

JOB DESCRIPTION

JOB TITLE: MANAGER – THEATRE SERVICES

DEPARTMENT: THEATRE

ACCOUNTABLE TO: DIRECTOR OF CLINICAL SERVICES

JOB SUMMARY/PURPOSE:

- To lead, support and develop the theatre staff, 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 Horder Centre patients, provided by properly trained and motivated staff.
- To participate in the Senior Management on call rota

OBJECTIVES AND ACCOUNTABILITIES

Operational Management

- 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
- 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 good communication networks and relationships at all levels within the team and with other departments, colleagues and patients.
- 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.

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- To exercise a high degree of problem solving, decision making and leadership skills and to take effective control in an emergency.
- To ensure good communication with consultants.
- Prevent hospital acquired infections by ensuring that infection control measures are properly applied by all staff.
- Ensure departmental compliance with all relevant standards and integrated governance.
- Implement the Horder Centre 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 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 Director of Clinical Services 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.

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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 play a key role in the management of projects designated by the Senior Management Team, following the processes outline within the Centre's quality improvement programme.
- To ensure that any new initiatives are subject to a planned, preventative 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.

GENERAL

- To carry out any other reasonable duties as requested by senior staff.
- To take every opportunity to maintain and improve knowledge and professional competence, in line with the appropriate professional body or as agreed at the annual Individual Performance Review.
- To not disclose any confidential information about The Horder Centre (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of The Horder Centre.
- To ensure compliance with all The Horder Centre's Guidelines.
- To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of The Horder Centre.

June 2010