**Purpose:** To support the Theatre Manager in providing clinical, professional, and managerial leadership providing highly visible professional leadership for all staff within the teams.

**The post holder will:**

* Deputise for the Theatre Manager, assuming responsibility for the management and coordination of the services in their absence. Including supporting the planning, coordination and delivery of safe patient centred care within Theatres, Ambulatory Care Unit (ACU) and Decontamination Services (DS), supporting to deliver consistently high standards of care and safety, against key performance indicators, service efficiencies and improvements in line with the strategic objectives and business plan for the hospital.
* Support with the smooth operational running of theatres, Ambulatory Care Unit (ACU) and Decontamination Services (DS), including working clinically as may be required.

**Role Profile – Deputy Theatre Manager**

**Key Result Areas**

* Deputise for the Theatre Manager in their absence, including being 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 are in place and maintained.
* To support with monitoring, deploying and managing all resources in Theatres, ACU & DS that are needed to sustain agreed activity, including workforce planning, efficiency of theatre lists etc.
* Assist in the coordination of patient care across the 24hr period, including being part on an on-call rota and emergency bleep holder.
* Work closely with the Theatre Manager and Matron and all key staff to ensure efficient and timely scheduling of all patients on a pathway through to their operation/procedure.
* To be a patient advocate, being sensitive to patients needs ensuring privacy, dignity and confidentiality.
* To adhere to the legislative and regulatory requirements in all aspects of providing care.
* To support with monitoring and ensuring patient satisfaction is maintained. Be proactive in assisting the Theatre Manager in managing issues that are identified. This would include actively managing incidents and risk within the departments in the Theatre Managers absence.
* To be a resource of expert clinical knowledge and information for staff and the business and supporting the Theatre Manager and Matron in ensuring that all nursing, clinical and operating practices are meeting the required standards.
* Support the Theatre Manager in all aspects of staffing, including recruitment, induction, appraisals, providing mentorship to learners, dealing with staffing absence, performance related issues in accordance with Hospital Policies and Procedures.
* Actively participate (including Chairing) team meetings and representing the services at other meetings as required by the Theatre Manager and/or Matron.
* Undertake audits, projects, action plans & deliver presentations as requested to support continuous learning and improvement

**Skills and Experience**

5+ years in a senior role within relevant environment RN/ODP Qualification
ILS and ENB 998 Qualification.
Safe Sedation qualification or willing to undertake
Pain management experience/qualification – desirable
Surgical First Assist or equivalent - desirable
Sound understanding of clinical standards (e.g. AFPP standards) and regulatory (CQC) frameworks, audits, policies and procedures.
Solid acute surgical care experience.
Knowledge of HR policies/processes relevant to managing people, and having effective relationships at a senior level i.e. Patients, Consultants, healthcare professionals, suppliers.
Awareness of management and delivery against budgets and implementing cost efficiency savings.
Financial awareness and some knowledge of appropriate measures to monitor and control costs.
Self-motivated with a positive attitude, and acts as a positive role model and team player.
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 range of stakeholders both internal and external.
Leads by example, fostering exemplary team working in a positive and challenging culture.
Shows enthusiasm and is able to 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.

**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.



**Values**

**Departmental Structure**

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