



KING EDWARD VII's
HOSPITAL

King Edward VII's Hospital

Theatre Scheduler

Job Description

Job Title:	Theatre Scheduler
Department:	Main Theatres
Report To:	Theatre Manager
Hours:	Fulltime – 37.5 hours
Key Working Relationships:	Consultants and Surgeons, Secretaries, Theatre Manager, Theatre Coordinators, Theatre Team, Admissions and Booking Team, IT department, Patient Services, Radiology Team, Pharmacy Team, Therapy Team

Role Summary

The Scheduler will play a key role in the efficient management of the operating theatre by ensuring the accurate scheduling of patient procedures directly into CompuCare. This involves liaising closely with Consultants' secretaries to gather essential information, creating a seamless one-stop booking service. The role demands a thorough understanding of patient scheduling processes and a solid knowledge of the procedures being booked. In addition, the Scheduler will work collaboratively with various departments, requiring excellent communication, public relations, and documentation skills to support smooth operations and effective coordination across the hospital.

Key Responsibilities:

- Collaborate with the theatre department to oversee and manage bookings, ensuring the department operates both efficiently and strategically.
- Liaise with ancillary departments to ensure smooth operations, prevent overbooking, and manage the resource dictionary within CompuCare for equipment allocation.
- Ensure all patients scheduled for surgery have an allocated hospital bed before their admission, optimising patient flow and maintaining scheduling accuracy.
- Facilitate the prompt communication of available theatre slots to consultant users, promoting the service effectively to all stakeholders.
- Work closely with consultants and their secretaries to maintain an up-to-date calendar of session usage, proactively managing availability during annual leave or non-utilisation periods.
- Actively participate in meetings with the Reservations team to ensure smooth coordination and continual service improvements.
- Ensure all booking information, including CCSD Codes, is accurately collated and documented. Monitor the booking process, auditing the percentage of electronic versus paper submissions, and following up on any manual entries.
- Assist consultants in sourcing an anaesthetist when required and maintain a comprehensive database of contact details for surgeons and anaesthetists.
- Work closely and collaboratively with Theatre Manager/Theatre Coordinator to ensure staffing/skill mix is appropriate for ad hoc bookings.
- Contribute proactively to improving the operational performance of the department, helping to meet established goals and metrics, including theatre utilisation and First Case on Time start times.
- Maintain records of frequent ad hoc users/requests
- Ensure the accurate scheduling of surgical procedures to maximise theatre utilisation and reduce downtime.
- Ensure that lists order is sequenced if the order is change, for accurate data to be collated – late starts.
- Support the theatre team by sharing knowledge, offering expertise, and working collaboratively to achieve team objectives.
- Maintain and update session schedules within CompuCare to reflect new and existing sessions, ensuring accuracy across all systems.
- Communicate with consultants regarding new session allocations and any changes, providing administrative support as required by the Theatre Manager.
- Determine and confirm the order of the surgical list 24 hours before the procedure, in consultation with the respective consultant.
- Maintain a strong focus on service excellence to ensure high levels of satisfaction among patients and consultants alike.
- Reallocate sessional holder theatre slots within 72 hours to maximise the theatre schedule.

Job Specification: Theatre Scheduler

This person specification outlines the key qualifications, skills, and attributes required for the Scheduler role at King Edward VII's Hospital. Candidates who meet these criteria will possess the

expertise and abilities needed to effectively manage theatre scheduling, ensuring operational efficiency and the highest standards of patient care.

1. Qualifications and Experience:

Essential:

- Demonstrable experience in the operational management of surgical services within a hospital setting.
- Strong understanding of clinical and medical terminology.
- Proficiency in using healthcare systems, including CompuCare, and office software such as Microsoft Outlook and Word.
- Experience handling administrative equipment like fax machines, telephone systems, and scanners/copiers.

Desirable:

- Familiarity with CCSD codes and understanding of practising privileges in a hospital setting.
- Prior experience in coordinating and communicating between departments to facilitate theatre scheduling.

2. Skills and Abilities:

Communication:

- Excellent communication skills at all levels, capable of liaising effectively with consultants, secretaries, theatre teams, and other hospital departments.
- Strong interpersonal skills, with the ability to listen attentively and convey information clearly and concisely.

Organisational and Technical Skills:

- Highly organised with the ability to manage theatre schedules, ensuring optimal utilisation of theatre resources.
- Capable of maintaining scheduling dictionaries and resource management within systems like CompuCare.
- Proficiency in rescheduling, editing, and coordinating procedures as requested by consultants.
- Ability to communicate necessary equipment and instrumentation requirements promptly to ensure theatre readiness.

Problem Solving:

- Strong ability to manage the day-to-day theatre schedule, ensuring smooth operations and resolving any scheduling conflicts or issues.
- Proactive in problem-solving, particularly concerning optimising theatre usage and ensuring the availability of necessary equipment and resources.

3. Personal Qualities:

Teamwork and Collaboration:

- Proven ability to work collaboratively with different departments, including wards, IT, and Central Reservations, to ensure smooth coordination of services.

- Strong ability to liaise with theatre schedulers across other hospital facilities to maintain consistency and efficiency.

Attention to Detail and Accountability:

- High level of responsibility in ensuring safe and efficient theatre session usage and equipment availability.
- Ability to adhere to departmental policies, quality standards, patient safety protocols, and infection control measures.

4. Risk and Responsibility:

Patient Safety and Improvement:

- Actively contribute to hospital-wide initiatives aimed at improving patient safety, core measures, and service excellence.
- Competent in incident reporting, demonstrating a working knowledge of the hospital's incident reporting system (e.g. Vantage).

Operational Awareness:

- Strong awareness of budgetary controls related to theatre management.
- Demonstrates a conceptual mindset, capable of thinking strategically to improve theatre operations and efficiency.

5. Other Requirements:

Negotiation and Marketing Skills:

- Capable of negotiating and marketing available theatre sessions to ensure effective utilisation and service promotion.

Professional Development:

- Commitment to ongoing professional development and staying up to date with advancements in surgical scheduling and hospital operations.

The post holder will be required to comply with all policies and procedures issued by and on behalf of King Edward VII's Hospital Sister Agnes.

The Hospital is an equal opportunities employer, and the post holder will be expected to promote this in all aspects of his/her work.

Confidentiality

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff, and other Hospital service business in accordance with the Code of Confidentiality and the Data Protection Act 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse effect on the Hospital's ability to maintain quality of care and the safety of patients, staff, and visitors, and for the taking of positive action to eliminate or reduce these.

Equal Opportunities

As a member of staff at the King Edward VII's Hospital Sister Agnes you have a personal responsibility to ensure that you do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during your employment, including patients, relatives, and staff, are treated equally in line with the hospital's Equal Opportunities Policy.