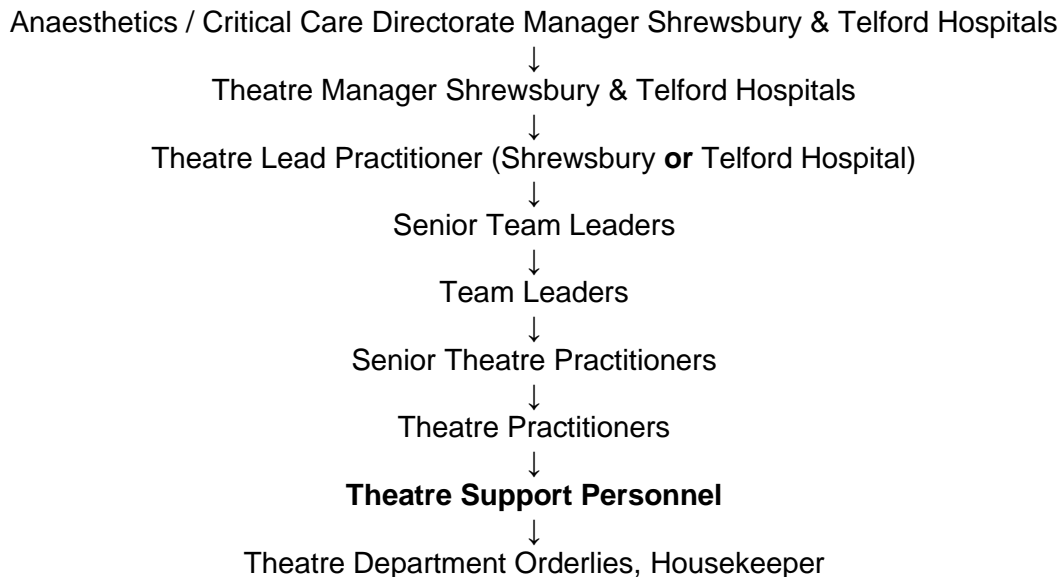


### JOB DESCRIPTION

Post title:	Health Care Assistant Theatres
Band:	Band 3
Department:	Operating Theatre
Base:	Princess Royal Hospital Telford
Managerially responsible to:	Theatre Lead Practitioner
Professionally responsible to:	Theatre Manager

### ORGANISATIONAL CHART



## **PURPOSE OF THE POST**

Having achieved the required standards of practice (Section 5.2):

To function as a member of the multidisciplinary Theatre team, demonstrating competence\* (\*as defined in Benner's research 'Novice to Expert' [1984] where stages of professional development are identified on a continuum: Novice, Advanced Beginner, Competent, Proficient, Expert) in the duties required of a support worker in the Perioperative setting, as identified in the relevant competency document.

To ensure the provision of a safe Perioperative environment for patients, staff and visitors, through:

- (a) Adherence to the principles of Clinical Governance / Clinical Risk Management / Evidence-Based Practice / Quality assurance / Health & Safety measures
- (b) Adherence to the national and local Trust policies, procedures, protocols and guidelines designed to protect all involved

## **ORGANISATIONAL POSITION**

See Organisation chart

## **SCOPE AND RANGE**

Having achieved the required standards of practice (Section 5.2):

Within the Trust's Policies, Procedures, Protocols and Guidelines the postholder will be expected to work competently\* and flexibly across all surgical specialties (11 theatres RSH, 8 theatres PRH) as required by service needs.

## **PATIENT CARE**

Having achieved the required standards of practice (Section 5.2):

### ***Patient Care***

The postholder's responsibility for Perioperative patient care includes assisting under supervision in the implementation of evidence-based care interventions, acting always as the patient's advocate, and liaising with senior colleagues in the Theatre Department to ensure patients receive the highest quality Perioperative care throughout.

\*As Benner's definition [1984]

### **4.1 *Record Keeping***

The postholder will maintain accurate, legible records relevant to each patient in accordance with statutory / NMC / HCPC and Trust / Department requirements, e.g.

Holistic patient care notes

Swabs / instruments / sundries counts

Sterility / traceability checks

Health & Safety / equipment checks

Theatre Registers

## **KNOWLEDGE, TRAINING AND EXPERIENCE:**

The postholder must possess an appropriate qualification (Operating Department Practitioner, NVQ Level 2 or Health Care Assistant, NVQ Level 2)

The postholder will be expected to achieve the standards of knowledge, skills and clinical practice outlined in the Theatre Support Personnel Competency Document

## **6.0 SYSTEMS AND EQUIPMENT**

Having achieved the required standards of practice (Section 5.2):

The postholder conducts Health & Safety checks of his/her working environment and reports problems encountered to a senior colleague, communicating effectively with the multidisciplinary team as appropriate, leaving all equipment / systems in a safe, immediately-usable state for other members of the multidisciplinary team to utilise as necessary, and assisting Registered Practitioners to ensure that all aspects of the physical Perioperative environment are safe for use by patients, staff and visitors

## **DECISIONS, JUDGEMENT AND FREEDOM TO ACT**

Having achieved the required standards of practice (Section 5.2):

### ***Analytical / judgement skills***

the postholder contributes proactively to the delivery of high-quality perioperative patient care under the supervision of Registered Practitioners and within the Trust's policies, procedures, protocols and guidelines.

### ***Planning /organisational skills*** The postholder:

- (a) Organises his/her own time on a daily basis, liaising with other members of the multidisciplinary team as appropriate
- (b) Assists Registered Practitioners in organising the provision of the relevant equipment/systems for clinical procedures
- (c) Assist the Registered Practitioners in the provision of a high-quality peri-operative service at all times through his/her participation in the on-call rota.

### ***Responsibility for Policy / Service Development***

The postholder is responsible for:

- (a) Adhering to Health & Safety/Fire regulations, Accident/Incident reporting procedures etc.
- (b) Adhering to Theatre Department policies/protocols, and may be asked to comment on the development of new policies etc

### ***Responsibility for Human Resources***

The postholder has responsibility with reference to his/her specialised area of practice, for:

\*As Benner's definition [1984]

- (a) Participating in the teaching of new support personnel in the Theatre Department, liaising as appropriate with senior colleagues and other members of the multidisciplinary team to provide a high-quality learning environment at all times

- (b) Assisting in the provision of support for pre-registration learners
- (c) Attending mandatory training and study sessions relevant to professional development and the requirements of the Department

### 7.1 ***Responsibility for Research and Development***

The postholder:

Is expected to participate regularly in audits of clinical practice, and may be asked to participate in data collection for clinical trials

- 7.2 ***Freedom to Act*** The postholder acts within the Trust's policies, procedures, protocols and guidelines, and is accountable for his/her own actions

- 7.3 ***Responsibility for Financial and Physical Resources*** The postholder uses resources effectively, orders stock for the Theatre Department as required and assists Registered Practitioners to ensure that all equipment and systems are safe pre- and post- utilisation.

## **COMMUNICATIONS AND RELATIONSHIPS SKILLS**

Having achieved the required standards of practice (Section 5.2):

- 8.1 The Postholder, adhering at all times to the Trust's confidentiality requirements, communicates verbally / non-verbally / in writing / electronically as appropriate, with: Patients, carers of learning-disabled patients, colleagues in the multidisciplinary Theatre team, and other Departments, to ensure high-quality patient care and the smooth running of operating lists
- 8.2 Provides reassurance and support to patients in the Perioperative setting

## **PHYSICAL, MENTAL AND EMOTIONAL DEMANDS**

Having achieved the required standards of practice (Section 5.2):

### **Physical skills**

### **Frequency**

- |     |  |              |
|-----|--|--------------|
| 9.1 | Prepare / check the Perioperative environment pre-operatively, clear / check the Perioperative environment post-operatively                        | Continuously |
| 9.2 | Assist in the movement of conscious / unconscious patients through a range of specialised positions to facilitate anaesthesia, surgery or recovery | Continuously |
| 9.3 | Basic IT skills  | Frequently   |

### **Physical effort**

- |     |  |              |
|-----|--|--------------|
| 9.4 | Movement of instruments / equipment / trolleys / beds  | Continuously |
| 9.5 | Assist in the transfer of conscious / unconscious patients between trolley / operating table / bed | Frequently   |

\*As Benner's definition [1984]

- |     |   |            |
|-----|---|------------|
| 9.6 | Assist in the manipulation of operating table / accessories and positioning of patients for anaesthesia / operative procedures / recovery | Frequently |
|-----|---|------------|

## **Mental Effort**

Concentration required for the conduct of Health & Safety checks, preparation of the Perioperative environment etc	Frequently
Concentration required for assisting Registered Practitioners during all routine Perioperative procedures	Continuously
Prolonged concentration required for assisting Registered Practitioners during complex major surgical procedures	Frequently

## **Emotional effort**

Close involvement with, and care of, patients suffering major trauma, life- or limb-threatening conditions	Frequently
Care of distressed / aggressive patients / carers	Frequently
Provision of support to pre-registration learners	Frequently
Coping with the death of a patient pre-, intra- or post-operatively	Occasionally

9.14 Involvement in organ retrieval	Occasionally
-------------------------------------	--------------

## **Working Conditions**

Contact with body fluids / tissues during clinical interventions in Anaesthesia, Surgery or Recovery (blood, mucus, vomit, urine, faeces, pus, necrotic tissue) plus exposure to noxious odours (From faecal / purulent / gangrenous matter)	Continuously
Handling of specimens for Pathology investigations	Frequently
Contact with contaminated sharps / linen / instruments / equipment	Continuously
Exposure to other hazardous substances e.g., Formalin, diathermy smoke plume, bone cement fumes	Frequently
Exposure to uncontrolled situations as part of Perioperative emergency service commitment, e.g., Patients with major trauma, massive haemorrhage etc.	Occasionally
Use of VDUs to access patient information etc	Frequently

## **Health & Safety**

- As an employee of the Trust, you have a responsibility to:
- Take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
  - Co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to
  - Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## **Infection Prevention and Control**

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust, you have a responsibility to:

- Ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- Be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- Maintain an up-to-date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development

- Challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g., incident reporting policy).

### **Information Governance**

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security**

Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information**

The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

- **Information Quality and Records Management**

You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

### **Professional Standards and Performance Review**

As an employee of the Trust, you have a responsibility to:

- Participate in statutory and mandatory training as appropriate for the post
- Maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct
- Take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates
- Participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

### **Safeguarding Children and Vulnerable Adults**

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust, you have a responsibility to ensure that:

- You are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
- You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

### **Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

### **Continuous improvement**

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

This job description is represents a summary of the main responsibilities of the post and not an exhaustive list of duties to be undertaken. The duties may be redefined following discussion with the line manager.

<b>Manager</b>	<b>Post Holder</b>
<b>Signature</b>	<b>Signature</b>
<b>Date</b>	<b>Date</b>