**Purpose:** To provide clinical, professional and managerial leadership that provides direction and highly visible professional leadership for all staff within the teams.

**The post holder will:**

* Take a 24-hour overall responsibility for the planning and delivery of safe patient centred care within Theatres, Ambulatory Care Unit (ACU) and Decontamination Services (DS) that delivers against key performance indicators, service efficiencies and improvements in line with the strategic objectives and business plan for the hospital.
* Responsible for delivering excellent governance, ensuring all teams and services are legally compliant and adhering to all regulatory Care Quality Commission (CQC) requirements and clinical standards.
* To provide specialist theatre/ACU/DS knowledge and support to Matron and Director of Patient Services.

**Role Profile – Theatre Manager**

**Skills and Experience**

* 3+ years as a Theatre Manager, demonstrating considerable leadership experience  
  Thorough understanding of clinical standards (e.g. AFPP standards) and regulatory (CQC) frameworks, audits, policies and procedures  
  Solid acute surgical care experience  
  Managing various relationships at a senior level i.e. Patients, Consultants, healthcare professionals, suppliers  
  Management and delivery against budgets and implementing cost efficiency savings.  
  RN/ODP Qualification.  
  ILS and ENB 998 Qualification  
  Self-motivated with a positive attitude, a positive role model.  
  Excellent communication skills both written and verbal.  
  Excellent organisational planning and problem-solving skills.  
  Recognised communication, negotiation and interpersonal skills characterised by experience in liaising with a wide range of stakeholders both internal and external.  
  Financial awareness and knowledge of appropriate measures to monitor and control costs.  
  Lead the department by fostering exemplary team working in a positive and challenging culture.  
  Take responsibility for guiding and directing others to agree and achieve goals and standards.  
  Sound computer skills e.g. MS Office Suite and web- based reporting systems.

**Key Result Areas**

* To be responsible for the day-to-day management of Theatres, ACU & DS liaising and working closely with all key stakeholders to ensure efficient and effective plans and working practices.
* To effectively monitor, deploy and manage all resources in Theatres, ACU & DS that are needed to sustain agreed activity, including workforce planning, efficiency of theatre lists etc.
* To ensure service provision is delivered within agreed budgets, delivering continuous resource management, cost improvement and theatre utilisation results.
* To ensure a high standard of evidence-based, high quality, cost effective care is consistently delivered that puts the patient first at all times.
* Work closely with the Admin teams to ensure efficient and timely scheduling of all patients on a pathway through to their operation/procedure.
* To act as patient advocate, being sensitive to patients needs ensuring privacy, dignity and confidentiality.
* To liaise with Consultants to asses, plan, implement and evaluate programmes of care for patients undergoing procedures.
* To adhere to the legislative and regulatory requirements in all aspects of providing care.
* To monitor and ensure patient satisfaction and be proactive in managing issues that are identified, including actively managing incidents and risk within the departments.
* To act as resource of specialist clinical knowledge and information for staff and the business, ensuring that all nursing, clinical and operating practices are meeting the required standards.
* To promote reflective practice and learning, ensuring that development plans exist for and within each team, ensuring that care is research based, appropriate and responsive to patient needs.

**Measurement**

* Ensure that all NMC/HCPC registrations are up to date, providing support for revalidation as required.  
  Ensure personal continuing professional development (CPD) is maintained to comply with NMC/HCPC requirements. Adhere to all regulatory CQC requirements and clinical standards.  
  Comply with the Hospitals policies and procedures.  
  Maintain own clinical competency.  
  Performance will be measured against the specific objectives, targets and behaviours asidentified and agreed within the relevant KPIs.  
  Be familiar with, and work in line with, the hospital’s Values.  
  Required to comply with all mandatory and statutory training, to include a regular update on fire safety,infection control, manual handling, information security, riskawareness and life support.

Be Caring
• We know what we do matters
• We’re proud and enjoy what we do
• We promote a culture of care, respect compassion and wellbeing
• We protect the mutual ethos
    Be Connected 
• We collaborate and share across teams, departments and the business
• We listen to understand each other and our member’s needs
• We support one another by having open and honest conversations
• We recognise that we’re stronger together
Be Brave
• We embrace change 
• We challenge and ask ‘why’ as well as  ‘why not’
• We always want to learn
• We are not afraid of trying new concepts and ideas
      Be Smart
• We approach problems with a solution mind-set
• We actively seek to improve and be better and we learn from our mistakes
• We spend members money wisely
• We’re invested in the future of our business


**Values**

**Departmental Structure**

|  |  |
| --- | --- |
| **Role Holder’s Signature** |  |
| **Date** |  |