

**Reference Number:** FOI202223/288  
**From:** Other  
**Date:** 07 November 2022  
**Subject:** Theatre structure and DSU / Elective Hub configuration within the Trust and use of Anaesthesia Associates and ODPs.

**Paste table from response letter**

- Q1 How many theatres do you have? (please clearly identify if these are DSU/Elective Hub)
- A1 Two thoracic  
One hybrid – used for pacing, vascular or cardiac if required  
Five cardiac theatres  
One pacing theatre  
One endoscopy room
- Q2 Do you have an elective hub? If you do, please can you share any available SOPS and guidance relating to the Elective Hub.
- A2 No
- Q3 How many sessions do you run each day (within main theatres/ EH/DSU) and what are the timings of these sessions?
- A3 Each cardiac theatre has 2 sessions, AM and PM unless it is an all day case. These sessions run from 8am till 6pm  
Thoracic run an all day list from 8am till 6pm
- Q4 What is the skill mix for the sessions? broken down by specialities please
- A4 Each theatre will have:  
1 Scrub nurse per case  
1 Health Care Assistant  
1 Operating Department Practitioner
- Q5 Please can you share the Job descriptions and person descriptions for anyone in a band 8a positions and above within the theatre management structure.  
Please share a copy of the theatre management structure.
- A5 See attachment - 288 FOI response band 8a.  
  
Information exempted under Section 40: Personal data. Providing this information would likely identify individuals involved.
- Q6 How many WTE Anaesthesia Associates (AA's) do you have?
- A6 Zero
- Q7 Do you run an ongoing training programme for AA's, if you do, what is your intake each year?

A7 No

Q8 Please can you supply details of your AA training programme

A8 Information not held – See A7

Q9 How many WTE ODPs do you have?

A9 15

Q10 Please can you share an ODP JD and role description

A10 Please see attachment – 288 FOI Response.

Q11 How many WTE ODP vacancies do you have?

A11 The vacancies are for band 5s, this would be nurses or ODPs and the total vacancies is 10.

The Trust is unable to respond to all or specific elements of your request where the response would indicate five or less individuals. The Trust is withholding this information under Section 40 (Personal Information) of the Freedom of Information Act (FOIA) 2000 to reduce the risk of any individuals being identified. The Trust is of the view that disclosure of such information would significantly increase the risk of individuals being identified and as such would constitute a breach of their personal data.

The Trust has applied exemption Section 40(2) of the FOIA and is therefore withholding the information as disclosure which may identify an individual would breach their rights under the Data Protection Act 2018. The grounds for application of this exemption include:

- Any data relating to patients or staff is third party data, furthermore health data is classified as sensitive personal data within the Data Protection Act 2018. As such, Section 40 (2) of the FOIA applies along with the Trusts duty of confidentiality. Therefore under s.2 (3) (f) (ii) of the FOIA, there is an absolute exemption from disclosure on the grounds that it would contravene the First Data Protection Principle.
- The Trust has a duty under the Data Protection Act 2018 and specifically the First Data Protection Principle to ensure personal data regarding staff and patients is processed fairly and lawfully. Disclosure of such data which may identify an individual, either through the data alone or other data in conjunction with that data which may identify an individual would therefore breach this principle.
- The Data Protection Act 2018 defines sensitive personal data to include data relating to the “physical or mental health or condition” of a person. Any such information about specific individuals falls within this category and disclosure of such data including statistical data, with any potential likelihood of identification would breach the Data Protection Act 2018.

## JOB DESCRIPTION

<b>POST:</b>	<b>Theatre Matron</b>
<b>BANDING:</b>	8A
<b>ACCOUNTABLE TO:</b>	Director of Nursing
<b>RESPONSIBLE FOR:</b>	<b>Divisional Director of Nursing</b>

## JOB SUMMARY

The post holder will work in partnership with the surgical multidisciplinary senior leadership team

Provide professional, effective, clinical nursing leadership to all staff within theatre, ensuring that high standards of excellent, compassionate, and safe care are delivered.

Support the theatre team in assessing and delivering complex healthcare, enabling them to review and evaluate treatments and care provided. Ensure that the privacy and dignity of the patient is always maintained

Have a strong, visible, and accessible presence within the theatre complex (leading by example). In order that patients, family, and staff are communicated with and supported.

The role is responsible for the development, motivation and performance of the Theatre Team and ensuring the achievement of CQC standards,

## PRINCIPAL ACCOUNTABILITIES

### ➤ CLINICAL

- To act as a role model with patients, relatives, and staff by demonstrating excellent listening skills.
- Communicates service-related and clinical information to senior managers, staff, patients, families, and external agencies, some of which will be complexed and require negotiating, persuasive, motivational and reassurance skills.

- Provides effective communication across all professional boundaries both within the Trust and with other organisations, disseminating key information
- Represent Theatres and stand in for the Head of Nursing at specific quality committees, groups and forums, enabling the effective sharing and dissemination of information ensuring that resulting action plans are progressed.
- Ensure that communication is effective to support change management.
- Line manages theatre staff, ensuring all theatre national and local care standards are monitored and maintained. Where gaps are identified ensure action plans are in place.
- Prepare reports, analyse, and present information to support decision-making. Auditing and benchmarking the effectiveness of the service within the post holder's area of responsibility.
- In conjunction with the Head of Nursing, ensure any learning from investigation of Serious Incidents, Surgical Site infections, complaints and Mortality reviews is used to improve the service and environment.
- Lead investigations and RCAs, ensuring action plans are developed, followed up and communicated to all staff.
- Act as resource to support others in developing their leadership and management skills.
- Ensure risks to the service are correctly identified and entered on the Trust risk register.
- Work to ensure the correct resources are in place to deliver safe excellent and compassionate care.
- Work with Surgical Management team to ensure that the annual plan for the directorate and work is carried out.

## ➤ **MANAGERIAL/LEADERSHIP**

- Provide professional and clinical leadership and support to theatre workforce. Ensure that performance and sickness management issues relating to staff in the area of practice are dealt with promptly, sensitively, equally and without discrimination in accordance with Trust policy.
- Maintain a high profile in supporting and managing staff, dealing with issues promptly and effectively that may impact on service delivery.
- Work in partnership with the Theatre business manager, Surgical Triumvirate, and other key stakeholders in developing direction, policies, and strategies for the future of the perioperative workforce.

- Contribute to directorate business planning, reviewing, and agreeing staffing workforce plans.
- Maintain an active role in the recruitment and retention of the perioperative workforce, continually reviewing and adapting skill mix and staff establishment to meet patient need.
- Manage the effective deployment of staff across theatres.
- Work with the Head of Nursing, Surgical Management team and Theatre Manager regarding the planning of the annual budget for theatres. Ensure all staff make efficient and effective use of financial and other resources.
- Monitoring agency and Bank staffing usage justifying against vacancies and staff absence (maternity, sickness etc).
- Ensure that the patient safety strategy and the patient and family experience remain the focal point for service improvement within theatre
- Work closely and proactively with Patient and Family support manager in managing complaints and concerns.
- Provide line management to senior theatre management team.
- Review and co-ordinate service improvement work with education lead to identify staff development and service improvement.
- Establish and support an action plan for own professional development, in line with team, directorate and trust objectives.
- Keep up to date with professional issues maintain professional portfolio.
- Lead an environment for learning, encouraging, and supporting the development of competencies and advanced practice skills as identified by strategic targets within theatre, thus empowering staff to undertake a wide range of clinical responsibilities to enhance patient care.
- Actively promote the workplace as a learning environment, encourage learning from each other and from external practice
- Work with education lead to ensure theatre staff receive education and mandatory training and competencies are kept up to date.
- Work with Surgical triumvirate and theatre manager to ensure theatre education needs are delivered and in budget.
- Lead by example with evidence-based practice

➤ **ORGANISATIONAL**

- Ensure Infection control measures are properly applied by all staff, audits completed, and actions completed and shared with the team.
- Apply standard precautions for infection prevention, using a series of interventions that minimise or prevent cross infection.

- Ensure strict adherence to Trust policy and guidelines re PPE and collecting and handling of clinical specimens.
- Oversee the standards of cleanliness in all areas of theatre.
- Work alongside Estates manager and team to ensure water safety is maintained within theatre.
- To ensure that effective emergency planning and measures are in place inclusive of effective contingency and business continuity plans.
- Professionally responsible for the supervision and management of theatre practitioner and patient care in theatres, whilst taking into consideration other clinical and management issues within theatre.
- Support patient flow and patient safety considering clinical need and skill mix. Support strategies and plans to manage this
- Ensure appraisal are completed within the department.
- Provide clinical leadership to facilitate developments and change within the department, demonstrating high standards of care.
- Work collaboratively across the Trust, across all professional boundaries to improve services and performance, in keeping with Trust strategies and National directives,
- Daily visibility and contact with theatre, medical staff, patients, and families.
- Support all grades of staff, work with Senior Practitioners in resolving clinical and operational issues.
- Facilitate and support Senior Practitioners to develop effective working relationships with the multidisciplinary team to enhance the care and management of patients.
- Ensure all investigations/litigation/adverse event are completed within agreed time scale.
- Work to ensure the correct resources are in place to deliver safe excellent and compassionate care.
- Work with Surgical Management team to ensure that the annual plan for the directorate and work is carried out.

## ➤ PROFESSIONAL

- Provide professional and clinical leadership and support to theatre workforce. Ensure that performance and sickness management issues relating to staff in the area of practice are dealt with promptly, sensitively, equally and without discrimination in accordance with Trust policy.

- Maintain a high profile in supporting and managing staff, dealing with issues promptly and effectively that may impact on service delivery.
- Work in partnership with the Theatre business manager, Surgical Triumvirate, and other key stakeholders in developing direction, policies, and strategies for the future of the perioperative workforce.
- Contribute to directorate business planning, reviewing, and agreeing staffing workforce plans.
- Maintain an active role in the recruitment and retention of the perioperative workforce, continually reviewing and adapting skill mix and staff establishment to meet patient need. Manage the effective deployment of staff across theatres.
- Work with the Head of Nursing, Surgical Management team and Theatre Manager regarding the planning of the annual budget for theatres. Ensure all staff make efficient and effective use of financial and other resources.
- Monitoring agency and Bank staffing usage justifying against vacancies and staff absence (maternity, sickness etc).

## ➤ **QUALITY**

- Take an active role in the co-ordination and development of research and audit programmes within the nursing arena and apply the outcomes to improve patient care and service delivery.
- Instigate and implement new innovations within nursing and develop these in collaboration with the perioperative staff and teams.
- Take responsibility for overseeing and improving standards of care and lead work to improve professional practice, values and behaviours.
- Support the nursing team in assessing and delivering complex health needs enabling them to review and evaluate treatments and care provided, ensuring privacy and dignity of patients is always protected.
- Support the EPR use within theatres and ensure that staff contribute to improvement work.
- Demonstrate commitment to improving care and patient experience.
- Act as an advocate for safeguarding patients, demonstrate the courage to speak up when there are concerns about care.
- Ensure that theatre team conduct mandatory surgical safety checks in accordance with WHO guidelines and AFPP Five Steps to Safe Surgery
- Ensure that the patient safety strategy and the patient and family experience remain the focal point for service improvement within theatre
- Work closely and proactively with Patient and Family support manager in managing complaints and concerns.

## CONFIDENTIALITY

All employees must adhere to policies and procedures relating to Information Governance, Confidentiality, and Information Security.

## RISK MANAGEMENT

The Trust is committed to approaching the control of risks in a strategic and organised manner.

The post holder must be aware of their individual responsibilities as detailed in the Trusts Risk Management, Health & Safety and Incident policies, and those under the Health and Safety at Work Act. This includes the reporting of any untoward incident, accident, potential or actual hazard identified.

## SAFEGUARDING

All staff are required to be familiar with the arrangements for safeguarding children, young people and vulnerable adults and support the organisation in promoting the welfare of children, young people and vulnerable adults.

Staff working directly with children, young people and vulnerable adults will have a responsibility to ensure safeguarding and promoting their welfare forms an integral part of their duties.

Staff who come into contact with children, vulnerable adults, parents and carers in the course of their work and/or have access to records will have responsibilities to safeguard and promote the welfare of children, young people and vulnerable adults.

Staff who come into contact in the course of their duties, with parents, carers or other significant adults or children, young people and vulnerable adults should always be mindful of safeguarding and promotion of the welfare of these individuals.

## HEALTH AND WELLBEING

The Trust is a Health Promoting Hospital. The Trust expects that when you are presented with opportunities to improve the lifestyle of our patients you seek help from appropriately trained clinical staff to ensure patients are supported and assisted in making the necessary lifestyle changes.



This is in accordance with best practice as described in the DoH white paper “Choosing Health – Making Healthy Choices Easier”.

## EQUAL OPPORTUNITIES

The Liverpool Heart & Chest Hospital NHS Foundation Trust is committed to achieving equal opportunities. All employees are expected to observe this policy in relation to the public and fellow employees.

All staff are expected to adhere to, and act in accordance with, the values & behaviours of the Trust.

This document is intended to be used as a guide to the general scope of duties involved in this post. It is not exhaustive and should not therefore be used as a rigid specification. It will be kept under review and amended as required in consultation with the post holder.

Created by		Date	26/9/2022
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## Person Specification

<b>Job Title</b>	Theatre Matron	<b>Department</b>	Theatre	<b>Band</b>	8A
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Attribute	Essential	Desirable	How Assessed
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>Current level one NMC/ HCPC registration</li> <li>Educated to Degree level or working towards.</li> <li>Teaching Qualification or equivalent experience- ENB 998/Mentorship/ Teaching certificate.</li> <li>Evidence of further professional relevant professional/managerial qualifications studies</li> </ul>	Evidence of Nurse Service development and Improvements Continuing professional development/reflective profile	Application form Reference Personal profile Interview
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Significant post registration experience includes managerial/leadership of an operating department</li> <li>Evidence of change management within clinical practice</li> <li>Ability to lead change and new ways for clinical teams to work</li> </ul>	Audit or research within clinical areas	Application form Reference Personal profile Interview

	<ul style="list-style-type: none"> <li>• Proficient in IT skills (e-mail, Word, Excel, PowerPoint, EPR).</li> <li>• Evidence of Service Improvement</li> </ul>		
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise and analyse complex information to assist with clinical change management projects</li> <li>• Ability to generate reports and present</li> <li>• Ability support colleagues and patients when required</li> <li>• Evidence of excellent clinical skills in nursing</li> <li>• Possess excellent communication skills, both verbal and written.</li> <li>• Ability to use initiative, solve problems and prioritise work</li> <li>• Evidence of Teaching &amp; presentation skills</li> <li>• Experienced in the delivery of formal and informal education programmes.</li> <li>• Evidence of actively managing and promoting planned</li> </ul>		Application form Reference Personal profile Interview

	<p>change ensuring completion of full audit cycle.</p> <ul style="list-style-type: none"> <li>• Experience of clinical audit, including data collection and analysis.</li> <li>• Demonstrate effective leadership and the ability to inspire and motivate others</li> <li>• Evidence of developing standards, guidelines, policies and protocols.</li> <li>• Demonstrate the ability to constructively challenge current practice and seize opportunities to develop, implement and evaluate innovative practice</li> <li>• Awareness of human factors and its impact in healthcare when reviewing patient safety</li> <li>•</li> </ul>		
<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• Excellent, compassionate &amp; safe</li> <li>• Promotes honesty &amp; integrity</li> <li>• Demonstrates confidence &amp; motivation</li> <li>• Positive &amp;</li> </ul>		Interview

	<p>enthusiastic</p> <ul style="list-style-type: none"><li>• Empathetic &amp; supportive towards colleagues</li><li>• Maintains a professional approach</li></ul>		
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## Person Specification

<b>Job Title</b>	Theatre Practitioner (Nurse/ODP)	<b>Department</b>	Theatres	<b>Band</b>	5
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Attribute	Essential	Desirable	How Assessed
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>RGN / ODP</li> <li>Requirement to undertake specialty specific CPD (perioperative care course or equivalent)</li> <li>Requirement to undertake a mentorship course</li> <li>Demonstrate proficiency in numeracy and literacy at level 2</li> </ul>		<ul style="list-style-type: none"> <li>Application (A)</li> <li>Interview (I)</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Previous operating department experience (min 3 months)</li> </ul>	<ul style="list-style-type: none"> <li>Previous cardiothoracic experience preferred</li> </ul>	<ul style="list-style-type: none"> <li>Application (A)</li> <li>Interview (I)</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Demonstrate commitment to continued professional development</li> <li>Ability to communicate clearly in written and spoken word</li> <li>Ability to communicate in a variety of settings</li> </ul>		<ul style="list-style-type: none"> <li>Application (A)</li> <li>Interview (I)</li> <li>References (R)</li> </ul>

	<p><i>with the patients of varying levels of understanding</i></p> <ul style="list-style-type: none"> <li>• <i>Able to present factual information and deal with questions</i></li> <li>• <i>Able to maintain accurate patient records</i></li> <li>• <i>Ability to develop effective interpersonal relationships with colleagues in the health care setting</i></li> <li>• <i>Ability to organise workload and respond to the demands of a changing work environment</i></li> <li>• <i>Possess an awareness / knowledge of current NHS Issues and professional issues</i></li> <li>• <i>Possess basic computer skills</i></li> <li>• <i>Understanding of quality and change in the clinical setting</i></li> </ul>		
<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• <i>Excellent</i></li> <li>• <i>Compassionate</i></li> <li>• <i>Safe</i></li> </ul>		<ul style="list-style-type: none"> <li>• <i>Interview (I)</i></li> <li>• <i>References (R)</i></li> </ul>

## LIVERPOOL HEART & CHEST HOSPITAL NHS FOUNDATION TRUST

### JOB DESCRIPTION

**POST:** THEATRE SCRUB PRACTITIONER (RGN/ODP)

**BANDING:** BAND 5

**ACCOUNTABLE TO:** THEATRE MANAGER

### JOB SUMMARY

- Assess plan, implement and evaluate programmes of evidence- based care.
- Assist in the management and organisation of a clinical area.
- Contribute to the development and supervision of other staff members.
- Work collaboratively and co-operatively with others to meet the needs of patients and their families.
- Manage the safe and effective use of resources.
- Participates in the education and development of other staff member

### PRINCIPAL ACCOUNTABILITIES

#### CLINICAL

- Perform Comprehensive assessment of patients perioperative care needs, plan, implement and evaluate care delivery according to changing health needs.
- Collect, collate and report information, maintaining accurate patients records in line with NMC / HPC recommendations and Trust policy.
- Participate in maintaining a safe, comfortable therapeutic environment for all patients and carers.
- Following appropriate induction and training participate in the emergency on call rota under the supervision of a senior nurse/practitioner.
- Provide skilled assistance and maintain agreed standards of practice in the perioperative environment in the role of anaesthetic, scrub, recovery and circulating practitioner.
- Work collaboratively with other professionals and agencies to ensure needs are met in relation to care input and support for ongoing care needs.
- Acts consistently with policies, procedures and clinical guidelines and encourages others to do so.
- Contribute to the contribution audit of care via the clinical quality monitoring group.
- Participate in patient and public involvement activities.



- Ensure due regard is given to customs, values and spiritual beliefs of patients. And reports any behaviour undermining equality and diversity.

## **MANAGERIAL/LEADERSHIP**

- Supervise others and participate in their education and development.
- Contribute to the development of services and make realistic suggestions on how services could be improved for patients and their relatives.
- Ensure the effective and efficient use of physical and financial resources.
- Monitor and maintain the environment to ensure the health, safety, and security of self and others.

## **EDUCATION AND TRAINING**

- Develop own skills and knowledge and contribute to development of others.
- Lead responsibility for specific function of area of knowledge and skills within the team e.g. link nurse
- Ensure own compliance and compliance of others with regard to mandatory training and prep requirements.
- Participate in the delivery of clinical training programmes.
- Act as a mentor and assessor of nurses/ Operating department practitioners in training and newly qualified nurses/ practitioners.
- Participate with patient and public involvement activity in the clinical area, contributing to service improvement

## **PROFESSIONAL**

Registered Nurses, Registered Operating Department Practitioners and Health Care Professionals at the Liverpool Heart & Chest Hospital have a responsibility to:-

- Maintain active status on the NMC/ HPC Register
- Act always in accordance with the NMC / HPC Code of Conduct and guiding documents
- Adhere to the Trusts code of conduct
- Adhere to Trusts Policy and Procedure
- Maintain up to date skills and knowledge and maintain awareness of professional issues.
- Maintain a professional portfolio
- Undertake Clinical Supervision

## GENERAL STATEMENTS

### CONFIDENTIALITY

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Created by:		Dated	
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