Job Title: National Productive Operating Theatre (TPOT) Project Nurse

Reporting To: Programme Manager Surgical Programme

Department: Department of Surgical Affairs (DOSA)

Location: 121 St. Stephen’s Green

Tenure: 1 Year

The appointment will be on a full term basis for 1 year initially (Secondments from public sector organizations may be considered on existing terms and conditions of employment).

Grade: CNM 11 Grade up to ADON grade for this Nursing/Midwifery Project Nurse for the TPOT Programme.

Background: The Productive Operating Theatre (TPOT) Programme is a joint quality improvement initiative between the Health Service Executive (HSE) Clinical Strategy and Programmes Division, The Royal College of Surgeons (RCSI) and College of Anesthetists Ireland (CAI). The aim of the TPOT Programme is to improve patient experience and outcomes, provide safe and reliable care, and to foster teamwork in an efficient productive environment. TPOT will enable participating sites improve the pathways for patients undergoing surgery in four key areas:

1. Patient safety, outcomes and experience
2. Reliability and consistency of care
3. Efficiency and value
4. Team performance and staff wellbeing

This post is being established to support the continuing implementation of the Productive Operating Theatre Programme (TPOT) in selected hospitals. The TPOT programme began as an integral component of the Elective Surgery Programme and has now been incorporated into the National Clinical Programme in Surgery (NCPS – including Acute Surgery) and the National Clinical programme in Anaesthesia (NCPA).

The National Clinical programmes share three core objectives:

- To improve the quality of care delivered to all patients within the public system
- To improve access to appropriate services
- To improve efficiency and cost effectiveness

The programme aims to design and implement change initiatives to improve and standardise the quality of care and access for all elective and acute surgical patients in a cost effective manner. The Programme is structured with broad cross functional input and with clinical leadership being provided by RCSI & CAI to ensure that the patient remains at the centre of any change recommendations. The National Clinical Programme for Surgery (NCPS) has developed the Elective and Acute Models of Care that were launched in July 2013 by Minister for Health, Dr. James Reilly. They describe the principles of how surgical care should be best delivered to these two streams including, pre-admission assessment, day surgery, day of surgery admission, discharge planning, the productive management of operating theatres, separating acute surgical
pathways, the importance of early senior decision making, team working, pre-operative governance, acute surgical assessment units, capacity planning and the importance of designated beds and theatres for surgery.

The Nursing / Midwifery TPOT Project Nurse for the TPOT Programme will work, in a nursing supporting role to the current National TPOT Nurse Lead, with the TPOT Programme Leads, TPOT Steering Group, National Clinical Programme in Anaesthesia and the National Clinical Programme in Surgery, local executive management teams and local change steering groups in a leadership and change management capacity. He/she will act as a nursing expert advisor on the national TPOT steering group and will provide quality improvement, lean and change management support, particularly relating to nursing issues, to acute hospitals implementing the TPOT Programme.

The Nursing/Midwifery Project Nurse for the TPOT Programme is at CNM 11 Grade up to ADON grade.

- The Nursing / Midwifery Project Nurse for the TPOT Programme will work, in a nursing supporting role to the current National TPOT Nurse Lead, with the NCPS Clinical Leads, and at hospital and hospital group level, local Executive Management Teams, Clinical Directors, Surgical Teams, and Directors of Nursing.
- He/she will support an intensive programme of healthcare improvement and change management, where necessary, to appropriate implementation sites.
- He/she will be required to work collaboratively with other interdependent clinical programmes and their clinical and nurse leads, programme managers and portfolio managers, the relevant HSE Divisions (notably, Acute Hospitals, Clinical Strategy and Programmes and Quality and Patient Safety), the Special Delivery Unit, patient advocacy groups and all stakeholders.

Specifically, the duties of the post are:

Working under the direction of the Programme Manager and the National TPOT Nurse Programme Lead to;

- Support the nursing clinical, professional and practice contribution to the ongoing design, implementation and evaluation of the TPOT Programme and its context within the National Clinical Programme in Anaesthesia (NCPA) and National Clinical Programme in Surgery (NCPS).
- Act as a nursing representative on the national TPOT steering committee.
- Liaise with the local implementation teams and provide advice and support on peri-operative and surgical nursing care, quality improvement and patient safety.
- Liaise with lead nurses on other national clinical programmes to support the alignment of all relevant programmes in the implementation of the National Clinical Programme in Anaesthesia (NCPA) and the National Clinical Programme in Surgery (NCPS).
- Assist co-ordinate activities between the TPOT programme and any education and training or coaching providers.
- Assist with linking with the Quality and Patient Safety Directorate to ensure a joined up approach to identification of programme solutions, clinical governance and the implementation of the TPOT Programme in a manner that enhances the quality and safety of patient care.
- Assist with identifying key nursing aspects related to the implementation of the TPOT Programme.
- Work with the National Programme Leads and the relevant stakeholders on the implementation strategy for these aspects of the programme as requested to;
  - Providing advice and support to the National Leads on nursing issues escalated to the TPOT programme and the NCPS.
Providing advice and direction in relation to nursing resource, nurse education and training and implementation for the TPOT Programme.

- Participate in TPOT Programme Steering Committee meetings and key meetings between the TPOT programme and implementation hospitals as requested.
- Contribute to the development of key performance indicators for monitoring of improvements anticipated on-foot of implementation of the TPOT Programme.
- Create links with the NCPA/NCPS Nursing and Midwifery Forums/Networks or learning communities to ensure that learning during implementation and learning from existing local good practices is captured. Use this learning to educate others and to update the overall Model of Care for TPOT and NCPS.
- Work with the National TPOT Programme lead and maintain good collaborative relationships with external stakeholders e.g. Regulatory Bodies, Higher Education Institutions and Nursing Unions.
- Link with the relevant Divisions of the HSE including, Quality and Patient Safety Directorate, the Special Delivery Unit, the Office of Nursing and Midwifery Services Director (ONMSD), Hospital Groups and Successor ISA areas to support and promote an integrated approach to implementation of the TPOT in a manner that enhances both quality and patient safety.

- Provide advice and direction in relation to TPOT and nurse education and training to support the implementation of TPOT.
- Participate in national NCPS programme meetings and key meetings between the programme and implementation sites.
- Contribute to the monthly and quarterly NCPS status update reports.
- Advance Patient advocacy within surgical services with the support of the Quality and Patient Safety Division.
- Maintain good collaborative relationships with external stakeholders e.g. Relevant Government Departments, State Agencies, Regulatory Bodies, Higher Education Institutions and Nursing Unions.

Skills, competencies and/or knowledge
Knowledge/Professional Knowledge

- Desirable; Hold a third level qualification at NQAI Level 8 or higher in one of the following areas: project management, leadership, healthcare management, change management, risk management or patient safety and quality
- Provide evidence of engaging in Continuous Professional Development.
- Have significant and relevant senior nursing or midwifery management experience, in clinical services at CNM2 or above up to ADON grade level.
- Have clinical experience and knowledge of perioperative and surgical nursing, to include knowledge of TPOT
- Have experience in project management
- The relevant leadership capacity to properly discharge the function of the role.
- Working knowledge of the health services, in particular the Nursing and Midwifery clinical environment
- Knowledge of professional development in nursing and midwifery
- Knowledge and competency in quality improvement sciences especially TPOT
- A good understanding of the operational delivery of un-scheduled care services and the National Clinical Programmes.
Leadership
• Demonstrate leadership and managerial skills at a significantly high level.

Communication & Interpersonal Skills
• Demonstrate effective communication and interpersonal skills.

Planning and Organising
• Demonstrate evidence of effective planning and organisational skills including awareness of resource management and value for money.
• Demonstrate good problem solving, analytical and decision-making skills.
• Demonstrate initiative and innovation, identifying areas for improvement, implementing and managing change.

Teamwork
• Demonstrate an ability to build and maintain relationships/work as part of a multi-disciplinary team.
• Demonstrate evidence of influencing skills in a complex work environment.

Other
• High personal energy and positive approach, requiring minimal direction, the ability to work under-pressure, deal with challenges and meet deadlines.
• General competency in terms of business analysis, evaluation, project management and report writing and understanding of the importance of same within an evidence based continuous improvement approach.
• Data literacy - can use excel, understands average length of stay, day case rates and other key pathway metrics
• Sound understanding of the operational delivery of scheduled and un-scheduled care services and the National Clinical Programmes.

Person Specification
Essential
Each candidate, at the latest date of application, must:
• Be registered in the General Division or children’s Division of An Bord Altranais agus Cnáimhseachais hÉireann (Nursing and Midwifery Board Ireland).
• Have significant and relevant senior nursing management experience at Clinical Nurse Manager/Midwifery 11 or above, up to ADON grade level in Surgery and/or Theatre Services.
• Have satisfactory clinical nursing experience and knowledge in care of elective and acute surgery patients.
• Possess the requisite knowledge and ability for the proper discharge of the duties of the office to include the relevant leadership capacity and knowledge of the NCPS Model (s) of Care.
• Have engaged in Continuous Professional Development.

Desirable:
• Hold a third level qualification (at NQAI Level 8 or higher) in an area appropriate to the role.
Health
A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Competition Specific Selection Process
Short listing may be carried out on the basis of information supplied in your CV. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

Those successful at the short listing stage of this process (where applied) will be called forward to an interview with senior management. At this interview candidates may be asked to present on a topic relating to Tpot.

Candidates selected for interview will be notified in due course of the time and date of the interview.

The closing date for applications is 5pm on December 1st 2014.

Note: The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed. This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

Note: this Job Description may be subject to change to reflect the evolving requirements of the Department and RCSI in developing healthcare leaders who make a difference worldwide.