Surgical Services Co-ordinator – Ophthalmology Speciality

Job Title:

**Surgical Services Co-ordinator – Ophthalmology Speciality**

**Qualifications:**

- RGN / ODP (essential)

- ENB998 (desirable)

- Significant theatre experience required, ideally in cataract surgery

**Reporting Structure:**

Reports to: Management Team (operational and management issues)

Accountable to: Partners and Visiting Surgeons

**Job Purpose**

To provide safe, efficient, and high-quality care for patients undergoing outpatient surgical procedures and post-operative care at Vida Healthcare. The role also supports clinical safety and smooth functioning of surgical services.

1. Patient Care

- Assess, plan, and evaluate patient care for all surgical cases.

- Maintain patient confidentiality and adhere to legal and regulatory requirements, including the Data Protection Act, Health & Safety legislation, Infection Control, Care Standards Act, and CQC guidelines.

- Support clinicians and the theatre team to ensure high standards of patient care.

2. Theatre Operations & Equipment Management

- Prepare for and assist in surgical lists.

- Clean and maintain theatre and equipment per policies.

- Sterilise instruments according to protocol.

- Manage stock rotation, ordering, and equipment checks.

- Dispose of waste and specimens safely.

- Support all aspects of surgical intervention: admission, scrubbing, circulating, and recovery.

- Keep current with surgical techniques and equipment.

- Report and address equipment faults immediately.

- Manage operational risks and ensure a safe working environment.

3. Team Leadership & Communication

- Act as a senior member of the multi-disciplinary team.

- Supervise and evaluate staff performance.

- Ensure team competency, training, and support.

- Communicate effectively within the surgical unit and with administrative teams.

- Oversee adherence to appointment systems and theatre scheduling.

4. Education & Development

- Maintain written protocols and guidelines for all tasks.

- Engage in ongoing professional development in line with NMC, HCPC, AfPP, and Health & Safety Executive standards.

- Support training and development of theatre staff.

5. Financial Responsibilities

- Maintain cost-efficiency in delivering quality services.

- Identify cost-saving opportunities.

- Order surgical supplies in liaison with the Finance Team.

- Contribute to annual stocktakes.

- Facilitate surgical requests for new or updated equipment.

6. Clinical Governance

- Maintain accurate theatre and patient records.

- Conduct and contribute to audits and patient satisfaction surveys.

- Record and review incidents or near-misses.

- Promote a culture of learning and continuous improvement.

7. Information Management

- Assist with data collection, audit, and reporting.

- Maintain confidentiality and share information appropriately within the team.

8. Professional Standards

- Maintain active professional registration.

- Work within national and local clinical and regulatory frameworks.

- Adhere to statutory and regulatory standards at all times.

Terms & Conditions

Hours: 20 hours per week

Flexibility: This job description may be adapted in response to the evolving needs of the service, following consultation with the post holder.