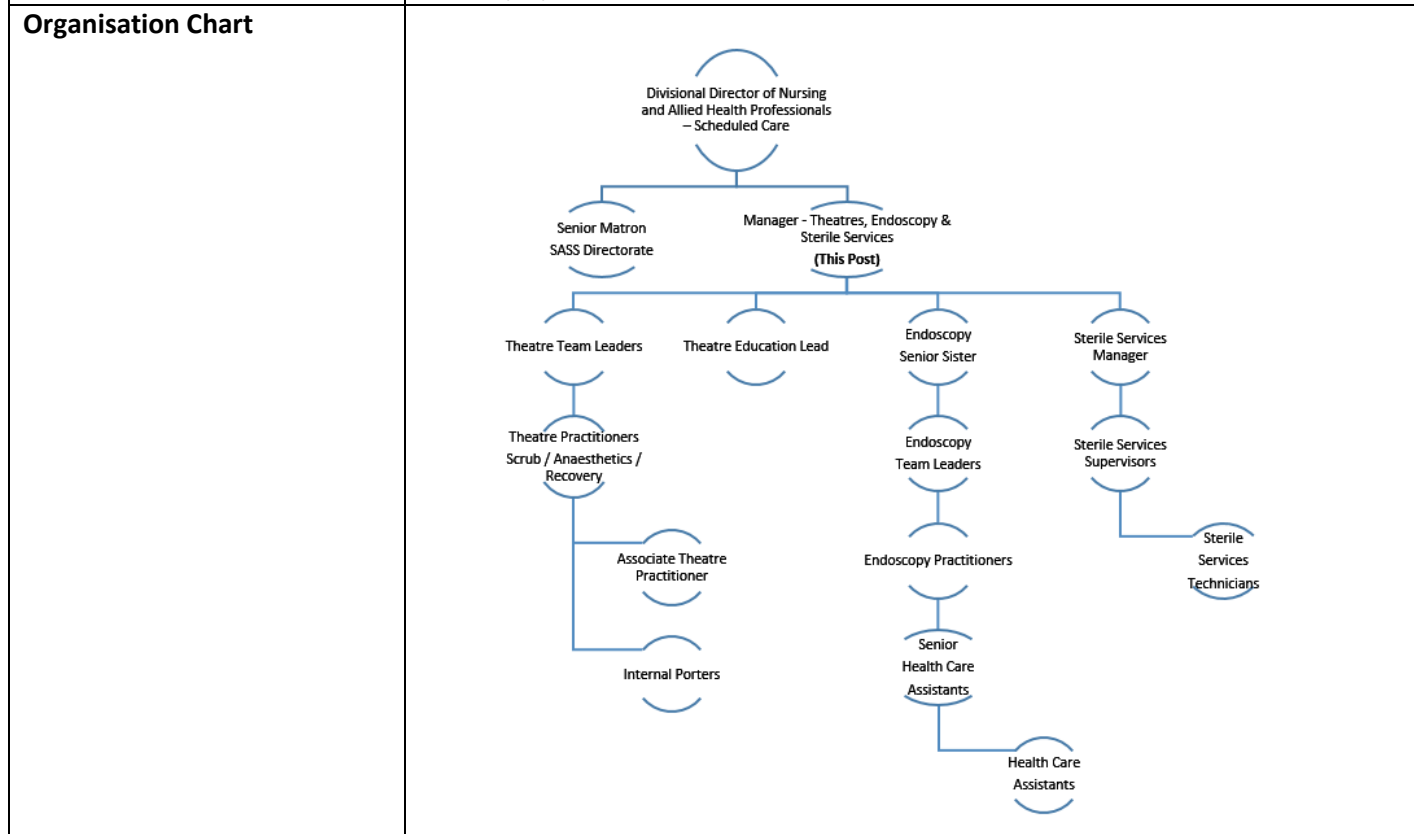


**JOB DESCRIPTION**

<b>Job Title</b>	Manager - Theatres, Endoscopy & Sterile Services
<b>Location/Division</b>	Theatres, Endoscopy and Sterile Services Departments, Noble’s Hospital; multi-site as required
<b>Care Group</b>	Scheduled Care Division
<b>Reports to</b>	Divisional Director of Nursing and Allied Health Professionals – Scheduled Care
<b>Pay Band</b>	8B
<b>Job Evaluation Reference No.</b>	1297v4/JE/23



**Overview**

Theatre Services are comprised of Theatres, Endoscopy and Sterile Services and are predominantly focused on the provision of perioperative and post-operative care. This role will be responsible and committed to the day to day effective clinical and operational management of its services. It will provide clear leadership, ensuring all staff are appropriately managed and that they are competent, efficient, effective, engaged and motivated.

Theatres, Endoscopy and Sterile Services provide high-volume elective and emergency pathways, supporting complex surgery, diagnostics and treatment. This Manager role provides visible, authoritative clinical leadership across all Areas, ensuring safe, effective and compassionate care; strong governance and regulatory compliance; and efficient operational delivery across Theatres, the Endoscopy Unit and the Sterile Services Unit.

The post holder will be professionally line managed by the Divisional Director of Nursing/ AHP and will provide performance reporting into the Clinical Services Quadrumvirate.

This role will strive to deliver clinical excellence through demonstrating Care, Appreciation, Respect and a thirst for Excellence to patients and the

	<p>multidisciplinary team. The role will be key to innovating, challenging and changing service to ensure the delivery of safe and effective care.</p>
<p><b>Job Purpose</b></p>	<ul style="list-style-type: none"> <li>• As leader of a defined clinical area and an expert practitioner, the post holder will be responsible for the overall operational management and leadership of Theatre Services. The post holder will work in collaboration with the Clinical Services Quadrumvirate and external services in the delivery and management of care that is safe, effective, caring, well-led, and responsive and meets its mandated key performance indicators for quality</li> <li>• Provide strategic, corporate and professional leadership across multi-site perioperative, endoscopy and decontamination services, holding delegated accountability for quality, workforce, financial performance and regulatory compliance at divisional level</li> <li>• Lead and develop managers/clinical leaders and multidisciplinary teams, embedding professional standards and promote an open, transparent learning culture</li> <li>• Assure compliance with relevant legislation and national guidance for perioperative care, endoscopy and decontamination/sterile services (including infection prevention, medical devices and decontamination standards, traceability, and patient safety requirements)</li> <li>• Hold delegated responsibility for workforce planning, resource and budget management, performance delivery and service improvement across the directorate</li> <li>• Act as a highly visible senior clinical leader, supporting staff, patients and carers; and deputise for senior clinical leadership as required.</li> </ul>
<p><b>Knowledge, Training &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Registered clinician with current relevant professional regulator registration (or relevant registered practitioner with appropriate regulatory body)</li> <li>• Substantial senior leadership experience within theatres/perioperative services and demonstrable ability to lead across multiple clinical areas</li> <li>• Expert knowledge of endoscopy service standards (e.g. JAG principles) and decontamination/sterile services requirements (e.g. HTM decontamination guidance, validation and traceability)</li> <li>• Expert understanding of clinical governance, risk management, incident investigation, safeguarding, medicines management and infection prevention and control</li> <li>• Evidence of leading service improvement, productivity and quality programmes using recognised improvement methodology</li> <li>• Experience of workforce planning, e-rostering, establishment review, recruitment/retention and capability management</li> <li>• Highly developed IT and data literacy: dashboards/scorecards, report writing and use of clinical and operational systems</li> <li>• A current/maintained professional portfolio. Undertake clinical duties in order to keep professionally updated and maintain clinical skills, knowledge and credibility</li> <li>• Facilitate and support other practitioners to maintain a professional portfolio</li> <li>• Human Resource Training in: <ul style="list-style-type: none"> <li>○ Recruitment, selection and retention</li> <li>○ Managing attendance at work</li> <li>○ Discipline and capability</li> <li>○ Negotiation skills</li> <li>○ Financial regulations</li> </ul> </li> <li>• Planning and system management skills</li> <li>• Responsible for the development, implementation, evaluation and audit of a robust Theatre Services education and teaching program and competency-based orientation programme</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist, facilitate and support Theatre Services practitioner research projects e.g. transforming care and patient care pathways</li> <li>• Assist, facilitate and support medical staff research projects and provide electronic data and statistics as required</li> <li>• Encourage and promote opportunities to share learning and experience e.g. through weekly Service Meetings which provide the forum for staff educational feedback, invitation of educational speakers, equipment training and workshops/critical incident feedback/Service Meeting to communicate current issues and topics</li> <li>• Demonstrate clinical expertise in patient safety procedures and measures relating to all stages of care surrounding the perioperative environment.</li> </ul>
<p><b>Main Duties &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• The post holder will have 24 hour continuous responsibility for co-ordination and management of operational activity of Theatre Services and for the provision of a safe environment for patients, carers, visitors and staff. They will champion a compassionate and collective leadership culture, embracing the CARE values that ensures staff feel valued, have a sense of belonging and are supported in developing their potential</li> <li>• As lead for the Theatre Services, this role will be accountable to the Division's Directorate Manager for the effective and efficient operation of all services. They will be professionally accountable to the Divisional Director of Nursing and Allied Health Professionals – Scheduled Care. The post holder will fulfil the role of subject matter expert for theatre services across Manx Care. They will be professionally responsible for the supervision and management of clinical services and teams, whilst delivering patient care in the theatre complex and ensuring patient safety based on clinical-need and the staffing skill mix required on a daily basis. The post holder will be responsible for ensuring there is a safe working environment, that clinical waste, non-clinical waste, contaminated linen and contaminated items, e.g. blood products, are stored and despatched safely from the Theatre Services and that all practitioners demonstrate the use of universal precautions when handling such waste</li> <li>• In collaboration with the Division's Directorate Manager and Clinical Leads, the post holder will be responsible for the compilation of annual service plans. This will be inclusive of associated business plans, cost/efficiency planning, management of the assets and capital asset replacement schedule. As part of the Clinical Services Quadrumvirate, they will be able to demonstrate active risk management ensuring reliable delivery of services in support of service plans</li> <li>• The Manager - Theatres, Endoscopy &amp; Sterile Services will lead in the achievement of the performance indicators and KPI's included in Manx Care's required outcomes framework, ensuring services are safe, effective, caring, well led and responsive. They will lead the annual AfPP Accreditation and peer review program</li> <li>• The post holder will develop workforce planning and resourcing for Theatre Service. They will ensure recruitment and training is at the forefront of activities and the services are supported by appropriate workforce in size and skill. They will co-ordinate the delivery of agreed plans across designated services in support of organisations access and financial targets, monitoring outputs and reporting to the relevant departments</li> <li>• The post holder must comply with all of Manx Care's Policies and Procedures (and subsequent updates thereof) and with particular regard to <ul style="list-style-type: none"> <li>○ Risk Management</li> <li>○ Health and Safety</li> <li>○ Information Governance</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Confidentiality</li> <li>○ Data Quality</li> <li>○ Freedom of Information</li> <li>○ Dignity at Work</li> <li>○ Safeguarding Vulnerable People</li> <li>○ Smoke-free</li> <li>○ Equal opportunities</li> <li>○ Being open: a duty to be candid</li> <li>○ The post holder will be required to perform any other duties that may reasonably be required by the organisation.</li> </ul>
<b>Analytical Skills</b>	<ul style="list-style-type: none"> <li>● Interpret complex quality, safety and performance data to identify themes, risk and opportunities, and to drive sustained improvement</li> <li>● Analyse and interpret complex multi-source clinical, financial and workforce datasets to inform long-term service transformation and divisional strategy</li> <li>● Lead, investigate and ensure organisational learning identifying themes and trends in relation to complaints and claims, including root cause analysis and action tracking</li> <li>● Challenge practice constructively; assure adherence to evidence-based standards (e.g., WHO Surgical Safety Checklist, NatSSIPs and local SOPs)</li> <li>● Use audit, accreditation feedback and peer review to provide ward-to-board assurance across theatres, endoscopy and sterile services</li> <li>● Support business case development, option appraisal and benefits realisation for workforce, equipment and service change</li> <li>● Make informed decisions - based on comprehensive knowledge, skills and experience of the clinical service and setting, taking account of the guidance of the NMC and the employers' policies and procedures</li> <li>● Exercise judgement and make decisions on ensuring all shifts are covered with appropriate staffing and skill mix to meet clinical activity and dependency within the constraints of funded establishment, taking into account the role, skills and competence of staff when delegating work</li> <li>● Use own judgement to ensure all members of the multi-disciplinary team act at all times in such a manner as to promote and safeguard the interests and wellbeing of all patients, reflecting department philosophy and hospital policies, including professional guidelines and standards</li> <li>● In the absence of precedents and protocols, in collaboration with the General Manager or Clinical Lead, make decisions which are evidence based and ethically sound in the best interest of the patient, relatives and/or carers</li> <li>● Analyse staff grievances, provide support and make decisions within the Isle of Man Government's employment legislation to resolve the situation or take relevant action in conjunction with the General Manager</li> <li>● Challenge decisions made by other members of the multidisciplinary team, including doctors, if they are failing to comply with local, national or international policies or guidelines or not in the best interest of the individual patient</li> <li>● Recognise own limitations in the provision of clinical care and/or advice, referring to other members of the local multidisciplinary team, General Manager or external specialist agencies, nationally or internationally</li> <li>● Accountable for own professional actions whilst undertaking all duties, with regard to the NMC and Hpcp "Codes of Professional Conduct".</li> </ul>
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>● Frequent use of IT systems for reporting, governance and rota oversight</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to undertake/observe clinical practice and quality walkabouts within theatres, endoscopy and decontamination areas, wearing PPE as required</li> <li>• Stamina and endurance: to support days working away from a desk across multiple areas, assisting with audit, training and equipment management</li> <li>• Manual dexterity: to support daily commissioning of theatre equipment, basic equipment and trouble shooting</li> <li>• Physical co-ordination: enabling support to theatre practitioners in the clinical environment when needed</li> <li>• Strength and lifting abilities: to support delivery of good manual handling techniques</li> <li>• Physical resilience: enabling the individual to operate within the demanding environment of the operating theatre.</li> </ul>
<b>Planning &amp; Organisational Skills</b>	<ul style="list-style-type: none"> <li>• Lead delivery of divisional strategy and objectives. Overseeing capacity and demand planning, theatre utilisation, endoscopy lists and decontamination capacity to support safe flow and reduce cancellations</li> <li>• Deliver major service change, programmes with cross divisional impact.</li> <li>• Ensure safe staffing and skill mix, including escalation processes and contingency planning across services</li> <li>• Plan and deliver complex change programmes (e.g., pathway redesign, productivity, digital optimisation, equipment replacement)</li> <li>• Ensure compliance with statutory and mandatory training, competency frameworks and workforce development plans</li> <li>• Coordinate emergency preparedness arrangements relevant to the Division (e.g., major incident and business continuity)</li> <li>• Responsible for 24 hour staff rostering including out of hours emergency on-call, ensuring adequate numbers and skill mix are allocated to meet the needs of patients</li> <li>• Responsible for ensuring that allocated theatre time is planned and organised effectively in line with principles of 6-4-2 and that perioperative personnel are deployed appropriately to meet identified operative service demands to prevent and reduce the cancellation of elective and scheduled surgery</li> <li>• Responsible for planning and delivering annual holistic accreditation/peer review of services under the AfPP accreditation scheme</li> <li>• Actively contribute (through comments, suggestions and recommendations) to strategic planning for the Theatre Service/Critical Care with regard to epidemiological studies, population growth and trends in surgical procedures</li> <li>• Responsible for planning, organising and co-ordinating private patient sessions and ensuring that perioperative practitioners are deployed appropriately</li> <li>• In consultation with the Consultant Anaesthetist and relevant surgeon, be responsible for the cancellation of elective cases in situations where the operating surgeon is about to, or has run out of allocated session time</li> <li>• Responsible for the design and development of contingency plans (e.g. Business Continuity, Pandemic Flu, Majax) for the Theatre Service.</li> </ul>
<b>Communication &amp; Relationship Skills</b>	<ul style="list-style-type: none"> <li>• Build and sustain high level effective relationships with clinical and managerial leaders to align capacity, demand, patient flow and quality priorities across the Divisions</li> <li>• Provide expert advice and clear communication to staff, patients and carers, including sensitive and contentious information</li> <li>• Lead regular governance and performance meetings, ensuring robust documentation and actions leading to clear accountability and delivery. feedback loops</li> <li>• Work collaboratively with Infection Prevention and Control, Quality &amp; Safety, Estates, Procurement, Medical Devices and digital teams to assure safe systems</li> </ul>

	<ul style="list-style-type: none"> <li>• Represent the directorate at divisional and organisational forums; support external engagement as required</li> <li>• Timely resolution of conflict and concerns, Promote psychological safety and resolve conflict situations</li> <li>• Excellent communication, negotiation and influencing skills across multidisciplinary and executive-level stakeholders</li> <li>• Responsible for the development of a local communication strategy which ensures effective communication within Theatre Services, the hospital, patients, families and outside agencies</li> <li>• Promote ward to board communication; ensuring activity is communicated both to shop floor to board but also board to shop floor. Responsible for production of Clinical Governance/performance reports in relation to the Theatre Services</li> <li>• Establish and maintain effective communication with a wide range of people to ensure delivery of the specialist service, working formally and informally with: <ul style="list-style-type: none"> <li>• Patients, relatives and/or carers</li> <li>• All members of the multidisciplinary team, including medical staff and allied health care workers</li> <li>• Infection Control Team</li> <li>• Heads of Departments</li> <li>• Nurse Educators</li> <li>• Committee/working groups and the board</li> <li>• Electro Bio Medical Engineering [EBME]/Estates Department</li> <li>• External agencies and educational institutes and bodies – Association for Perioperative Practice/Association of Theatre Service Practitioners/Edge Hill University</li> <li>• Fellow professionals in a similar field across the UK</li> </ul> </li> <li>• Identify and influence change in practice resulting from an audit in specialist areas and communicate these through the General Manger to Senior Management teams within the organisation by formal and informal presentations, oral and written reports</li> <li>• Provide and receive complex, sensitive or contentious information, where persuasive, negotiation, motivational or training skills are required in the presence of barriers preventing co-operation or understanding in various situations such as distressed patients/relatives; adults and children who are mentally and physically demanding/exposed to pain and stress of others/confused, distressed, emotional, aggressive and anaesthetically disorientated patients and confrontational colleagues/effects and severity of medical condition.</li> </ul>
<p><b>Patient/Client Care</b></p>	<ul style="list-style-type: none"> <li>• Hold accountability for clinical/professional standards and patient safety ensuring the delivery of safe, compassionate care across theatres, endoscopy and sterile services</li> <li>• Provide visible clinical leadership, including routine presence in clinical areas, supporting safety huddles/briefings and responding to escalation</li> <li>• Ensure robust systems for patient identification, consent, documentation, escalation and deteriorating patient processes within service scope</li> <li>• Ensure infection prevention and control standards are embedded, monitored and improved across all areas</li> <li>• Ensure safe medicines management processes are followed within the directorate where applicable</li> <li>• Ensure safeguarding processes for children and adults at risk are followed and concerns are escalated appropriately</li> <li>• Encourage and sustain a culture that is open and honest in line with the organisation’s CARE values</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure patients are at the centre of service design and undertake the management of patient complaints ensuring change of practice where necessary</li> <li>• Be responsible for the delivery of patient centred care for patients in the perioperative setting and advise on assessing, planning, implementing and evaluating perioperative care on a daily basis, ensuring that there is consultation and involvement of patient/carers</li> <li>• Responsible for leading and influencing programmes to improve or develop the quality of patient care within the Theatre Services e.g. contributing to or leading on projects such as Transforming Care, Clinical Audit, Association for Perioperative Practice audits</li> <li>• Perform as scrub and circulating practitioner, providing competent assistance to the scrub team and be able to undertake a range of complex procedures within the surgical specialities and/or undertake anaesthetic and recovery duties to facilitate the continuation of patient care providing competent assistance to the Anaesthetist/Anaesthetic Theatre Practitioner and Recovery Room Practitioners.</li> </ul>
<p><b>Policy and Service Development</b></p>	<ul style="list-style-type: none"> <li>• Author, interpret and ratify corporate perioperative and decontamination policy frameworks, ensuring organisational compliance with national standards and providing Board-level assurance</li> <li>• Ensure compliant decontamination and sterile services processes (quality management system, instrument traceability, validation, maintenance and audit)</li> <li>• Ensure endoscopy pathway standards including pre-assessment, recovery, discharge, surveillance and emergency management, support accreditation readiness</li> <li>• Deliver continuous improvement and innovation, sharing learning and good practice across services</li> <li>• Contribute/Author organisational policies, workforce strategies and quality governance programmes</li> <li>• Contribute, at local, regional and national level to developments and policy formation within the perioperative environment e.g. Association for Perioperative Practice Standards and Recommendations</li> <li>• Be responsible for ensuring the maintenance of all theatre documentation e.g. operative profiles/electronic data/care plans/practitioner development and education records/reports/ purchasing requisitions and invoices are in line with Manx Care's Record Keeping Policy and Financial Regulations</li> <li>• Be responsible for the interpretation, development, implementation and adherence to new and existing organisational, local and national policies, procedures and current legislation relating to perioperative practice e.g. Association of Perioperative Practice and Association of Theatre Services Practitioners, NHS Modernisation Agency, NICE guidance, NHS National Patient Safety Agency and NCEPOD Responsible for regular review and audit of compliance</li> <li>• Responsible for ensuring health and safety practice and risk management initiatives are implemented and adhered to within the Theatre Services</li> <li>• Responsible for data quality and complying with the policies, procedures and accountability arrangements relating to maintaining accuracy and probity in the recording of activities within Theatre Services.</li> </ul>
<p><b>Financial and Physical Resources</b></p>	<ul style="list-style-type: none"> <li>• Hold delegated accountability for revenue and capital budgets, lead financial recovery and cost improvement programmes, and oversee capital equipment lifecycle planning across high-cost clinical environments</li> <li>• Optimise resources through effective establishment management, rostering, productivity, stock control and equipment utilisation</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead on procurement, develop business cases and capital investment proposals e.g. equipment lifecycle planning; ensure compliance with medical devices governance and health &amp; safety requirements</li> <li>• Ensure decontamination and sterile services equipment is maintained and validated; assure traceability systems are robust and auditable</li> <li>• Reduce waste and variation while maintaining safety and patient experience</li> <li>• Accountable for the overall financial performance of designated specialities, oversee the financial position and monitor the delegated management of the individual service budget</li> <li>• Facilitate the day to day operations of Theatre Services in accordance with the approved annual budgets of the theatre's budget and subject to the Financial Regulations issued by the Treasury</li> <li>• As a delegated officer of Theatre Services, the post holder is responsible for the co-ordination, monitoring and review of the use of financial resources within the budget</li> <li>• Manage resources within the Theatre Services and act as an authorised signatory for expenditure stocks/supplies/service requisitions to the limit of £4,000 and financial invoice payments to the limit of £5,000</li> <li>• Check and authorise time sheets/payments/study leave/supply and goods orders, ensure own timesheet is completed and accurate and supervise registered/unregistered practitioners and new members of staff in the correct completion of timesheets</li> <li>• The post holder will own and act responsibly for delivering an annual business plan in collaboration with their colleagues and financial representatives. The plan should always include a comprehensive financial overview of all relevant resources required to deliver a safe, quality and sustainable service.</li> </ul>
<p><b>Human Resources</b></p>	<ul style="list-style-type: none"> <li>• Provide strategic professional and operational leadership across a large multidisciplinary workforce within Theatre Services, including workforce redesign, succession planning and establishment control</li> <li>• Ensure provision of high-quality supervision, appraisal and coaching; identify talent and support succession planning</li> <li>• Lead recruitment and retention initiatives; ensure effective induction and competence assessment is in place</li> <li>• Manage employee relations issues in line with organisational policy (performance, conduct, grievance, sickness absence) and escalate appropriately. Act as a senior decision maker in complex employee relations cases</li> <li>• Create and sustain a culture of wellbeing, inclusion and continuous learning; ensure compliance with statutory and mandatory training</li> <li>• Be responsible for human resource planning, including assessing future requirement needs, and formulating training programmes, developing a flexible workforce, controlling staff costs to allow practitioners to reach their full potential and aid retention of staff</li> <li>• Lead the recruitment and selection process within Theatre Services</li> <li>• Initiate capability, disciplinary and grievance procedures when required and seek appropriate advice and support</li> <li>• Maintain accurate records related to attendance/absence, staff changes, staffing establishment figures, mandatory training, development training, NMC/Hpcp registration, personnel records and incidents and outcomes</li> <li>• Create a culture where nursing care is proactive and responsive to changing health care needs of patients and use leadership skills to influence/facilitate change within Theatre Services and Manx Care</li> </ul>

	<ul style="list-style-type: none"> <li>• Support registered theatre practitioners within their mentor/assessor role/student nurse supervisor role and ensure that all learners are appropriately supported within the clinical area</li> <li>• Demonstrate a management culture that values, develops and achieves maximum potential and performance of each individual team member. Using and encouraging process of IPR, clinical supervision, preceptorship and mentorship including the induction of new members of staff</li> <li>• Ensure that all new staff receive and complete an induction programme to Theatre Services and are issued with competency orientation programmes, facilitated by a mentor and that the programmes are current, reviewed and compliance audited.</li> </ul>
<b>Information Resources</b>	<ul style="list-style-type: none"> <li>• Ensure high standards of clinical and service record keeping, information governance and data quality across the division</li> <li>• Ensure incident reporting, action tracking and performance reporting are timely, accurate and used for improvement</li> <li>• Lead on the development and maintenance of local information resources (e.g., SOP repositories and patient information)</li> <li>• Ensure robust traceability information systems for endoscopy and sterile services, including instrument tracking and documentation</li> <li>• Monitor Medical Device Alert Notices and action those which apply to the perioperative environment</li> <li>• Ensure that those who input information into the clinical information system/patients' nursing records have been trained and are offered the opportunity to update their knowledge/skills</li> <li>• Ensure that all registered/unregistered practitioners are aware of and comply with the Data Protection Act and local policies regarding confidentiality and access to medical records</li> <li>• Be responsible for the safe storage and record keeping of unit stock, including controlled drugs/medicines</li> <li>• Be responsible for assessing the future requirements for capital equipment and associated technological training needs</li> <li>• Lead and manage in the evaluation and implementation of new specialist equipment, providing recommendations, liaising with multidisciplinary teams on</li> </ul> <p>Examples of machinery and equipment used:</p> <ul style="list-style-type: none"> <li>• Very specialised: surgical video monitoring: diathermy machines, tourniquet machine, rigid and flexible endoscopes, rigid telescopes, endoscope disinfection machine operating tables and attachments for positioning of patients for operative procedures, laser, microscopes, Phacoemulsification machine, colposcope, complex medical devices e.g. anastomosis stapling guns/oesophageal stents /TVT devices, highly complex surgical instrumentation e.g. spinal surgery instrument/joint replacement instruments/laparoscopic surgery instrumentation</li> <li>• Specialised: patient monitoring operating light, Image Intensifier, Airpal, Flowtron anti-embolism equipment</li> <li>• Generic: Alaris volumetric and syringe pumps, defibrillators, electric beds, Flowtron anti-embolism equipment; bedpan washer.</li> </ul>
<b>Research &amp; Development</b>	<ul style="list-style-type: none"> <li>• Promote evidence-based practice and support audit programmes across theatres, endoscopy and sterile services</li> <li>• Lead and Enable participation in quality improvement, research and evaluation activity as appropriate to the service</li> <li>• Ensure national alerts, safety notices and best practice guidance are followed and implemented as necessary</li> </ul>

	<ul style="list-style-type: none"> <li>• Benchmark procedures and practices and utilising peer networks to identify improvement opportunities and share innovation.</li> </ul>
<b>Freedom to Act</b>	<ul style="list-style-type: none"> <li>• The post holder reports to the Divisional Director of Nursing and Allied Health Professionals – Scheduled Care</li> <li>• Operate with broad professional and managerial autonomy, accountable directly to the Divisional Director, making high-risk operational and financial decisions with significant organisational and patient safety impact</li> <li>• Make senior operational decisions to maintain safe services, including staffing deployment and skill mix across areas</li> <li>• Act as a senior clinical presence in response to serious incidents, capacity pressures and patient safety concerns</li> <li>• Interpret and implement national standards for theatres, endoscopy and decontamination within local operating models</li> <li>• Deputise for senior clinical leadership within agreed arrangements</li> <li>• Adhere to and act at all times in accordance with NMC Professional Code of Conduct and Competence or Hpcp Code of Professional Conduct and Standards of Proficiency and associated guidelines</li> <li>• Challenge poor practice, provide practical support by working alongside practitioners and implement appropriate interventions to attain best practice standards in collaboration with the Theatre Education Lead.</li> </ul>
<b>Confidentiality</b>	<p>In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. 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. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.</p>
<b>Health &amp; Safety</b>	<p>It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.</p> <p>In the absence of Manager/Deputy Manager, the Registered Nurse is responsible for all patients, staff, allied health professionals, the building and all safety protocols.</p>
<b>Safeguarding</b>	<p>The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment. Staff must work in accordance with all health and social care policies relating to safeguarding.</p>
<b>CARE</b>	<p>In Manx Care we pride ourselves on being Committed and passionate, Accountable and Reflective, Respectful and Inclusive and Excellent and Innovative. <b>CARE</b> represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our <b>CARE</b> ethos.</p>
<b>Agreement of above description</b>	

I have read and agree with the content of this job description and accept that the role will be reviewed annually as part of the development review process.

Job holder's name (please print) .....

Job holder's signature .....

Line manager's name (please print) .....

Line manager's signature .....

Date .....

Date .....



### JOB DESCRIPTION APPENDIX 1

#### Physical, mental & emotional demands of the job and working conditions

Physical effort	<ul style="list-style-type: none"><li>• A combination of frequent standing, walking bending and stretching is required throughout the shift</li><li>• Prolonged periods of sitting while using keyboards and VDU's and telephones</li><li>• Occasionally required to stand for long periods, which could be in excess of four hours e.g. scrubbed at the operating table</li></ul>
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	<ul style="list-style-type: none"> <li>• Physical ability to carry out manual handling duties e.g. movement and positioning of patient in excess of 15 kilos using mechanical aids</li> <li>• Moderate activity: manoeuvring of equipment involving pushing, pulling and manipulating of operating tables, heavy instrument trays, video monitor machine, image intensifier. This constitutes a moderate percentage of time worked and occurs one to two shifts per week for every patient on the operating list</li> <li>• Less frequent kneel, crouch, twist, bend and stretches in the provision of perioperative care, correct machine and equipment positioning and cleaning and maintenance of equipment following surgery</li> <li>• Physically active at all times due to constantly moving around the department between holding bay, anaesthetic room, theatre, recovery and hospital wide</li> <li>• Less frequent cleaning and tidying following each patient operative procedure e.g. cleaning all trolley surfaces, mopping the floor, cleaning scrub sinks</li> <li>• Less frequent daily task of replenishing of stock used in the theatre on a daily basis</li> <li>• Less frequent daily task of equipment cleaning, storage and maintenance</li> <li>• Less Frequent daily task of tidying and cleaning theatre room following completion of operating list</li> <li>• Meeting and report writing</li> <li>• Occasional moderate physical effort when undertaking clinical work, quality assurance rounds or responding to incidents</li> <li>• Regular use of PPE and adherence to aseptic principles within clinical and decontamination environments</li> </ul>
Mental effort	<ul style="list-style-type: none"> <li>• Frequent concentration with an unpredictable workload and regular interruptions.</li> <li>• Sustained focus to review complex quality/performance data, write reports and lead investigations</li> <li>• Autonomous decision-making under pressure, including urgent operational and patient safety decisions</li> <li>• Requirement for high concentration when compiling reports, policies, guidelines; development of education programmes; interviews; appraisals and drug calculations</li> <li>• Requirement to concentrate while completing complex tasks e.g. as the scrub practitioner demonstrating anticipatory and dexterity skills and also observing practitioner practice in the scrub role, on average, three to four shifts per month</li> <li>• Requirement to critically analyse and synthesise research and publications whilst continuing to deal with interruptions and provide the specialist service e.g. practice development research related to perioperative area on a weekly basis</li> <li>• Assess and diagnose patient's condition responding to frequently changing patient conditions, and staff needs</li> <li>• Frequent predictable concentration required for carrying out the responsibilities of the scrub practitioner per patient scheduled on the operating list during the invasive procedure</li> <li>• Occasional requirement for prolonged concentration for carrying out the responsibilities of the scrub practitioner for major, prolonged operative procedures and in the event of complications of anaesthesia/surgery occurring</li> <li>• Less frequent predictable concentration required during the setting up of complex and sophisticated equipment e.g. laparoscopic equipment</li> <li>• Frequent concentration for maintaining the correct care and handling of tissue specimens for two to three shifts per week and daily specimen check out procedures</li> <li>• Frequent concentration when performing and observing patient check in procedures on a weekly basis</li> </ul>
Emotional effort	<ul style="list-style-type: none"> <li>• Regular exposure to distressing situations (e.g., complaints, serious incidents, safeguarding)</li> </ul>

	<ul style="list-style-type: none"> <li>• Managing staff conflict and performance processes, including delivering unwelcome news to staff, patients and relatives of limited treatment expectations/prognosis on a monthly basis</li> <li>• Supporting patients and families when care outcomes are poor or unexpected.</li> <li>• Frequently care for patients with terminal illness/poor prognosis on a weekly basis</li> <li>• Occasionally deal with difficult patients who are mentally and physically demanding, difficult families, circumstances and situations on a monthly basis</li> <li>• Frequent involvement in sometimes fraught social situations, regular exposure to pain and stress of others, providing support to colleagues and others as and when required on a daily basis</li> <li>• Occasionally exposed to distressing circumstances due to the death of a patient during surgery due to major trauma, death of a child, an unexpected death, organ retrieval or unexpected complication of surgery resulting in critical patient condition</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>• Occasional exposure to blood/body fluids and cleaning/decontamination chemicals (with controls)</li> <li>• Frequent unpleasant smells/odours, noise, body fluids, faeces, vomit, emptying bedpans and urinals, catheter bags on average one to two shifts per week</li> <li>• High frequency use of computer on a daily basis</li> <li>• Frequent exposure to highly unpleasant working conditions in theatre – contact with body fluids, faeces, vomit and foul linen - on average one to two shifts per week</li> <li>• Daily frequent exposure to contaminated equipment and instruments from body fluids used in the anaesthetic/theatre/recovery care of a patient</li> <li>• Very occasional working in increased theatre temperatures (30 degrees Celsius) during paediatric surgery</li> <li>• Frequent working in a controlled environment under artificial light and may be required to wear protective clothing e.g. lead aprons/masks/goggles - on average one to two shifts per week</li> <li>• Frequent exposure to sharps e.g. needles; syringes - on average two to three shifts per week</li> <li>• Occasional exposure to infectious illness/conditions</li> <li>• Requirement to work occasional unsocial hours to provide senior leadership presence and on-call/duty arrangements where applicable</li> </ul>

**Agreement of above description**

I have read and agree with the content of this job description and accept that the role will be reviewed annually as part of the development review process.

**Job holder's name (please print)** .....

**Job holder's signature** .....

**Line manager's name (please print)** .....

**Line manager's signature** .....

**Date** .....

**Date** .....



### Person Specification

Criteria for selection	Attributes	Essential (E) or Desirable (D) requirements	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered clinician with current relevant professional regulator registration (or relevant registered practitioner with appropriate regulatory body)</li> <li>1st Level Registered Nurse on Part 1 of the NMC register or City &amp; Guild 752 Level 3 NVQ Theatre Services Practice</li> <li>Relevant teaching and assessing qualifications</li> <li>Educated to Masters level qualification (or equivalent) and substantial evidence of senior leadership/management development (qualification or working towards)</li> <li>Evidence of ongoing CPD relevant to perioperative/endoscopy/decontamination leadership, quality governance and improvement.</li> <li>Formal management, leadership or project qualification or equivalent level of experience</li> <li>Evidence of on-going continuous professional development</li> <li>Relevant clinical qualification</li> <li>Post basic qualification for the speciality or comparable level of experience</li> <li>Evidence of change management</li> <li>Evidence of health and safety training</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>CV</p> <p>Interview</p> <p>Pre-employment checks</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Significant senior leadership/management experience within theatres / perioperative/ endoscopy services and ability to lead across multiple services</li> <li>Expert knowledge/experience of endoscopy service delivery and sterile services/ decontamination operations, including quality systems and instrument traceability</li> <li>Demonstrable and significant experience in clinical governance: audit, risk, incident investigation, complaints handling and regulatory readiness</li> <li>Experience of workforce planning, roster planning, establishment review and mitigating staffing risk</li> <li>Evidence of leading large scale service transformation and productivity programmes</li> <li>Extensive post registration experience in scrub and/or anaesthetic or recovery</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>CV</p> <p>Interview</p> <p>Portfolio</p>







	<ul style="list-style-type: none"> <li>• Experience of successfully submitting cases to secure additional resources</li> <li>• Negotiation skills</li> </ul>	E	
<b>CARE</b>	<ul style="list-style-type: none"> <li>• Commitment &amp; Passion: champions person-centred care, safety and staff development across complex services.</li> <li>• Accountability &amp; Reflection: uses data, audit and learning to improve; acts with candour and takes ownership of issues.</li> <li>• Respect &amp; Inclusion: fosters an inclusive culture, values diversity, listens to patients and staff, and promotes psychological safety.</li> <li>• Excellence &amp; Innovation: leads improvement and transformation, adopting best practice and technology to improve quality and productivity</li> </ul>	E E E E	Assessment Centre  Interview
<b>Other Relevant Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly across sites and services, including occasional evenings/weekends as required for senior leadership presence</li> <li>• Ability to travel between sites</li> <li>• Eligibility to work in the Isle of Man and meet organisational pre-employment checks</li> <li>• Demonstrate ability to provide 24 hour cover for the department</li> <li>• Commitment to undertake on-call and off site emergency response</li> <li>• Evidence ability to uphold Manx Care's CARE values and associated behaviour standard at all times</li> <li>• Satisfactory Police Check (Enhanced with barring)</li> <li>• Isle of Man Worker</li> </ul>	E E E E E E E D	CV/Interview  Pre-employment checks  Application