

JOB DESCRIPTION

JOB DETAILS	
Job Title	Theatre Store Keeper / Senior Theatre Healthcare Support Worker
Reports to	Clinical Theatre Store Manager, Team Leader/Theatre Sister or Clinical Nurse/ODP Manager
Band	Band 3
Department/Directorate	Theatre, Surgery

JOB PURPOSE
<ul style="list-style-type: none"> To be responsible for the ordering, receipting and storing of all surgical products and equipment for the theatre team in which they work. To participate as part of the theatre team in the delivery of the patient's care needs under the direction and supervision of a Registered Practitioner. To contribute to the delivery of patient's individual 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 general 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. This post will be based mainly within the theatre they work; however, the post holder may be required to work in theatre/recovery units elsewhere in the Trust.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> Provide a high standard of patient care as directed by a Registered Practitioner and in accordance with the patients' requirements. Work within clearly defined accountability frameworks, recognising at all times the boundaries and sphere of competence. 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 operative journey, including preparing patients for general anaesthetic 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. 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.

- Assist in cleaning of the Operating Theatre both before during and after the operating lists.
- Accept stores and linen, restocking designated areas as appropriate. Checking and putting away received orders appropriately.
- Responsible for control, rotation and distribution of stock.
- To participate in regular stocktakes and support the efficient use of resources.
- Order loan kit when required, ensuring the kit arrives on time for the procedure and all kit is returned timeously.
- Housekeeping by way of breaking down cages and disposal of boxes and packaging being mindful of recycling & fire hazards.
- 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.

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.

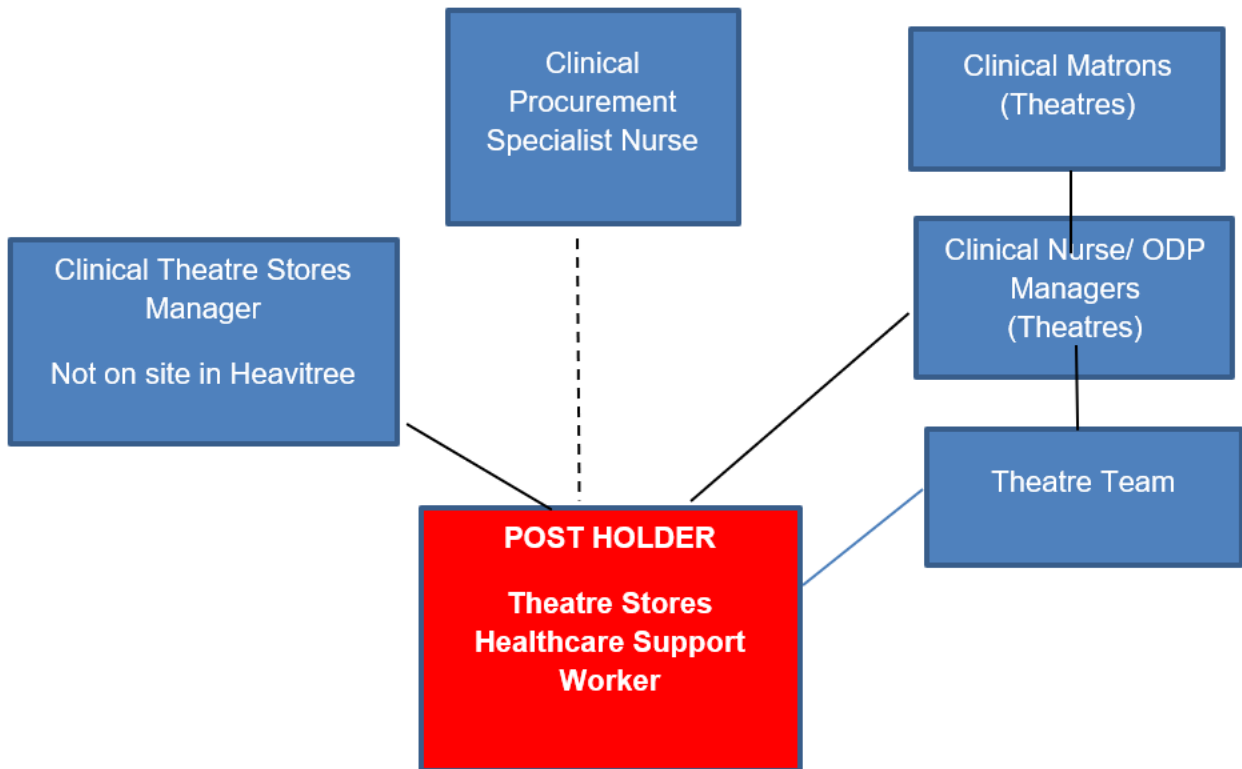
In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Clinical Matrons • Clinical Nurse/ODP Managers • Surgeons and Anaesthetists • All Theatre team members • Recovery Staff • Medical staff • Procurement Team • Receipts & Distribution Team • Allied health professionals • Clerical staff • Senior Operations Managers • Departmental Managers • Care Group Managers • Care Group Finance Team • Ward staff • HSDU/CSSD Team • Estates • MEM / EBME Team 	<ul style="list-style-type: none"> • NHS Trusts • Other Health Organisations • National Institute for Clinical Excellence (NICE) • Company / Supplier Representatives • NHS Supply Chain • Peninsular Procurement Strategic Alliance (PPSA)

ORGANISATIONAL CHART



FREEDOM TO ACT

The postholder will work autonomously, in line with Trust Policies and Standard Operating Procedures under the direction of the designated Registered Healthcare Professional (HCP).

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

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

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.

Work and communicate in a professional manner so as to promote confidence and co-operation from patients and colleagues.

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.

Provide communication link between logistics and the department.

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 clinical interventions, consistent with their role, responsibilities and professional values. Fault finding when theatre equipment malfunction, and rectifying non-complex faults. Report to MEM / EBME, Estates or suppliers as necessary.

PLANNING/ORGANISATIONAL SKILLS

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

Assist in the preparation of theatres prior to list or procedure, 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 within their specific speciality, including mandatory training, e-learning modules and equipment training.

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

PATIENT/CLIENT CARE

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.

Applying patient monitoring equipment as trained, recognising normal parameters.

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.

Assist in the collection and appropriate management of specimens.

Assist in the collection and administration of blood products.

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.
Assist in ensuring Safe site surgery Policy is followed at all times.

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.

Be aware of financial constraints and the departments budgetary requirements.

Checking of invoices (with support from B6 and above) sent by finance making sure we are only being charged for what we use and the pricing is correct.

Support Senior Theatre team in organising trials of new products, ensuring procurement involvement. Filing and office duties pertaining to ordering, receipting and stock controls of theatre consumables.

Support with budgetary management, identifying cost implications and expenditure of high-priced items particularly consumables. In liaison with senior and clinical colleagues, identify and explore opportunities for potential cost savings for the Trust, whilst maintaining quality standards, including the rationalisation and standardisation of surgical products.

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

Responsible for the safe use of theatre specific equipment for operating procedures, to avoid damage or inappropriate use.

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.

Develop an in-depth knowledge of the theatres ordering systems.

Use of a computer stock control and ordering system(s) e.g. Unit 4 & NHSSC

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.

Encouraged to maintain a personal CPD portfolio to ensure knowledge and skills are kept up to date.

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 minimise 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.

Provide a courier service both internally and between theatres and other departments e.g. blood bank.

Use electronic resources to input, save and retrieve information. The postholder will need to demonstrate keyboard skills to support their own learning and entering information into the patient record system.

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.

Frequent pushing beds, trolleys and heavy electrical equipment up to 15 kilos 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.

The work pattern will be predictable and there will be an occasional requirement for concentration for data entry.

Maintain a professional approach while working in challenging or distressing situations.

EMOTIONAL EFFORT

Escort and support patients during the peri-operative period.

Frequent exposure to emotional and distressing circumstances involving the treatment and management of distressed patients including children with additional support needs and terminations,

Support patients undergoing local anaesthetic procedures.

Occasionally manage difficult situations, which may arise with abusive clients and telephone callers, of which may need to be referred to a senior member of staff.

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.

Use of computers / Visual Display Units.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Theatre Store Keeper / Senior Theatre Assistant
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING <ul style="list-style-type: none"> • A full practice-based level 3 qualification OR equivalent experience • English & Mathematics at GCSE grade A-C (9-4) or level 2 functional skills 	X X	
KNOWLEDGE/SKILLS <ul style="list-style-type: none"> • Basic computer/keyboard skills. • Fine motor skills – for venepuncture, phlebotomy and other clinical tasks • Healthcare competencies appropriate to area of work • 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 • Understanding of lead times / stock handling – stock rotation and min/max order levels 	X X X X X X X X X X X	X
EXPERIENCE <ul style="list-style-type: none"> • Experience of working in a theatre environment • Previous experience in a care environment or able to demonstrate a caring nature / life experience. • Experience of stock control / management • Understanding of patient confidentiality 	X X X	X
PERSONAL ATTRIBUTES <ul style="list-style-type: none"> • 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 and training • Physical ability to undertake demanding moving and handling tasks, maintaining ward hygiene and stock levels. • Ability to organise own work with direction from team leader as necessary • Able to work as a team member or independently • Ability to adapt behaviour to changing and challenging situations. • To be flexible, adaptable, reliable and punctual. 	X X X X X X X X	
OTHER REQUIREMENTS	X	

<ul style="list-style-type: none"> • 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. • Able to be flexible within work shift patterns to cover departmental requirements • Willingness to undertake training as identified • 	<p style="text-align: center;">X X X X</p>	
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		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	N				
Blood/body fluids	Y				X
Hazard/Risks requiring Respiratory Health Surveillance					
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				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y		X		
Laser (Class 3R, 3B, 4)	N				
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	N				
Electrical work	N				
Physical Effort	Y				X
Mental Effort	Y			X	
Emotional Effort	Y			X	
Working in isolation	N				
Challenging behaviour	Y		X		