**JOB DESCRIPTION**

**JOB TITLE** Emergency Coordinator

**GRADE/BAND** Band 6

**LOCATION**  Theatres, Pinderfields Hospital

**RESPONSIBLE TO** Professional Lead for Acute & Emergency Theatres

**ACCOUNTABLE TO** Theatre Manager

**JOB PURPOSE**

The primary aim of the role is to provide a high quality service to patients in support of, or in the absence of the person who has continuing responsibility. The role is multidimensional, and requires the post holder to integrate and fulfil all the identified dimensions. The role is to coordinate effective utilisation of non elective operating theatre time, liaising with Consultants to prioritise clinical urgency and patient needs. As a Registered Nurse / Theatre Practitioner, all activities provide opportunities for acting as a role model for staff, whilst promoting and supporting an environment which is conducive to learning.

**Professional**

* Participate in the development and implementation of Trust wide/departmental policies, procedures and guidelines.
* Maintain a professional appearance in line with the Trust dress code
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence.
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her business.
* Uphold the privacy and dignity of the patient and respect the equality of patients at all time.

**2. Key Responsibilities**

* Assessing health related needs of patients to identify and initiate steps to deliver effective and evidence based care.
* Being responsible for the assessment, planning, implementation and evaluation of care of the non elective patient.
* Working autonomously caring for both adult and paediatric patients within a variety of clinical specialities.
* Working in partnership with the multi-disciplinary team, to ensure effective planning of services and utilising resources appropriately, to meet the individual patient’s needs.
* Overtly valuing patient centred care.
* Contributing to the care of patients within their caseload in accordance with the Trust’s policies and NMC/HCPC guidelines.
* Maintaining an up to date knowledge of current issues, practices and developments in perioperative care.
* Participating in a flexible shift system.
* Acting as patient’s advocate, to maintain their rights, dignity and confidentiality.
* Demonstrating an understanding of the Major Incident Policy and its’ implementation.
* Being responsible for effective, accurate documentation of care, in accordance with NMC/HCPC Document and Records Management policy.
* Leading on the development of evidence based practice protocols and guidelines.
* Demonstrating effective clinical judgement and articulating why decisions are made.
* Monitoring scheduled theatre activity in order to identify any spare capacity to cover emergency work.
* Ensuring that pre-operative patients are fasted accordingly and that all pertinent investigations and documentation are complete before theatre.
* Request up to date bloods/ECG where necessary.
* Obtain information in relation to specific patients i.e. Pacemaker/echo reports.
* Following up on medical referrals for pre-operative anaesthetic assessment, ensuring that patients are reviewed in a timely fashion, and listed for surgery as soon as possible, when medically fit.
* Attending daily trauma meeting to identify patients requiring surgery, and generate a theatre list in consultation with medical staff.
* Discussing individual patients with the appropriate Consultant to ensure that theatre lists reflect patient priorities.
* Liaising with theatre staff to ensure theatre availability, staffing and equipment meet the demands of the patients requiring surgery.
* Liaising with wards and departments Trustwide, the High Dependency and Intensive Care Units, and ensuring clinicians are aware of any restrictions in bed availability.
* Address any day to day issues which may disrupt a patient’s surgical procedure i.e. lack of available surgeon or anaesthetist, coordinating search for missing notes.
* Organise and manage the Orthopaedic trauma / Urology homewaiters. Liaising with patients/ carers to arrange admission for surgery and communicate pertinent instructions.
* Fulfil the role of single point of contact for these patients, providing honest, accurate, time sensitive information and responding to concerns/enquiries.
* Liaise with the relevant Clinical Specialists regarding loan kit, obtaining relevant costings and the appropriate managers authorisation before proceeding.
* Supervise Band 2 admin support inputting daily utilisation data for all acute and trauma cases and oversee the circulation of reporting emails to the theatre and wider management teams.
* Respond to adult and paediatric emergency/trauma calls in the Emergency Department to determine the requirement for surgery or anaesthetic room resuscitations, liaising with the theatre staff / theatre team leaders where necessary.

**3. Resources and Finance**

* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost.

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.

All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:

* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
* Attending all mandatory safeguarding training in accordance with their role
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns

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**5. Personal Responsibilities**

* The post-holder is responsible for taking reasonable care with regard to him/her self as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the trust.
* The post holder may be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments.

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date.
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan.
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity.

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all time.
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy.
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer.
* Assist when required to do so, in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopted a “bare below the elbow policy” in January 2008. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

##### Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

# Smoke Free Policy

The Mid Yorkshire Hospitals NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

1. Inside any building owned or used by or in areas used by Mid Yorkshire Hospitals NHS Trust staff in buildings shared with other organisations
2. In the grounds and car parks of premises of The Mid Yorkshire Hospitals NHS Trust
3. In the entrances of any The Mid Yorkshire Hospitals NHS Trust buildings
4. In the immediate areas outside The Mid Yorkshire Hospitals NHS Trust
5. In vehicles owned or leased by The Mid Yorkshire Hospitals NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service

**WYATT**

* The Mid Yorkshire Hospitals NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.
* By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for The Mid Yorkshire Hospitals NHS Trust this is your opportunity to be a part of that change.
* WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**PERSON SPECIFICATION**

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| **POST TITLE: Emergency Coordinator POST REF NO. LOCATION: Theatres PGH** | | | |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * **Registered Nurse / Theatre Practitioner.** * **Mentorship qualification.** * **Evidence of ongoing professional development.** |  | * **Curriculum Vitae** * **Application Form** * **Interview** * **Portfolio** |
| **Experience** | * **Experience within an acute setting** |  | * **Curriculum vitae** * **Application Form** * **Interview** * **Portfolio** |
| **Knowledge and Awareness** | * **Demonstrate knowledge of current developments and government health initiatives.** * **Contribute effectively to Trust wide initiatives.** * **Awareness of own limitations.** | * **Research and audit experience.** | * **Curriculum Vitae** * **Application Form** * **Interview** |
| **Skills and Abilities** | * **Demonstrate ability to work effectively under pressure.** * **Able to converse and negotiate across all grades and disciplines.** * **Influence and participate in service developments and delivery.** * **Demonstrate a high level of personal and professional autonomy.** * **Develop and maintain positive working relationships.** | * **Teaching / presentation skills.** * **IT skills.** | * **Curriculum Vitae** * **Application Form** * **Interview** * **Portfolio** |
| **Personal Attributes** | * **Excellent communication and organisational skills.** * **Demonstrate a patient focused approach to care & service.** * **Able to meet deadlines.** * **Enthusiastic and committed to high standards of work.** * **Flexibility to work as part of a team or using own initiative.** * **Able to deal with difficult situations.**   **Able to adapt to the changing needs of the service.** |  | * **Curriculum Vitae** * **Application Form** * **Interview** * **Portfolio** |
| **Other** | * **Good attendance record.** * **Smart professional appearance.** |  | * **Interview** * **Health Screening** |