

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Senior Theatre Support Worker |
| **Reports to** | Operating Department Manager |
| **Band** | Band 3 |
| **Department/Directorate** | Theatres/ Surgical Care Group |

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| **JOB PURPOSE** |
| To contribute to the delivery of patient’s perioperative care needs under the direction and supervision of a Registered Practitioner. 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.  To work flexibly as part of a team and to practice in accordance with the Trusts standards and statutory requirements.  To work as part of a 24hr unit, including weekend working and night duty as required.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To provide patient care as directed by a Registered practitioner and in accordance with the specifications of each patient’s peri-operative care needs. * To escort and support patients through their peri-operative journey and patients undergoing local anaesthetic procedures. * 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 basic nursing care, where required. * Set 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. * To participate in the patient monitoring and use of specific safety checks and protocols. * To contribute to the collection, recording and storage of information in relation to the patient’s peri-operative journey. * 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 contribute to the supervision, development and coaching of other support workers, new starters and students so that they function effectively within the roles and responsibilities. * To participate in the implementation of improvements to working methods and practices. |
| **KEY WORKING RELATIONSHIPS** |
| 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.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Theatre Manager * Theatre Staff | * Medical Representatives | | * Consultants | * Contractor’s | | * Radiographers | * Manufacture’s Engineers | | * ICU/HDU Staff * Emergency Department * Ward Staff * Administrative staff * Student Nurses/ODPs * Medical Students * Senior Managers * Junior Doctors |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Work to theatre specific operating procedures and protocols, occupational policies and code of conduct.  Ensuring safety checks have be performed correctly prior to patients transfer to anaesthetic room/theatres, facilitating and giving guidance where required.  Must be able to raises concerns if established safety checks are not performed as per policy throughout the peri-operative journey, which often include highly pressured situations, such as ‘stop before you block’ and WHO safe surgery checklists.  Work autonomously to prepare theatre before surgery, incorporating equipment safety checks and rectifying issues ensuring theatre is safe to start.  Responsible for raising concerns around safety to senior staff and clinicians.  Performing patient safety checks have been completed prior to transferring to theatre with Ward Nurse  Work is managed, rather than supervised, and support is available when required.  Prior to surgery ensuring specific surgical instruments are available for use, set out and checked following established protocols.  Cleaning theatre suite following specific protocols for each piece of equipment ensuring the correct method and instructions are followed. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Communicate with patients and family members using appropriate verbal and non-verbal methods, using persuasion, reassurance, tact and empathy in a variety of situations that may involve overcoming physical and psychological barriers. To include all age groups including paediatrics.  Participate in regular theatre briefings to discuss routine or complex issues in relation to individual patient care  Lead/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.  Communicate effectively any situations or potential situations affecting the health and safety of staff, patients and visitors to the designated person in charge.  Deal with telephone enquiries sensitively and initiate appropriate action.  Ensure and demonstrate written and electronic communication are up-to- date and that they are succinct, legible, accurate and comprehensive.  Co-operate and communicate clearly and professionally with the designated practitioner in charge any changes that may affect patient care.  To protect and maintain confidentiality of information concerning patients, visitors and staff at all times.  Act in a professional manner at all times when interacting with patients, relatives, colleges, other service users and visitors.  Report any untoward incidents or events either verbally or in writing, using the Trust electronic incident reporting system, Datix.  Support and develop new starters providing advice, instruction or training appropriate to their role. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Be able to recognise and act accordingly during changing and challenging situations.  Fault finding when theatre equipment malfunction, and rectifying non-complex faults.  Risk assess situations within areas of responsibility and provide accurate feedback to the team as necessary.  Recognise and escalate a deteriorating patient during local anaesthetic producers.  Recognise when to seek further advice, guidance and support as appropriate. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Assist in the preparation of theatres prior to list or procedure, ensuring all relevant equipment is available and in good working order.  Organise some own day to day activities such as stocking up and cleaning.  Maintain their own compliance with mandatory training, e-learning modules and equipment training.  Personal time management, punctuality and consistent reliable attendance.  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** |
| Direct patient care for which training has been received and competencies completed, such as:  Ensuring Who safety checks have been completed throughout all five steps of Safe surgery.  Escorting patients from ward areas to theatre department, handover relevant patient information to anaesthetic or theatre teams, support patient and or family members in the anaesthetic room.  Support patients undergoing local anaesthetic procedures.  Assist in the transfer, manual handling and positioning of patients in the anaesthetic room and operating theatre, ensuring pressure area care is maintained and nerve damage is avoided.  Assist with all aspects of patient care when required, such as washing if required and assisting with the insertion on ureteral catheters.  To assist in the maintenance of the sterile field during operative procedures.  To perform the swab and instrument count and needle check with the scrub practitioner.  Assist in the collection and appropriate management of specimens.  Assist in the collection and administration of blood products. |
| **POLICY/SERVICE DEVELOPMENT** |
| Assist in ensuring Safe site surgery Policy is followed at all times.  Under the Freedom to Act is responsible for exercising accountability and ensuring that: -   * The privacy and dignity of the patient is respected at all times * High standards are achieved and maintained * The role of other persons delivering health care is recognised and respected. * Public trust and confidence are not jeopardized. * Attend and maintain an up to date Personal Development Plan. * Attend mandatory training relevant to the post as specified by the Trust. * Support with the implementation of service development changes. * Carry out other duties as may be required and which are consistent with the responsibilities of the post. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Assist in ensuring the effective use of resources, by having an up to date knowledge of appropriate supplies required and their handling/management to avoid waste.  Stocking up in theatres of consumable items, considering stock rotation and stock levels. Escalating any issues with supply.  Participate in developing the financial awareness of the team so that individual staff contribute to the efficient use of resources.  Responsible for the safe use of theatre specific equipment for operating procedures, to avoid damage or inappropriate use. |
| **HUMAN RESOURCES** |
| To contribute to the supervision, development and coaching of other support workers so that they function effectively within the roles and responsibilities. |
| **INFORMATION RESOURCES** |
| Use and input data into My Care patient records and other theatre systems for patient administration.  Maintenance of appropriate patient records and Trust documentation.  Ensure procedures times and all other data collection requirements are recorded effectively for audit purposes and stock management.  Maintain confidentiality as outlined with Data Protection Policies |
| **RESEARCH AND DEVELOPMENT** |
| Occasionally assist with in house Audits of safe site surgery policy |
| **PHYSICAL SKILLS** |
| Assist with all manual handling activities, using the appropriate mechanical aids and engage in other physical activity related to patient care, to ensure pressure area care and minimize potential nerve damage.  Provide direct technical assistance to registered staff when required, safely utilising electronic and mechanical/manual equipment.  Use skills of manual dexterity and manipulation of clinical instruments and equipment, which includes a knowledge of set up and troubleshooting of specific items such as robotic and laparoscopic stacks.  Use electronic resources to input, save and retrieve information. |
| **PHYSICAL EFFORT** |
| Frequent moderate effort is required when undertaking the moving and handling of individuals and objects in line with organisational policy.  A combination of standing for long periods, walking long distances, bending, and stretching is required throughout the shift.  Pushing beds, trolleys and heavy electrical equipment such as stack systems and microscopes, lifting and maneuvering of heavy equipment sets on a regular basis.  Contribute to the maintenance of work area e.g. disposal of linen, cleaning and tidying of equipment regularly throughout the day. |
| **MENTAL EFFORT** |
| Daily, frequent concentration is required in this acute setting, ensuring safety checks and protocols are performed at all times.  Often required to work in a stressful environment, critical or emergency situations happen regularly, requiring all team members to be focused and ready to deal with changing situations.  Working patterns are frequently unpredictable with frequent changes, some requiring immediate response. |
| **EMOTIONAL EFFORT** |
| Frequent exposure to unpleasant/stressful /emotional conditions/situation.   * Frequent exposure to critical/emergency situations involving the treatment or management of terminal conditions, and or severe injury/trauma resulting in amputation or sometimes death. * Frequent support of patients and reassure family members/parents in highly stressful situations prior to elective and emergency surgery for all ages, including paediatrics. * Occasionally assisting in the process of Organ retrieval. * Occasional assisting in the administration of the patients last rights. |
| **WORKING CONDITIONS** |
| Participate in a working shift pattern, including weekends, Bank Holiday and night shifts.  Frequent contact with blood/body fluids, as well as smells/fumes associated with the theatre environment. Frequent handling of tissue/specimens and occasional handling/disposal of limbs.  Frequent exposed to x-rays and small amounts of radiation, must be able to wear appropriate lead gowns.  Frequent handling of chemicals related to the transport of specimens.  Stressful environment during critical/emergency situations.  Occasional exposure to aggressive patients.  Manual Handling.  Noise.  Care for the distressed patient.  Use of computers and intermittent use of Visual Display Units.  Working in various light/ temperature/ humidity situations.  Working in positive air pressure environments. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.  Contribute to and work within a safe working environment.  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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Senior Theatre Support Worker |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  NVQ Level III or equivalent level of knowledge or experience. (We would consider a candidate who is willing to work towards the qualification if they can demonstrate suitable knowledge and experience in a care setting). All staff members must be able to meet the minimum required, theatre specific competencies with a 12-month period.  Good level of spoken and written English  To have a minimum requirement of Functional Skills Level 2 at Maths and English.  Completion of the Care Certificate programme provided, within 12 weeks of commencing in post. | E  E  E  E |  |
| **KNOWLEDGE/SKILLS**  Prepared to participate in further training necessary for the post/service.  To demonstrate competent clinical skills  To have a basic knowledge of working with computers and IT systems.  To demonstrate compassionate interpersonal skills.  To be able to work under direction and to use their own initiative.  Understanding of patient confidentiality  Must be willing to gain knowledge and understanding of specific theatre instruments and equipment | E  E  E  E  E  E  E |  |
| **EXPERIENCE**  Experience of working as part of a team  Experience in a formal care setting i.e. nursing or residential care facility, domiciliary personal care. |  | D  D |
| **PERSONAL ATTRIBUTES**  Ability to work as part of a team.  Communicates well and is able to respond to people with respect and empathy  Demonstrate care, compassion and professionalism  Ability to work in a busy, sometimes stressful environment  Ability to organise own work with direction from team leader as necessary    Good attendance record / time keeping  Ability to stand/walk for long periods of time.  Ability to undertake manual handling and movement of patients and equipment, including pushing beds, trolleys and theatre equipment.  Ability to work variable shift patterns  To have manual dexterity and be able to use specific equipment.  To be self-motivated, positive, resilient and professional. | E  E  E  E  E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Willingness to undertake training as identified  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | X |
| Contact with patients | Y |  |  |  | X |
| Exposure Prone Procedures | Y |  |  |  | X |
| Blood/body fluids | Y |  |  |  | X |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| 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 |  |  |  |
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| **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) | Y |  |  |  | X |
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| **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 |  |  |  |