



Job Title: Theatre Manager

Location/Base: Highgate Private Hospital

Department: Theatre

Reporting to: Director of Nursing and Clinical Services

Accountable for: Theatre Anaesthetic and Recovery Staff

1. JOB PURPOSE

To strategically plan the delivery of safe patient care provision within the Theatre Service, in line with the business needs and be responsible for the day to day organisation and management of care provision within the operating department while coordinating the management of the theatre team, both clinical and non-clinical. Providing clear direction and leadership to all department staff, whilst supporting the initiatives of the hospital. The role is responsible for development, motivation and performance of the Theatre Team and ensuring the achievement of CQC standards.

2. KEY ACCOUNTABILITIES

Core Responsibilities:

- 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 and technical knowledge, skills 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;
- Maintenance of a professional, cost-effective theatre service including financial management and business planning;
- Achievement of labour management target, and weekly completion of staff utilisation spreadsheets;
- To ensure the provision of individualised patient care;
- To promote and safeguard the wellbeing and interests of all patient, employees, consultants and visitors;
- Consultants, patients and relatives need to be dealt with sensitively and effectively;
- To ensure within the department that staff identify, plan, implement and evaluate the care and service provided;
- Work towards agreed objectives and demonstrate Aspen Healthcare's expected behaviours at all times;
- Demonstrate effective multi-disciplinary leadership and management;

- Ensure the delivery of quality care within the CQC and AfPP standards;
- To undertake clinical work as required;
- Lead by example with evidence-based practice;
- Provide leadership and management to theatre teams, ensuring that an efficient patient service is maintained;
- To ensure that the theatre team conduct mandatory surgical safety checks in accordance with Aspen policy, WHO guidance and NPSA Five Steps to Safer Surgery;
- To be a member of the management team, actively participating the decision-making processes and business development;
- To provide a high standard of individualised essential patient care to ensure an efficient and courteous service is maintained for all patients;
- To maintain written records and legal document to required levels and accepted practice;
- To participate in a programme of quality assurance as directed by Aspen policy;
- To ensure Health and Safety policies and practices are understood and followed by the theatre team;
- To ensure staff are conversant with Fire and Health and Safety policies;
- To work professionally within the framework provided by the NMC Scope of Professional Practice;
- To deploy staff and resources in accordance with policies;
- To provide informal staff progress reports;
- To manage the department's budgets;
- To ensure the environment is conducive to continuing education and training programmes;
- To manage the interview and selection of staff;
- To keep up-to-date with clinical and professional developments in accordance with regulatory requirements;
- To report patient and staff accidents and complaints in line with Aspen policy;
- Be responsible for ensuring the theatre team have completed annual appraisals;
- To manage the duty rota and annual leave, ensuring that at all times there is adequate staff cover and appropriate skill mix;
- To lead by example with regard to personal conduct and practice standards;
- To be responsible reporting mandatory outcomes to the CQC;
- To contribute to clinical governance activity and reports, and attend the hospital/clinic governance committees as required;
- To attend monthly DPR meetings, participate in budget planning and ensure financial targets for the department are met;
- To accept personal accountability of identifying your own learning needs and professional development;
- To partake in continuing education to seek new knowledge and skills in both clinical and managerial issues;
- To support the Executive Directors in the development of strategic and operational plans, service development proposals and nosiness cases for the delivery of clinical service;
- To ensure patient safety checks are carried out in accordance with Aspen policy and that all practitioners adhere to the policy;
- To provide safe, quality planned care for patients during their perioperative phase of their pathway by ensuring all members of the department deliver quality patient care, achieved within the available resources and agreed department budget;
- Ensure that endoscopy is undertaken in line with JAG accreditation standards;

- Contribute to the development of clinical frameworks and associated documentation to ensure all Aspen sites are adhering to best practice;
- Ensure quality services are delivered to both internal and external stakeholders through continuous improvement activities;
- Ensure compliance with Aspen policies and procedures relevant to this role, ensuring that you are aware fully 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 appropriate level of safeguarding training relevant to your role;
- To participate in out of hours management cover on week nights and over weekends;
- To undertake specific role related competencies and learning, ensuring 100% compliance of all relevant mandatory training as per Aspen policy;
- To maintain knowledge of Health and Safety at Work Act, ensuring appropriate measure are taken in report of Health and Safety for patients, relatives, visitors, hospital staff and contractors.

Maximise Efficiency:

- Provide leadership and development by ensuring the use of evidence-based practice and clinical standards;
- Inform the Executive Directors and Director of Nursing & Clinical Services/Clinic Manager of any operational or governance issues within the operating department, to allow any further action to be taken where required;
- Ensure that pathways are delivered to the standard and quality expected by Aspen Healthcare and external regulatory bodies;
- Support the Executive Directors & Director Nursing & Clinical Services/Clinic Manager in developing collaborative alliances with all stakeholders to ensure the delivery of patient-centred care;
- Promote a culture of continuous improvement which focuses on the provision of high quality safe and effective care, allowing staff to maximise their potential and underpinned by honest, open communication and team working across disciplines;
- Develop appropriate mechanisms for accessing the views and facilitation the involvement of service users and carers in the development and delivery of clinical services.

Key Performance Indicators

- Achievement of appropriate department staffing in line with AfPP guidance;
- Fulfilling appraisal and performance review objectives;
- Compliance with Aspen Values and Corporate Objectives;
- Satisfactory feedback of performance from colleagues and peers;
- Completion of Aspen Competency Assessments;
- Satisfactory Care Quality Commission (CQC) Inspection;
- Achievement of good patient satisfaction results;
- Maintenance of good staff morale;
- High standard of audit results, clinical practice and patient care documentation;
- Achievement of clinical quality indicators (e.g. infection rates).

3. MANAGERIAL RESPONSIBILITIES

People

- Selects, appoints, retains and promotes the most appropriately qualified and experienced staff as needed in conjunction with Human Resources;
- Direct line manager for theatre team;
- Works with non-clinical HODs/team managers to establish appropriate work and time plans for all staff in each department to maximise the efficient use of staff time.
- Responsible for induction training of new staff and developing the knowledge and skills of existing staff in line with hospital and personal objectives.
- Ensures all staff in the team conducts themselves in a professional manner, are well presented and responsible for their discipline in accordance with Company policy.
- Responsible for developing, monitoring and reviewing operating policies in an initiative geared toward operational excellence.
- Encourages a positive, can do attitude within the team at all times.
- Reviews the performance and competence of staff through annual appraisal, identifying training needs and arranging for its provision in conjunction with Human Resources.
- Monitors staff turnover on a regular basis identifying reasons for employees leaving and developing strategies to address if required in conjunction with Human Resources.
- Ensures all employees within each department attend and complete their annual statutory and mandatory training.
- Assist with the managing of investigations, grievance and disciplinary procedures as part of the management team.
- Manages and reviews annual leave entitlement to ensure that staffing levels remain appropriate throughout the year.
- Undertakes other relevant duties required by the Hospital Director.
- To manage staff according to the policies and procedures of the Company

Financial

- Focus on meeting or exceeding budgetary and agreed performance targets.
- In conjunction with the non-clinical Heads of Department (HODs), takes overall responsibility for the setting, monitoring and achievement of financial targets.
- Manages own budget with overall budget responsibility for each department.
- Delivers cash releasing efficiency savings and improves the efficiency and value for money of non-Clinical services through innovative service redesign and change management.
- Attends monthly Departmental Performance Reviews (DPR) and regular meetings with the Hospital Director.

Customer Service

- Role models excellent customer service behaviours and able to coach others to develop excellent customer care skills which meet and exceed customers' (patients' and Consultants') expectations.
- Manages complaints in a time sensitive manner in accordance with policy.
- Utilises feedback from patient questionnaires and reports to improve the patient experience and patient environment.
- Collects and analyses information from DATIX (incident management system – internal quality control) to respond to adverse incidents, complaints and audits data and implements remedial action.

Risk

- To read and sign all policies issued to the department in accordance with the Health & Social Care Act 2008.
- Assists with the Health and Safety/Risk Management Plan incorporating the concepts of risk minimisation and continuous improvement, and ensures that all staff within the non-clinical function abides by these and are trained as appropriate.
- Completes risk assessments within each department to ensure all risks are understood and managed.
- Participates in the hospital on call Duty Manager rota as required.
- Designated Fire Officer.

Communication

- Holds (minimum) monthly team meetings with team managers/HODs to cascade information from senior management team level.
- Attends all relevant departmental and external meetings including: SMT, HODs, DPR, Health & Safety, and Infection Control etc.

Governance

- Ensure that the needs of patients and their carers are at the core of the way Aspen delivers its clinical services.

4. SUPPLEMENTARY INFORMATION

Our Values

We are proud to be 'Individually different. Altogether better' and it is only through our people that we will achieve our mission to:

“Provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families”

We do this by asking you to work within our core values:

- Beyond Compliance – Going above and beyond to improve our business
- Personalised Attention – Taking time to care for others
- Partnership and Teamwork – Inclusive and collaborative
- Investing in Excellence – Working to be the best
- Always with Integrity – Respected, admired and reliable

Code of conduct

- ✓ I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.
- ✓ I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Aspen Healthcare.
- ✓ I will always be honest and act with integrity.
- ✓ I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.
- ✓ I will show my commitment to working as a team member with all my colleagues and the wider community.
- ✓ I will take responsibility for my own learning and development.
- ✓ If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

Equality & Diversity

Aspen Healthcare Limited is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as a strength and aims to provide a working environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

Health & Safety at Work

You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

Statutory & Mandatory Training

You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager's support at the earliest opportunity.

Infection Prevention & Control

It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.

Confidentiality

Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Aspen Healthcare requirements such as the Caldicott principles.

- Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient.
- Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

Information Security

All staff are required to read and comply with all Aspen communications and policies that are issued relating to the electronic security of Aspen and patient information particularly in relation to:

- Saving data and information
- Password management and responsibilities
- Transfer of data and data sharing

Whistleblowing - Raising Concerns

It is the responsibility of all staff to raise any concerns to their line manager or the HR department if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company's business:

- A criminal offence
- The breach of a legal obligation

- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.
- any other legitimate concerns

Data Protection

All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, Aspen Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

Mobility/Flexibility

Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies' facilities.

Safeguarding the Welfare of Children and Vulnerable Adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role

For all posts requiring professional registration

You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

Other responsibilities

You will be required to be aware of and adhere to all relevant Company Policies and Guidelines.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

Review

The post-holder must act in such a way to promote a positive image of Aspen Healthcare UK Ltd at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.



Theatre Manager

PERSON SPECIFICATION

	Essential	Desirable
Educational qualifications:	<ul style="list-style-type: none"> • Registered Practitioner with NMC or HPCP; • Evidence of relevant professional development, both clinically and managerially; • Experienced in acute care; • Degree educated or Equivalent; • Up-to-date knowledge of area of practice; • Awareness of NMC and HPCP Code of Practice; • Knowledge if appropriate standards and external bodies such as the CQC and AfPP; • ILS; • Mentorship Qualification; • Maths, English GCSE at grades A to C or equivalent • Proficient in the use of a PC, including use of software and systems. 	<ul style="list-style-type: none"> • ALS; • Knowledge of HR Management and strong personnel management skills
Specific training/skills/knowledge required:	<ul style="list-style-type: none"> • Acts on own initiative and problem solves utilising resources available; • Strong organisational and planning skills, including risk management; • Strong interpersonal skills; • Good team worker; • Punctual and reliable; • Excellent communication skills; • Proven record of delivering against targets; • Able to make complex judgements; • Able to lead a multidisciplinary team; • Strong interpersonal skills and attention to detail; • Excellent organisational skills and ability to multitask; • Able to motivate a team of clinical professionals. 	

Experience	<ul style="list-style-type: none"> • Significant experience working in an acute setting as a Senior Registered Practitioner or equivalent; • Previous experience within Theatre Manager or Deputy Theatre Manager role; • Experience of customer care, including with customers in challenging situations. 	
General temperament:	<ul style="list-style-type: none"> • Energetic, proactive and driven to succeed. • Able to communicate clearly with a range of people at differing levels across the hospital, deploying a range of techniques to do this effectively. • Flexible and adaptable. 	