



**Eileanan Siar  
Western Isles**

A landscape photograph of Stonehenge in the Western Isles, featuring tall, grey stone monoliths in a grassy field under a blue sky with scattered white clouds. The image is overlaid with large, semi-transparent geometric shapes in shades of blue and teal.

# Healthcare Assistant - Theatre

Twitter  
Facebook  
Web

@NHSWI  
[facebook.com/NHSWesternIsles](https://www.facebook.com/NHSWesternIsles)  
[wihb.scot.nhs.uk](http://wihb.scot.nhs.uk)

**Western Isles Health Board  
The best at what we do**



## Job Advert



Western Isles Hospital, Macaulay Road, Stornoway, Isle of Lewis, HS1 2AF

### **THEATRE DEPARTMENT HEALTH CARE ASSISTANT**

**Band 2 £19,609 to £21,615 per annum**

**Plus £1,117 Distant Islands Allowance per annum**

**37.5 Hours per Week**

**Permanent Post**

The above vacancy has arisen in the Western Isles Hospital Theatre Suite. We are seeking a motivated and enthusiastic person to join the Theatre team to support and assist in all aspects of Theatre and Endoscopy duties.

The successful applicant will be required to participate in an out of hours "on call" rota living within a 12 mile radius or be willing to stay in hospital residency when on call.

For further information regarding this post please contact Marina Macdonald/ Chris Martin, Charge Nurses, on 01851 708104.

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme). This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website: <https://apply.jobs.scot.nhs.uk/> along with a job description.

Any further queries please contact Tel: 01851 762000.

## **JOB DESCRIPTION**

### **1) JOB IDENTIFICATION**

JOB TITLE: Theatre/Endoscopy health care assistant

DEPARTMENT: Theatre

JOB HOLDER REFERENCE:

NO OF JOB HOLDERS:

### **2) PURPOSE**

- To carry out delegated activities to assist trained staff in the assessment, planning implementation and monitoring of perioperative patient care.
- To be responsible for the decontamination of flexible endoscopy equipment ensuring national standards are met and maintained.
- To maintain a high levels of cleanliness within the theatre department.
- To cover portering duties in the absence of theatre porter.
- To assist in the preparation and organisation of equipment and instrumentation for operative procedures in a non-scrubbed role.
- To support trained staff within all designated areas of the operating department.

### **3 ORGANISATIONAL CHART**

<b>Senior Charge Nurse</b>
<b>Charge Nurse</b>
<b>Theatre nurse / ODP</b>
<b>Theatre/Endoscopy Assistant</b>

### **4 MAIN DUTIES AND RESPONSIBILITIES OF THE POST**

#### **KNOWLEDGE TRAINING AND EXPERIENCE**

- Understands theatre procedures and routines
- Practices infection control and good housekeeping
- Has undergone basic Western Isles Hospital induction training which includes
- Infection control, health and safety, fire drill and moving and handling
- Is aware off and complies with Health Board policies
- Is familiar with Basic Life Support
- Basic IT Skills
- SVQ level 3 Perioperative care – surgical support

### **ANALYTICAL AND JUDGEMENTAL SKILLS**

- Requires ability to liaise with other healthcare practitioners within a multidisciplinary team
- Assists when situations requires immediate action and evaluates specific interventions to manage identified risks e.g. pressure relief, DVT prophylaxis, known allergens and wound care
- Set up accurately and safely medical devices, e.g. diathermy machines and other electrical equipment as listed in the theatre equipment schedule taking appropriate steps to ensure patient and staff safety if machines are not compliant
- Instigate emergency procedures by raising the alarm

### **PLANNING AND ORGANISATIONAL SKILLS**

- Prepares sterile supplies for next day's lists
- Plans and organises straight forward activities

### **PHYSICAL SKILLS:**

- Gains manual dexterity as a scrub nurse which includes passing and handling instruments which require assembly and manipulation
- Familiar with all theatre equipment, especially those that require assembly disassembly e.g. specialist table attachments and endoscopy equipment
- Positions patient safely on theatre table according to the operation required ensuring safe maximum exposure
- Helps transfer anaesthetised patient between theatre table and trolley using appropriate aids
- Moves delicate equipment such as operating microscopes in a safe manner ensuring that no damage is incurred
- Acts as floor nurse which involves careful scrutiny of used swabs and handling specimens ensuring accuracy of patient documentation
- Decontaminates and leak tests flexible endoscopes
- Checks functioning, patency and cleanliness of flexible endoscopic equipment, following appropriate procedures if a problem is detected
- Washes furniture in accordance with strict theatre guidelines and infection control policies

### **RESPONSIBILITY FOR PATIENT /CLIENT CARE**

- Performs intra-operative checks for swabs and instruments with a registered team member
- Chaperone, support and reassures patients.
- The post holder has a responsibility for reporting any defect in the general cleanliness of the hospital to the infection control link nurse.
- Ensures that any specimens are transported in the appropriate medium and that corresponding forms are correctly completed
- Acknowledges and respects patient confidentiality in line with the Data Protection act, and Western isles Health Board policies

### **COMMUNICATION AND RELATIONSHIP SKILLS**

- Communicates information to peers and line managers any information which can affect patient care or the day to day functioning of the department
- Requires empathic and reassurance skills to communicate with anxious patients about to undergo surgery or diagnostic procedures. This covers all age groups from very young children to frail elderly adults
- Communicates reassuringly with parents, carers and partners who may accompany patients to theatre
- Communicates with CDU regarding sterile supplies and dispatch
- Displays a positive non-judgmental attitude to diverse cultures and facilitates different forms of communication where necessary. For example, arrange an interpreter for foreign patient or sign interpreter for hard of hearing

- Attend and participate in theatre staff meetings and if attending study days on the behalf of the department disseminate information to theatre staff

#### **RESPONSIBILITY FOR POLICIES/SERVICE DEVELOPMENT**

- Comments on policies and service development in theatre
- Is aware of Western Isles Health Board Policies and where to access them

#### **RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- Checks stock levels and orders general stores items as required
- Checks pharmacy stock and orders as required
- Checks the dates and integrity of sterile supplies discarding any item that compromise sterility

#### **RESPONSIBILITY FOR HUMAN RESOURCES**

- Promote an environment that provides learning and growth.
- Assists new members of staff into the role of healthcare assistant (occasional)

#### **RESPONSIBILITY FOR INFORMATION AND RESOURCES**

- Inputs emergency patients into computerised theatre management system
- Completes all required theatre documentation, data forms and theatre register
- Prepares micro-biology and pathology forms

#### **RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

- Records information for theatre audit as required

#### **FREEDOM TO ACT**

- Ability to work unsupervised following allocation.
- Carries out duties at own discretion and own level of competence.
- Works within Western Isles Health Board Policies and follows theatre protocols

### **5 SUPPORTING EVIDENCE**

#### **PHYSICAL DEMANDS OF THE JOB**

- Maneuvers heavy equipment such as theatre table or anaesthetic machine
- Pushes patient trolleys
- Wears heavy lead aprons for protection against x-rays on average twice a week
- Transfers patients between theatre table and trolley using pat slide

#### **MENTAL EFFORT**

- Requires concentration and awareness of sterile field
- Observation and quietness required when patient is undergoing anaesthesia

#### **EMOTIONAL EFFORT**

- Occasional highly distressing circumstances can arise, for example, death in theatre
- May be required to occasionally attend termination of pregnancy though the right to exercise the conscience clause applies (NMC 2002)
- Emergency Caesarean sections are stressful and can on rare occasions have poor outcomes
- Exposure to traumatic injuries that may be the result of a road traffic accident



### **WORKING CONDITIONS**

- Contact with bone, blood and other body fluids on a constant daily basis
- Frequent contact with infected cases
- Exposed to substances hazardous to health such as peracetic acid, formaldehyde, smoke plume, and bone cement fumes
- Handle sharps several times a day.



## **6. STANDARD ELEMENTS**

### **Confidentiality**

Comply with approved NHSWI Policies and Procedures.

**COMPLY WITH NHSWI Communication Strategy and Media Strategy**

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

**All personal health information is held under strict legal and ethical obligations of confidentiality. NHS Staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.**

### **Health and Safety:**

#### **Assist in maintaining own and others' health, safety and security.**

This involves:

- a. Complying with NHS Western Isles' health and safety policies, procedures and participating in mandatory training.
- b. Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

#### **Ensure own actions Support equality, diversity and rights.**

This involves:

1. Acting in ways consistent with the Board's policies and procedures.
2. Treating those you come into contact with equitably and with respect.
3. Recognising the need for aids or adaptations.

## **JOB DESCRIPTION AGREEMENT**

I, (Print Name)..... confirm that the job description(s) /person specification(s) attached have been discussed with me and are an accurate and up-to-date account of the duties and responsibilities and skills/qualifications required to undertake the post.

**Job Holder's Signature:**

**Date**

**Head of Department Signature:**

**Date 07.019.21**

WESTERN ISLES NHS BOARD

**PERSON SPECIFICATION**

Job Title: Healthcare Assistant

Department: Theatre

Location: Western Isles Hospital

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE		Experience in caring for people
QUALIFICATIONS, TRAINING, RESEARCH PUBLICATIONS	Willingness to undertake SVQ training	SVQ 2
KNOWLEDGE AND SKILLS	Numeracy and Literacy  Basic IT skills  Willing to learn new Skills  Ability to communicate affectively  Ability to plan and organise	Gaelic Speaker
DISPOSITION	Able to work on own or within a team  Willing to work flexible hours, evening & weekends	Sense of humour
OTHER	Willing to participate in on call rota once competent in role. Required to live within 11 mile radius or be prepared to stay in residency when on call	Driving licence



The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.



Those who enjoy outdoor activities will find that the islands have a lot to offer. Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.



The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

#### Links

[visitouterhebrides.co.uk](http://visitouterhebrides.co.uk)  
[welovestornoway.com](http://welovestornoway.com)  
[hebrides-news.com](http://hebrides-news.com)  
[hebrideanhousing.co.uk](http://hebrideanhousing.co.uk)  
[cne-siar.gov.uk](http://cne-siar.gov.uk)

# About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

**Stornoway**—Western Isles Hospital (Ospadal nan Eilean Siar)

**Benbecula**—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

**Barra**—St Brendan’s Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

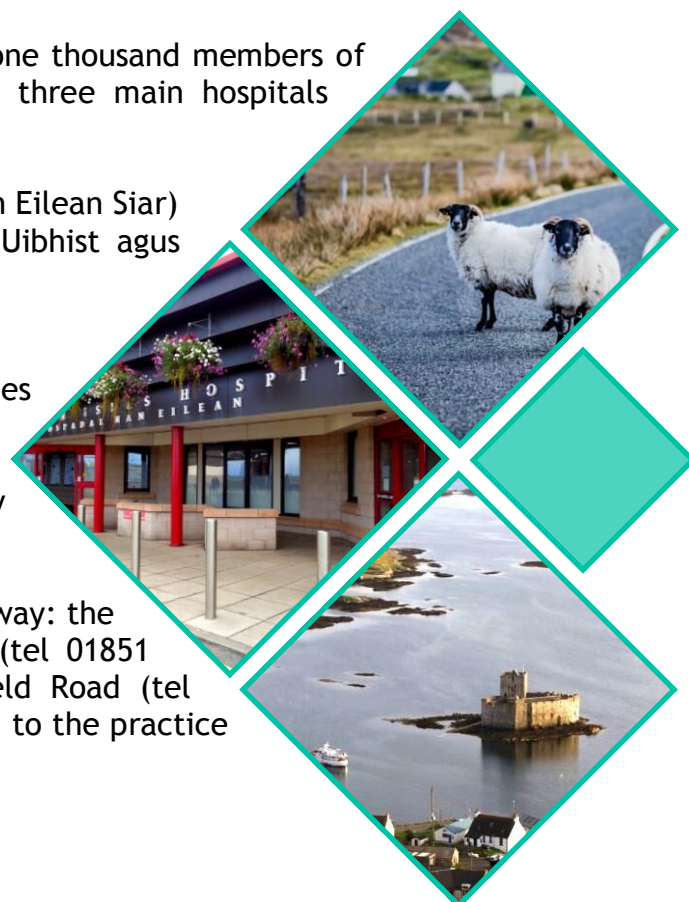
Web

[wihb.scot.nhs.uk](http://wihb.scot.nhs.uk)

The latest information about the Board’s response to the COVID-19 pandemic can be found on the Board’s dedicated website.

Web

[coronavirus.wi.nhs.scot](http://coronavirus.wi.nhs.scot)



# Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

**Stornoway Airport**—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

**Benbecula Airport**—Glasgow, Inverness, Stornoway

**Barra Airport**—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



## Links

**Ferry Travel:**  
[calmac.co.uk](http://calmac.co.uk)

**Air Travel:**  
[loganair.co.uk](http://loganair.co.uk)

**Car Hire:**  
[carhire-hebrides.co.uk](http://carhire-hebrides.co.uk)  
[lewis-car-rental.com](http://lewis-car-rental.com)

**Air Discount Scheme:**  
[airdiscountscheme.com](http://airdiscountscheme.com)