high moral standards and integrity in all matters.

Impact & Influencing - Persuades, convinces and influences others to enable progress and deliver success. Takes a partnership approach, aiming for an outcome that is mutually beneficial. Has a high degree of self-awareness and maintains a calm demeanour in stressful and challenging situations whilst still achieving desired outcomes.

Be One Team - The ability to gain an understanding of the needs of others, build strong relationships and drive action that is mutually beneficial for both individuals and the company. Always behaves in a way that is consistent with the BMI Behaviours and is receptive to further improvement.

Innovate, Adapt & Change - Develops new insights into situations, questions conventional approaches, encourages new ideas and innovations. Is open to change. Is flexible and adaptable to changing circumstances, being tolerant of necessary change and fluidity within the organisation.

This job description is intended as an outline of the general areas of activity. This job description is not an exhaustive document and may be subject to alteration in the light of future changes and developments.
## Person Specification

### Role:
**Lead Theatre Practitioner**

### Department:
Theatre

### Grade:
M5

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<th>Area</th>
<th>Essential</th>
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| Personal Attributes           | Flexible and adaptable.  
                                 | Strong interpersonal skills.  
                                 | Attention to detail.  
                                 | Excellent communication skills, both written and verbal.  
                                 | Motivated and enthusiastic.  
                                 | Caring and Professional nature.  
                                 | Drive and enthusiasm.  
                                 | Ability to work in a team, and using own initiative.  
                                 | Punctual and reliable. |
| Experience                    | Significant post-registration experience within a high acuity specialty.  
                                 | Experience of customer care, including interacting with customers in challenging situations  
                                 | Previous experience working within an acute healthcare environment.  
                                 | Previous experiencing managing and leading a clinical team.  
| Knowledge / Skills / Qualifications | Registered Practitioner with NMC or HCPC registration.  
                                 | Post-registration qualification relevant to functional specialty i.e. Advanced Scrub Practitioner or Surgical First Assistant qualification [for scrub leads].  
                                 | ENB 998 and/or mentorship course.  
                                 | Approved / recognised anaesthetic course.  
                                 | ILS.  
                                 | Mentorship qualification  
                                 | ILM3  
                                 | Maths, English GCSE at grades A to C or equivalent.  
                                 | Functional skills level 2 evidence.  
                                 | Proficient in the use of a PC, including the use of software and systems.  
|                               | Experience of applying clinical reasoning skills across a range and varied patient case mix and competent across a range of skills. |
|                               | Advanced Scrub Practitioner qualification.  
                                 | ALS.  
                                 | Previous qualification in healthcare.  
                                 | IT GCSE at grade A to C or equivalent functional skills level 2 evidence. |