



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Healthcare Support Worker
Responsible to:	Senior Charge Nurse
Department(s):	Theatre and Recovery Suite
Directorate:	Nursing
Last Update:	28/09/18

2. JOB PURPOSE

The post holder will work as part of the multi-disciplinary theatre team, assisting and supporting the smooth running of the peri-operative service, ensuring that the theatre environment is safe and effective for the delivery of care to adults and children.

Your duties will include participating in the care of patients in theatre and in recovery, as well as operating, maintaining and cleaning equipment.

3. DIMENSIONS

The post holder will be required to work as an effective member of the multi-disciplinary team, assisting with circulating and recovery duties and to work independently with endoscope re-processing.

Whilst the appointment is attached to this particular department, it does not exclude the post holder being required to work in another ward or department as the service demands.

An on-call commitment is required.

4. ORGANISATIONAL POSITION

DIRECTOR OF NURSING

THEATRE SENIOR CHARGE NURSE

THEATRE TEAM LEADER

SENIOR THEATRE NURSE PRACTITIONER + SENIOR ANAESTHETIC NURSE
PRACTITIONER/ODP

THEATRE NURSE PRACTITIONER + ANAESTHETIC NURSE PRACTITIONER/ODP

ASSISTANT THEATRE PRACTITIONER

HEALTHCARE SUPPORT WORKER

5. ROLE OF DEPARTMENT

The Theatre suite was completed in 1996 and is spacious, modern and well equipped. It includes two large operating theatres with adjoining anaesthetic rooms, a four bay recovery unit and endoscopy decontamination facility. There are communal rest-room facilities for nursing and medical staff and an office that is used by the anaesthetic department. Anaesthetic and monitoring equipment is of a high standard and wherever possible is standardised throughout the suite, HDU and the A&E department.

The in-house surgeons undertake most elective and emergency procedures and obstetric emergencies, while visiting consultants undertake Orthopaedic, Dental, Maxillofacial, ENT, Ophthalmology and Paediatric surgery. Endoscopy procedures account for approximately 60% of all cases performed.

6. KEY RESULT AREAS

- Participate in all aspects of patient care within the Theatre environment, delivering individualised patient care. In Theatre this means, assisting staff to positioning patients correctly using mechanical and pressure relieving devices, recording Peri-operative information and specimen management. Informing senior staff of any concerns to minimize risks.
- Ensure accurate and timely documentation of care is recorded and collated with Theatre team.
- Monitor patients for adverse reactions and assist with transfer or discharge from Recovery Suite.
- Support patients throughout Theatre attendance.
- Identify the most appropriate action to manage the potential risk to ensure the maintenance of health, safety and security of self and others. On a daily basis there is a requirement to move and handle patients using appliances and mechanical aids in difficult and space limited environment.
- Recognise the importance of people's rights and interpret them in a way that is consistent with Board's policies and procedures and the Law e.g. Dignity at Work, Diversity & Equality.
- Act in ways that are consistent with people's expressed beliefs and preferences, acknowledge the benefits of diversity and value people as individuals.
- Challenge behaviour which infringes the rights of others seeking help from senior staff if required.
- Identify and seek help to address discrimination and oppression at all times. Report incidents in a timely manner to senior staff.
- Maintain awareness of local means to address issues through Staff side Representatives, Human Resources, Confidential Contacts, Health & Safety Committee, Intranet.
- Participate in required departmental audits.

7a. EQUIPMENT AND MACHINERY

The post holder will be required to handle and operate many different types of machines and pieces of equipment in order to perform day to day tasks. For example, endoscopes/videoscopes and stack system, endoscope diathermy, endoscope washer disinfectant, endoscope storage cabinet, phaco machine, microscopes, orthopaedic drills and equipment, diathermy machine, dental drill, laparoscopic equipment, operating table and use of attachments, syringe drivers and pumps, x-ray equipment, patient trolleys, resuscitaire, de-fibrillator.

7b. SYSTEMS

IT skills required.

On a daily basis the post holder will be required to operate the endoscope washer disinfectant and interpret print out data.

The post holder will be required to operate Theatre Patient Data System (OPERA)

The post holder will be required to arrange for servicing and replacement of endoscopes as required

8. ASSIGNMENT AND REVIEW OF WORK

Work will be assigned by the Theatre Senior Charge Nurse or in their absence by the Theatre Team Leader or Theatre Co-ordinator. An individual mentor will be assigned on commencement of post and a reviewer is also assigned for PDP/EKSF.

9. DECISIONS AND JUDGEMENTS

Participate in all aspects of patient care within the theatre environment, delivering individualised patient care. Report any deterioration in patient status to senior member of staff as appropriate.

Operate under supervision of Senior Theatre Practitioners as part of the multi-disciplinary team within theatres.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Liaising with a varied range of professions within the theatre environment.
- Adapting to varying workloads.
- Flexibility to cope with changing working patterns.
- Managing stressful situations.
- Coping with severely unwell patients.
- Moving and handling of equipment on a frequent basis.
- On-call requirements, especially when the department is short staffed.

11. COMMUNICATIONS AND RELATIONSHIPS

- Liaise with the multidisciplinary team: A&E, Medical Staff, Wards, Radiography, Medical records, Reception, Medical physics, Physiological measurements, Nursing administration as required on a daily basis.
- Communicate with people in an appropriate manner consistent with their needs and culture. This requires the understanding of the use of empathy and reassurance when delivering care, either face to face, by telephone, fax, e-mail and teleconferencing.
- Ensures that all patient information is communicated to the appropriate personnel to ensure optimum standards of patient care are delivered.
- Recognises the need to feedback information to senior staff and colleagues is appropriately managed. This might include issues such as Practice Development, Health and Safety, Child Protection, Adults with Incapacity, Mental Health Act, Equipment status.
- Maintains confidentiality during communication consistent with legislation and employer's policies e.g. Dignity at work, Diversity and Equality. This is particularly important in a small close-knit community where patients are often known to the perioperative team.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

- On a daily basis, identify the potential risks involved in work activities within the changing Theatre department. Immediate response to emergency situations will be required. Recognition and assistance with the management of patients who are Children, Elderly, Vulnerable Adults, Substance Abusers, Violent and Aggressive, Critically ill, Mental Health Problems, High risk of spreading infection e.g. Hepatitis C.
- Ensure proper disposal of clinical waste and linen. Adhere to 'standard precautions' when body fluids are encountered. Use protective measures and clothing at all times on a daily basis to avoid
 - contact with hazardous and noxious substances and during procedures,
 - cleaning processes e.g. tissue fragments, contaminated blood, body parts and fluids, biological hazards and cleaning and preserving solutions e.g. Paracetic acid and Formalin.
- Coping with extremely ill patients and assisting in the subsequent management which may involve retrieval/transfer to a tertiary centre.
- Frequent interruptions so must be able to multi-task and have exemplary time management skills.
- People management skills are essential to ensure efficient team working within the theatre environment.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Educated to Standard Grade level with a willingness to undertake training for Open University Level 1 and GIN Endoscopy training.
- Role development as appropriate within the department, the post holder will be required to expand their knowledge and skills as appropriate.
- The post holder will attend mandatory in house training, e.g. Fire lectures, moving and handling, Basic Life Support and complete on-line training courses as required.
- Good communication skills required for multi-disciplinary team working.
- Good documentation skills and record keeping skills required.
- IT skills essential.
- Ability to work without direct supervision using own initiative.
- Ability to undertake on-call commitment.

Induction Standards and Code of Conduct

Your performance must comply with the “Mandatory Induction Standards for Healthcare Support Workers in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers (both as amended from time to time) within 3 months of commencing your role.

Details of these documents can be viewed on <http://www.scotland.gov.uk/Resource/Doc/288863/0088362.pdf> and <http://www.scotland.gov.uk/Resource/Doc/288853/0088360.pdf>

Failure to adhere to the Standards or to comply with the Code may result in poor performance measures or disciplinary action and could lead to dismissal.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Date:

Job Holder's Signature:

Date:

Head of Department Signature: