

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Theatre Store keeper / Theatre Assistant |
| **Reports to** | Clinical Theatre Store Manager/ Clinical Procurement Specialist Nurse |
| **Band** | Band 2 |
| **Department/Directorate** | Princess Elizabeth Orthopaedic Centre (PEOC) Theatres / Critical Care |

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| **JOB PURPOSE** |
| * To be responsible for the ordering, receipting and storing of all surgical products and equipment for the Orthopaedic team in PEOC Theatres. * To work flexibly as part of a team; undertaking movement of patients, cleaning and general duties in accordance with the Departments requirements. * To contribute to the delivery of patient’s individual care needs under the direction and supervision of a Registered Practitioner. * To practice in accordance with the Trusts standards and statutory requirements. * This post will be based mainly within PEOC Theatres however the post holder may be required to work in theatre/recovery units elsewhere in the Trust |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Patient Care**   * Provide patient care as directed by a Registered Practitioner and in accordance with the peri-operative patient’s requirements. * Participate in the transfer and movement and positioning of patients and equipment in the peri-operative period in accordance with safety guidelines. * Meet patient’s hygiene needs where appropriate/as required. * Escort and support patients during the peri-operative period. * Support patients undergoing local anaesthetic procedures.     **Care of the Environment**   * Assist in the maintenance of a clean and tidy environment in all areas of the Theatre Department and Theatre Stores, including the cleaning of assorted equipment. * Assist in cleaning of the Operating Theatre both before during and after the operating lists. This will include using machinery to clean floors. * Accept stores and linen, restocking designated areas as appropriate. Checking and putting away received orders appropriately. * Preparation of all aspects of the environment to include equipment and sets etc. ensuring that safety checks are carried out as required under the direction of the registered practitioner. * Check all sterile sets regularly and return to HSDU for reprocessing any out of date sets. * To contribute to and work within a safe working environment in accordance with Trust Governance and Health and Safety Policies. Report accident/incidents as per Trust policy to co-ordinator / team leader.   **Quality Management**   * Be aware of and work within all policies and procedures laid down by the Trust. * Work and communicate in a professional manner so as to promote confidence and co-operation from patients and health care workers, and to prioritise workload. * To be aware of financial constraints and the departments budgetary requirements * Ensure stock rotation * Develop an in-depth knowledge of the theatres ordering systems including PRM * Work and/or support other departments within the Trust if required. * To participate in and contribute to improvements and changes within the Directorate and Trust. * To develop and maintain individual knowledge base. * Financial Management * To participate in quarterly stocktakes and support the efficient use of resources.   **Support Function**   * Provide a courier service both internally and between theatres and other departments e.g. blood bank. * Help in the maintenance of medical gas cylinder stock, changing cylinders as required. * Any other duties that may be requested by the Clinical Theatre Stores Manager or the theatre team coordinator * Provide communication link between logistics and the department |
| **KEY WORKING RELATIONSHIPS** |
| **Clinical Area:** Clinical Nurse/ODP Managers, Senior Theatre Practitioners/ ODPs, Clinical Theatre Stores Manager, Theatres Practitioners, Theatre Assistants, Support Staff, Recovery Staff  **All departments when necessary, primarily to include**: Theatres and Recovery  **Multi-disciplinary Team**: Medical Staff, Allied Health Professionals, Procurement Team, Clerical Staff and Ward Staff  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** | | * Clinical Matrons * Clinical Nurse Managers * Surgeons and Anaesthetists * All Theatre team members * Recovery Staff * Medical staff * Procurement Team * Receipts & Distribution Team * Allied health professionals * Clerical staff * Cluster Managers * Departmental Managers * Divisional Managers * Divisional Finance Team * Ward staff * HSDU Team | * NHS Trusts * Other Health Organisations * National Institute for Clinical Excellence (NICE) * Company / Supplier Representatives * NHS Supply Chain * Peninsular Procurement Strategic Alliance | |  |  | |

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| **ORGANISATIONAL CHART** |
| Critical Care Cluster Manager  Clinical Procurement Specialist Nurse  (Line Manager)  Clinical Matrons (Theatres)  Clinical Nurse Managers (Theatres)  Clinical Theatre Stores Manager  (General Theatres)  Clinical Theatre Stores Manager  (PEOC Theatres)  Theatre Team  **POST HOLDER**  **Theatre Storekeeper/ Theatre Assistant**  **(PEOC Theatres)**  Theatre Storekeeper/ Theatre Assistant  (General Theatres) |
| **FREEDOM TO ACT** |
| |  | | --- | | * 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** |
| * Work and communicate in a professional manner so as to promote confidence and co-operation from patients and colleagues. * 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. |
| **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** |
| * Provide patient care as directed by a Registered Practitioner and in accordance with the peri-operative patient’s requirements. * Participate in the transfer and movement and positioning of patients and equipment in the peri-operative period in accordance with safety guidelines. * Meet patient’s hygiene needs where appropriate/as required. * Escort and support patients during the peri-operative period. * Support patients undergoing local anaesthetic procedures. |
| **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** |
| * To be aware of financial constraints and the departments budgetary requirements. * Ensure stock rotation. * Develop an in-depth knowledge of the theatres ordering systems including PRM. * To participate in quarterly stocktakes and support the efficient use of resources. * Checking and putting away received orders appropriately. |
| **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. |
| **INFORMATION RESOURCES** |
| * 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. |
| **RESEARCH AND DEVELOPMENT** |
| * The postholder will engage with local audit in their clinical areas focused of maintaining and improving standards. |
| **PHYSICAL SKILLS** |
| * The postholder will demonstrate skills of manual dexterity and manipulation of clinical instruments and equipment, in line with appropriate training. |
| **PHYSICAL EFFORT** |
| * The postholder will be required to use a combination of standing/walking/bending/stretching/ /pushing/pulling/carrying throughout the shift. * Frequent and moderate effort will be required when undertaking moving and handling of individuals and equipment, in line with organisational guidelines. |
| **MENTAL EFFORT** |
| * Checking and putting away received orders appropriately and accurately. |
| **EMOTIONAL EFFORT** |
| * Escort and support patients during the peri-operative period. * Support patients undergoing local anaesthetic procedures. |
| **WORKING CONDITIONS** |
| * 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. * 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. |
| **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  You are 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** | Theatre Store keeper / Theatre Assistant |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  English and Mathematics at GCSE grade D or equivalent  NVQ 2 or equivalent | E | D |
| **KNOWLEDGE/SKILLS**  Computer literate  Able to understand and follow written and verbal instructions  Understanding of patient confidentiality | E  E  E |  |
| **EXPERIENCE**  Evidence of stock control/stores  Experience of working as part of a team  Understanding of patient confidentiality | E  E | D |
| **PERSONAL ATTRIBUTES**  Communicates well and is able to respond to people with respect and empathy  Ability to work in a busy environment  Ability to organise own work with direction from team leader as necessary  Good time keeping | E  E  E  E |  |
| **OTHER REQUIREMENTS**  Able to be flexible within work shift patterns to cover departmental requirements  Willingness to undertake training as identified  Physically able to lift, push or pull objects weighing up to 15 kilos without mechanical aids and manoeuvre / transfer patients between trolleys beds and theatre tables  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. | E  E  E  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/N |  |  |  | Y |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y/N |  |  | Y |  |
| Blood/body fluids | Y/N |  |  |  | Y |
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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 |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  | YYY |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | Y |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | Y |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |