Job Title: Clinical Coordinator

Location/Base: The Holly Private Hospital

Dept: Theatres

Reporting to: Theatre Manager

1. JOB PURPOSE:

To support the Theatre Manager with the clinical and operational running of Theatres to ensure we deliver clinical excellence. Ability to demonstrate extensive acute surgical experience, with highly developed communication and people management skills, and have a focus on leadership and the continued development of services.

Principal Accountabilities:

- Clinical Coordination and Management of Clinical Care
- Actively co-ordinates and works with the theatre admin team to process bookings for theatres and all surgery is performed in appropriate acuity order.
- Ensures process consistency to book the patient to theatre.
- Coordinates and monitors provision of safe, effective clinical practice, using teamwork to deliver care which meets the needs of the patients.
- Works in close collaboration with medical and clinical staff to ensure timely and appropriate patient care and provides leadership in complex patient situations.
- Encourages an environment of self-accountability and responsibility for effective clinical decision making and patient outcomes
- Develops and maintains key communication links within the department, across the wider organisation.
- Acts as an effective role model by demonstrating high level of clinical competence and judgment and provide direct clinical care as required.
- Communicates effectively and utilises effective conflict resolution and negotiation skills to support a cohesive multidisciplinary team and ensure optimum patient outcomes.
- Demonstrates excellent customer service, collaborative practice, problem solving and priority setting skills.
- To ensure Data Protection Act guidelines are followed.
- To ensure the appropriate utilisation of theatre against acuity and demand.
- All services utilise the electronic theatre booking process
- Coordination to ensure Theatre lists start and finish on time, and turnaround is minimised
- Accountable that all necessary equipment is available in a prompt and timely manner
- To ensure the appropriate order of operating list to maximise use of resources
- To maintain and regularly evaluate stock levels
- Equipment is maintained according to policy
- Feedback confirms effective functioning as a coordinator, including prompt, professional and appropriate complaint resolution and patient care.
- Assists the Theatre Manager with delegated annual staff performance reviews and liaises with the Theatre Manager on staff performance issues.
- Liaises with the Clinical Educator regarding individual staff learning and credentialing needs and participate in departmental education programmes.
- Be responsible for planning of staffing rosters to ensure that safe levels of staffing are maintained whilst ensuring that staffing cost remain within budget
- Maintains own clinical knowledge, competence and demonstrates leadership through own professional development.
- Has a thorough knowledge of AFPP standards, departmental and organisational policies, protocols, and guidelines.
- Participates in professional clinical and multidisciplinary departmental meetings as appropriate.
- Proactively maintains health and safety for patients, staff and others. Ensures compliance with health and safety protocols and reporting
- Promotes and ensures infection control standards are maintained.
- Actively manages clinical risk, informs Theatre Manager of incidents and contributes to quality and risk planning.
- Assists the Theatre Manager with investigation of clinical related patient complaints and incidents.
- To lead and encourage continuous quality improvement activities with ongoing monitoring
- Identifies and is actively involved in clinical audit activities related to clinical practice and improved patient outcomes
- Maintains quality standards.
- Participates in the development of relevant specialty protocols/guidelines as appropriate
- Actively lead practice development and change management initiatives that affect patient and organisational outcomes

2. SUPPLEMENTARY INFORMATION

Our Values
We are proud to be 'Individually different. Altogether better' and it is only through our people that we will achieve our mission to:

“Provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families”

We do this by asking you to work within our core values:

- Beyond Compliance – Going above and beyond to improve our business
- Personalised Attention – Taking time to care for others
- Partnership and Teamwork – Inclusive and collaborative
• Investing in Excellence – Working to be the best
• Always with Integrity – Respected, admired and reliable

**Code of conduct**
- I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.
- I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Aspen Healthcare.
- I will always be honest and act with integrity.
- I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.
- I will show my commitment to working as a team member with all my colleagues and the wider community.
- I will take responsibility for my own learning and development.
- If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

**Equality & Diversity**
Aspen Healthcare Limited is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as a strength and aims to provide a working environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

**Health & Safety at Work**
You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

**Statutory & Mandatory Training**
You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager’s support at the earliest opportunity.

**Infection Prevention & Control**
It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.
Confidentiality
Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Aspen Healthcare requirements such as the Caldicott principles.

- Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient.
- Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

Information Security
All staff are required to read and comply with all Aspen communications and policies that are issued relating to the electronic security of Aspen and patient information particularly in relation to:
- Saving data and information
- Password management and responsibilities
- Transfer of data and data sharing

Whistleblowing - Raising Concerns
It is the responsibility of all staff to raise any concerns to their line manager or the HR department if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company’s business:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.
- any other legitimate concerns

Data Protection
All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, Aspen Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

Mobility/Flexibility
Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies’ facilities.
Safeguarding the Welfare of Children and Vulnerable Adults
Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role.

For all posts requiring professional registration
You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

Other responsibilities
You will be required to be aware of and adhere to all relevant Company Policies and Guidelines.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

Review
The post-holder must act in such a way to promote a positive image of Aspen Healthcare UK Ltd at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.
# Clinical Coordinator

## PERSON SPECIFICATION

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications and Training</strong></td>
<td><strong>Degree</strong></td>
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<tr>
<td>- Registered Nurse / ODP</td>
<td><strong>ALS</strong></td>
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<td>- Consolidated theatre experience in a senior role for a minimum of 2 years</td>
<td><strong>Recognised teaching and assessors course</strong></td>
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<td><strong>Recognised Surgical First Assistant’s course (ASP toolkit NAASP or CODP Bsc in Operating Department Practice)</strong></td>
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<th>Specific training/skills /knowledge required:</th>
<th><strong>Understanding of private medicine and the relevant legislative frameworks</strong></th>
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<td>- Up to date on current theatre practice</td>
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<td>- Evidence of on-going professional development</td>
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<td>- Proven ability to maintain standards, initiate and develop evidence based practice.</td>
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<td>- Proven understanding of research and development and clinical effectiveness approaches to care</td>
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<td>- Change management skills</td>
<td><strong>Project management skills</strong></td>
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<td>- Effective leadership and people management skills.</td>
<td><strong>Knowledge &amp; application of clinical governance</strong></td>
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<td>- Excellent communication skills - verbal &amp; written</td>
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<td>- Excellent organisational skills</td>
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<td>- IT Literate</td>
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<tr>
<th>Experience</th>
<th><strong>Experience of carrying out research / publication</strong></th>
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<td>- Experience of effective teaching, assessing and mentoring</td>
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<td>- Experience of developing and evaluating teaching programmes</td>
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<td>- Experience of policy development</td>
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| General temperament: | | |
|----------------------|---------------------------------------------|
| - Excellent communicator | | |
| - Emotionally intelligent | | |
| - Empathetic to the needs of the department | | |
| - Self-aware | | |