

JOB DESCRIPTION

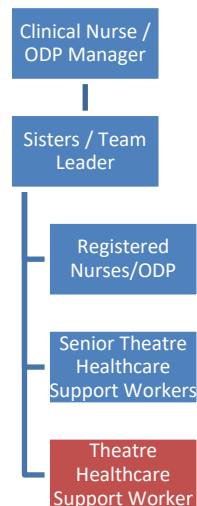
JOB DETAILS	
Job Title	Theatre Healthcare Support Worker
Reports to	Team Leader. Theatre Sister or Clinical Nurse/ODP Manger
Band	Band 2
Department/Directorate	Theatres. Surgical services. Critical Care

JOB PURPOSE
<p>To assist and support all members of the theatre staff and multi-disciplinary team, in providing safe, effective and efficient care to all patients during their time in theatres and recovery. Undertaking movement of patients, cleaning and theatre circulating duties in accordance with the department's requirements.</p> <p>To work flexibly as part of a team and to practice in accordance with the Trusts standards and statutory requirements.</p> <p>To work as part of a 24hr unit, including weekend working and night duty as required.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To provide patient personal care as directed by a Registered practitioner. To participate in the transfer, movement and positioning of patients and equipment in the peri-operative period for which training and competency assessment has been undertaken. To assist other theatre practitioners in the delivery of personal care to patients, where required. Assist with setting out instruments and equipment ready for surgery Perform circulating duties to ensure the theatre team is supported throughout surgical procedures and are provided with appropriate/correct equipment, supplies and implants. Assist in the cleaning of clinical areas and equipment, ensuring that the area is clear of potential hazards i.e. blood products, clinical waste and contaminated items to relevant collection areas. Support the clinical team to turnaround the Theatre between patients/cases so ensuring patient flow is maintained and efficiency increased. To participate in the implementation of improvements to working methods and practices.

KEY WORKING RELATIONSHIPS				
<p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.</p> <p>Of particular importance are working relationships with:</p> <table border="1"> <thead> <tr> <th>Internal to the Trust</th> <th>External to the Trust</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Doctors of all grades Allied Health Professionals Registered Nurses Domestic and housekeeping staff Administrative Staff Facilities and Estates staff Learning and Development Team </td> <td> <ul style="list-style-type: none"> Social care providers/agencies Members of the public Care/Nursing home staff </td> </tr> </tbody> </table>	Internal to the Trust	External to the Trust	<ul style="list-style-type: none"> Doctors of all grades Allied Health Professionals Registered Nurses Domestic and housekeeping staff Administrative Staff Facilities and Estates staff Learning and Development Team 	<ul style="list-style-type: none"> Social care providers/agencies Members of the public Care/Nursing home staff
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ORGANISATIONAL CHART



FREEDOM TO ACT

The postholder will work under the direct supervision of the Registered Healthcare Professional (HCP) in line with Trust Policies and Standard Operating Procedures.

The post holder should raise and concerns or any matter outside of their scope of competence, to the Registered HCP or appropriate person.

Work to theatre specific operating procedures and protocols, occupational policies and code of conduct.

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will communicate effectively across a wide range of channels and with a wide range of individuals, the public and health social and care professionals. They will use both verbal and non-verbal methods of communication, dependent on the needs of the patient and address communication barriers. They should demonstrate the interpersonal skills that demonstrate empathy, compassion, courtesy, respect and trust.

Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered, adhering to local and national guidance.

Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.

The postholder should be able to challenge constructively within the multidisciplinary team, in an appropriate and professional manner, whilst acting as the patients advocate.

Participate in regular theatre briefings to discuss routine or complex issues in relation to individual patient care

Participate in WHO checklists and effectively communicate all relevant care related information to the multi-disciplinary team. And freedom to speak out following any safety concerns.

ANALYTICAL/JUDGEMENTAL SKILLS

The postholder will exercise personal responsibility and work independently within defined parameters of practice and their scope of competence, taking the initiative in a variety of situations and performing a range of personal care tasks, consistent with their role, responsibilities and professional values.

Fault finding when theatre equipment malfunction, and rectifying non-complex faults.

PLANNING/ORGANISATIONAL SKILLS

The postholder will be responsible for working in an effective and organised manner, prioritising the personal care needs of their patients, demonstrating excellent time management and organisational skills to effectively deliver person centred care.

Support with the preparation of theatres prior to list or procedure with scope of competencies, ensuring all relevant equipment is available and in good working order.

Organise day to day activities such as stocking up and cleaning.

Maintain their own compliance with mandatory training, e-learning modules and equipment training.

Be fully conversant with all Policies and Procedures, including safe site surgery policy (WHO check list), major accident/incident, resuscitation, fire, Health and Safety and act accordingly.

PATIENT/CLIENT CARE

The postholder will be in continual direct contact with patients, providing personal care and supporting the health and well-being of the patient. The frequency and level of contact will be determined for each patient based upon their individual needs, as set out in the patients care plan.

Applying patient monitoring equipment as trained, recognising normal parameters.

Assist in the transfer, manual handling and positioning of patients from ward areas and within the anaesthetic room and operating theatre, ensuring pressure area care is maintained.

Assist with all aspects of personal care for patient care when required, and supporting with patient care tasks within competencies.

Assist in the collection and appropriate management of specimens.

POLICY/SERVICE DEVELOPMENT

The postholder will promote health and safety at all times. Share ideas with colleagues to improve care and suggest ideas for innovation. Participate in audit activity undertaken in area of practice. Adhere to legislation, policies, procedures and guidelines, both locally and nationally.

FINANCIAL/PHYSICAL RESOURCES

The postholder will exercise personal duty of care in the safe use and storage of equipment. Be environmentally aware and prudent in the use of resources and energy. Ensure safe keeping of patient property, in line with Trust policy.

Ensure that adequate stock levels are maintained through standard ordering procedure, non-stock requisition and sourcing individualised resources through procurement.

HUMAN RESOURCES

Act responsibly in respect of colleague's health, safety and welfare following safety at work practices, whilst working in compliance with local health and safety policy and guidance.

Recognises and respects equality and diversity, demonstrating an inclusive approach in all environments.

Understands the importance of role modelling and participates in the training and supervision of staff as appropriate to the postholders' competency.

<p>INFORMATION RESOURCES</p> <p>The postholder will be expected to develop skills to maintain professional standards of record keeping. They should follow all information governance guidance and policies, maintain confidentiality as outlined within Trust policies.</p>
<p>RESEARCH AND DEVELOPMENT</p> <p>The postholder will engage with local audit in their clinical areas focused of maintaining and improving standards.</p>
<p>PHYSICAL SKILLS</p> <p>The postholder will demonstrate skills of manual dexterity and manipulation of clinical instruments and equipment, in line with appropriate training.</p>
<p>PHYSICAL EFFORT</p> <p>The postholder will be required to use a combination of standing/walking/bending/stretching/ /pushing/pulling/carrying throughout the shift.</p> <p>Frequent and moderate effort will be required when undertaking moving and handling of individuals and equipment, in line with organisational guidelines.</p>
<p>MENTAL EFFORT</p> <p>The postholder will be required to work a variety of irregular shift patterns, in line with the Roster policy. A continual level of concentration will be required throughout the clinical shifts in order to provide a safe and harm free environment.</p> <p>Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviours.</p> <p>Support individuals, families and carers when faced with life changing diagnoses and through periods of end of life care.</p>
<p>EMOTIONAL EFFORT</p> <p>The post holder will be required to support the emotional needs of patients, families, and carers experiencing a range of complex and varied clinical conditions, which may be life changing or life limiting.</p>
<p>WORKING CONDITIONS</p> <p>The postholder will be working in a busy and potentially noisy environment and will be subjected to a range of bodily odours, with the expectation of being able to support patients with these in a professional and non-judgemental manner.</p> <p>The postholder may be exposed to a variety of challenging behaviours and should respond, within their individual competence whilst maintain their own health and safety and that of their colleagues and other patients.</p>
<p>OTHER RESPONSIBILITIES</p> <p>Take part in regular performance appraisal.</p> <p>Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.</p> <p>Contribute to and work within a safe working environment.</p>

Expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Theatre Healthcare Support Worker Band 2
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Requirements	Essential	Desirable
<p>QUALIFICATION/ SPECIAL TRAINING</p> <p>English and Mathematics at GCSE grade D or level 1 functional skills, or equivalent relevant experience Level 2 healthcare qualification or equivalent Care Certificate</p>	E	D D
<p>KNOWLEDGE/SKILLS</p> <p>Basic computer/keyboard skills. Fine motor skills Good interpersonal and communication skills. Understands the need for strict confidentiality. Able to prioritise and organise work. Able to work under instruction, under pressure and as part of a team. Record keeping competency in handwritten and electronic records. Must be willing to gain knowledge and understanding of specific theatre instruments and equipment</p>	E E E E E E E E	
<p>EXPERIENCE</p> <p>Previous experience in a care environment Able to demonstrate a caring nature/ life experience.</p>	E	D
<p>PERSONAL ATTRIBUTES</p> <p>Able to demonstrate empathy, sensitivity, and to adapt communication style to circumstances. Able to manage stress in themselves and others. Able to offer support at times of emotional distress. Willingness to undertake new skills Physical ability to undertake demanding moving and handling tasks, maintaining ward hygiene and stock levels.</p>	E E E E E	
<p>OTHER REQUIREMENTS</p> <p>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required. Works well in a busy environment Adaptable/ flexible Good time keeping</p>	E E E E E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y				X
Contact with patients	Y				X
Exposure Prone Procedures	Y			X	
Blood/body fluids	Y				X
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y				X
Respiratory sensitisers (e.g. isocyanates)	Y				X
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y				X
Animals	N				
Cytotoxic drugs	Y	X			
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y			X	
Laser (Class 3R, 3B, 4)	Y			X	
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	Y		X		
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y	X			
Heavy manual handling (>10kg)	Y			X	
Driving	N				
Food handling	N				
Night working	Y		X		
Electrical work	Y		X		
Physical Effort	Y				X
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	N				
Challenging behaviour	Y	X			