

**Langford Veterinary Services**

**Job Description**

Job Title: Head Theatre Nurse

Reports To: Nursing Manager

**Job Purpose:**

The main purpose of the post is to be responsible for organising the clinical activities within the theatre unit, liaising with the Anaesthetists with regards to scheduling operations and procedures, line managing the theatre nursing team and ACA's as well as ensuring that H&S policies are adhered to and the area is maintained to a high standard throughout.

There is also a requirement to organise and participate in the surgery on-call rota, to carry out nursing tasks, organise staff meetings, ensure excellent standards of communication and maintain adequate levels of equipment.

**Principal Accountabilities:**

- To organise the theatre schedule in liaison with the Senior Anaesthetist, to be responsible for ensuring that times are kept to as reasonably as possible and to ensure adequate nursing support for all procedures.
- To line-manage the nursing team and support staff within the theatre areas, this will include one to one's, appraisals, allocating holiday allowances and dealing with any issues of poor performance with the support of the Nursing Manager.
- To ensure that H&S policies are adhered to at all times, assist with fire drills and evacuation procedures, reporting of accidents and incidents, assist with risk assessments and COSHH for the theatre areas
- To be responsible for the ensuring that the building is kept in a clean and well maintained manner. To raise any issues with the Nursing Manager, organise repair work etc
- To be involved in Clinical Governance and Infection Control meetings and help instigate necessary changes to protocols/policies, ensuring that nursing and ACA teams adhere to them at all times
- To ensure that surgery audits are maintained, to include theatre record, post-operative complications and infection rates. Ensuring that any issues arising as a result of these are discussed and documented with appropriate personnel

- To ensure that LVS policies regarding stock control and management are adhered to including ordering and audits. To also ensure that surgical equipment is well-maintained, to include repairs and servicing. To manage equipment requirements in line with set budgets and LVS protocols
- To ensure that area of work is suitably staffed at all times. To include discussions with Nursing Manager regarding any staffing issues and future planning for new staff requirements
- To ensure that Theatre SOPs are up to date and relevant and adhered to by the surgical support team
- To ensure that the Theatre area is coordinating and working effectively with other areas of the hospital, such as Wards and ICU. To meet regularly with the Head Nurses for these areas and the Nursing Manager to facilitate this.
- To organise and chair monthly team meetings for surgery support staff and the Surgery Users Group alongside the Nursing Manager.
- To carry out the duties of a Theatre Nurse as required (refer to Theatre Nurse JD)
- Maintaining accurate patient records with regards to all clinical notes, treatment, diagnoses, client communication and client /patient information.
- Ensuring that all procedures and consumables are accurately entered onto the patients' computer records in order to keep the invoice up to date at all times during their stay.
- Assessment and supervision of Veterinary and Veterinary Nursing undergraduates during clinical rotations. To include undertaking and maintaining clinical coach qualification.
- Participating in a nurse rota, working different shifts and different areas of surgery on a rotational basis.
- Participation in the weekend rota.
- Maintaining a good working relationship with all team members.
- Communicating in an effective and pleasant manner with clients and colleagues.
- Carry out all other reasonable duties as requested by the line manager.

## Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively.

| Criteria   | Essential  | Desirable             |
|--|--|-----------------------|
| <p><b>Relevant experience, Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Three years in veterinary practice or ability to prove similar levels of knowledge and experience</li> <li>• Able to carry out veterinary nursing duties as listed above</li> <li>• Confidence and experience in effective handling and restraint of animals</li> <li>• Ability to lead a team</li> <li>• Experience with management issues.</li> </ul> | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> |                       |
| <p><b>Relevant Qualifications</b></p> <ul style="list-style-type: none"> <li>• RCVS Listed Veterinary Nurse</li> <li>• Advanced Diploma</li> <li>• Clinical coach or similar</li> </ul>  | <p>Yes</p>   | <p>Yes</p> <p>Yes</p> |
| <p><b>Communication and Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Communicating effectively with clients</li> <li>• Ability to work within a team</li> <li>• Ability to act independently</li> </ul>   | <p>Yes</p> <p>Yes</p> <p>Yes</p>                       |                       |
| <p><b>Additional Criteria</b></p> <ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Interest in advancing own qualifications</li> <li>• Eligibility to work in the UK</li> </ul>   | <p>Yes</p> <p>Yes</p>                                  | <p>Yes</p>            |