**Job Description**

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| **1. JOB IDENTIFICATION** | Job Title | Operating Department Orderly | |
| Department(s)/Location | Operating Department  Ninewells Hospital | |
| Number of Job Holders |  | |
| 1. **JOB PURPOSE**   As part of a multidisciplinary team the post holder will carry out routine individual care duties for patients, clients, carers and relatives in support of and supervised by a registered nurse.  The post holder will carry out assigned duties to maintain hygiene, order and safety within the environment specified in Section 4. | | | |
| 1. **ORGANISATIONAL POSITION**   Lead Nurse  Senior Nurse  Senior Charge Nurse / ODP  Charge Nurse / ODOP  Registered Nurse / ODP  ODO Supervisor  **Operating Department Orderly (ODO**)  Directly accountable to: | | | |
| 1. **SCOPE AND RANGE**   To provide a high quality, safe and supportive environment in order to meet identified patient, carer and relatives needs / requirements.  **Environments of Care**:   * Operating Department   + Theatre Reception Areas   + Anaesthetic Room   + Operating Rooms   + Recovery Rooms * HDU / ICU * Other non theatre based clinical areas (wards, TAS x-ray, ECT Suite, MRI / CT, etc.)          * Support registered nurses in the orientation of new staff to the area     **Budgetary Responsibilities**   * Effective participation in dealing with supplies/pharmacy ordering in line with guidelines, patients   valuables and use of equipment  The Perioperative environment has a requirement for 24/7 cover.  In all circumstances the post holder will report to the Theatre Orderly Team Leader on duty for allocation of duties and workload. | | | |
| 1. **MAIN DUTIES/RESPONSIBILITIES**   **Induction Standards & Code of Conduct**  Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and with the Code of Conduct for Healthcare Support Workers.  **PATIENT MOVEMENT**  To undertake the transportation of patients (occasionally visitors) to and from wards/departments by bed/trolley/wheelchair or on foot according to the demands of the service.  **SPECIMENS**  To undertake the collection, transportation and safe delivery of specimens to the appropriate designated area or Laboratory e.g. blood, biopsies, body parts etc in line with Departmental Procedures.  **BLOOD PRODUCTS**  To collect blood products such as blood, haemoglobin, plasma etc from the Blood Transfusion Service and deliver to designated areas.  **LINEN/LAUNDRY**  To deliver clean/uplift dirty/contaminated linen to/from wards and departments throughout the hospital and transport to the appropriate areas for laundering.  **CLINICAL WASTE**  To collect clinical waste from wards/departments and transport to the appropriate designated Clinical Waste Storage Area.  **HOUSEHOLD WASTE**  To collect household waste/cardboard/glass etc from wards/departments and transport to the appropriate designated Disposal Area.  **CONFIDENTIAL WASTE**  To collect confidential waste from wards/departments and transport to the appropriate designated Disposal Area.  **RADIOACTIVE WASTE**  When required transport radioactive waste from Theatre to Medical Physics for disposal.  **CATERING**  Milk/Bread/Sandwiches/Soup/Water  To collect the above items from the Main Kitchen and deliver to the appropriate Theatre Area.  Return empty Soup container.  **MEDICAL GASES**  To undertake the transportation/delivery and connection of medical gases from the appropriate Storage Area within the department.  **STORES/DELIVERIES**  The post holder is required to   * Adhere to NHS Tayside procedures regarding use of supplies and equipment in order to promote effective and efficient use of resources. * Maintain stock levels of medical/surgical goods, stationery, domestic and catering goods as appropriate. * Maintain SSD trays/supplementary instrumentation and rotate stock. * Inform appropriate personnel of stock deficiencies, complete and forward requisitions as instructed after checking and authorisation. * Verify the Supplies copy order against requisitions, reporting any deficiencies as appropriate. * Receive stock, ensuring theses are checked against requisition/copy order, reporting any discrepancies. * Record receipt of goods and forwards, if necessary, goods received notes to Supplies * Stores items in agreed secure area, ensuring stock rotation, noting and reporting any discrepancies. * Files all stores records in accordance with departmental policy.   **PHARMACY**  To undertake the uplift of pharmacy boxes/drug bags from the designated departmental area and provide a signature for controlled drugs.  To undertake the delivery of urgent pharmacy requisitions.  **STERILE SERVICES**  To deliver clean trolleys/boxes/packages to wards and departments as appropriate. Uplift and return dirty.  To undertake the unloading of sterile and reloading of dirty tray and supplementary instruments.  **MORTUARY DUTIES**  To uplift and transport deceased bodies/body parts from wards/departments to the on site Mortuary with dignity and respect.  Complete appropriate paperwork.  May be required to assist with the laying out of a body for viewing.  **FURNITURE/EQUIPMENT MOVES, STORAGE OR DISPOSAL**  To undertake moves within the site of offices/ wards when required to do so.  To undertake the emptying/reinstating of offices etc when painters require clear access to carry out duties.  To undertake the uplift and storage of equipment and furniture.  To uplift condemned equipment/furniture from wards/departments and transport to the appropriate area for disposal.  **EMERGENCY PROCEDURES**  The post holder will   * Knows the emergency phone numbers (cardiac arrest/fire) and the precision that is required when relaying the urgent message. * Demonstrate awareness of the current Trust Fire Policy, fire points and evacuation procedures. * Identify potential fire hazards in the workplace and initiate prompt appropriate action. * Know where to find and activate the emergency isolation valves for the piped gas installations. * Know where to find and transport latex allergy equipment as requested by medical/nursing staff. * Recognise the signs of patient collapse and know how to summon assistance. * Locate and transport the theatre resuscitation trolley, defibrillator, oxygen equipment and sonosite/image intensifier. * Provide support to medical/nursing staff upon identification of cardiac arrest/respiratory arrest situation, providing basic life support whilst demonstrating awareness of safety for self and others.   **INFECTION CONTROL**  Adopts a proactive approach to control of infection within the perioperative environment.  Has an awareness and understanding of sterile field boundaries.  Maintains stock levels of theatre clothing in the Changing Rooms.  **CLEANING DUTIES**  Includes damp dusting of ledges and lights prior to the Theatre List commencing, mop floor and generally assist medical & nursing staff to prepare theatre between cases, removal of contaminated linen and rubbish at the end of the List Session, mop floor, wash walls and assist with the Terminal Clean, scrub theatre floors as and when required to do so, clean theatre footwear at the end of the List Session.  **THEATRE DUTIES**   * Basic adjustment of the operating table and assistance in the attaching of specialised attachments. * Movement of patient from trolley to operating table and vice versa. * Assist medical staff in the positioning of the patient on the operating table. * Positioning of operating lights. * Make up beds as required * Make up Theatre bed packs   **THEATRE CIRCULATING DUTIES** (the following are examples of duties undertaken by ODO’s)   * Assist in the management of accountable items (swabs, sharps, instruments, slings) – pre intra and post operatively. * Measures intra-operative blood loss/tissue loss, weighing and documenting blood soaked swabs. * Assist in the opening of sterile packs. * Position and attach diathermy electrode lead into relevant machine. * Effectively communicates with the whole theatre team when list changes arise. * Accurately document the clinical events occurring during the intra operative stage e.g. specimens * Preserves patients’ rights and dignity. * Maintains accurate records of accountable items e.g. swabs, sharps. * Effectively utilises knowledge and protocols to ensure the patient’s safety and well-being. * Responds promptly and appropriately to signs of developing patient or technical complications. * Uses equipment/aids appropriately and effectively to reduce risk of harm to the conscious, sedated or unconscious patient e.g. tourniquet, operating table, Rhys Davis exsanguinator. * Demonstrates awareness of the appropriate course of action in the event of unexpected complications. * Utilises judgment to anticipate the requirements of the operating team. * Demonstrates competency in the preparation of the operating room to receive the patient. * Practice safe handling in the use of hazardous equipment and chemicals (COSHH). * Provides assistance and support to the operating team during emergency surgical interventions. * Demonstrates safe and effective practice as part of the multidisciplinary team in the event of major blood loss. * Tying of surgeon’s gowns and presenting sterile gloves.   **EDUCATION**  Participate in appraisal, personal and career development plan to maintain skills and develop personal growth in order to maximise contribution to service delivery.  **QUALITY**  Acknowledge the diversity of individuals respecting rights, privacy and confidentiality. | | | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**   Regular communication exists on a daily basis between the post holder and the Critical Care Nursing and Management Team.  The post holder communicates with a wide range of health care and social care workers, patients and families. Communication can be by telephone, radio, bleep, face-to-face interview, letter etc.  The post holder will relay clinical information as appropriate and will demonstrate sensitivity and empathy when doing so.  The post holder will establish and maintain relationships based on mutual respect communicating on a regular basis with the patient/relatives/multidisciplinary team involved in the provision of care.  The post holder will maintain confidentiality at all times. | | | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE**   **JOB**  SVQII **OR** relevant recognised equivalent in healthcare or the relevant work experience working within a caring environment/role.  Ability to work with people as part of a multidisciplinary team.  The post holder is required to   * Have the ability to work on own initiative as part of a multidisciplinary team. * Have the ability to follow instructions. * Possess good communication skills, including non-verbal communication skills. * Ability to respond appropriately to unpredictable situations. * Be calm, focused and able to cope with work under pressure. * Carry out assigned tasks effectively, efficiently and safely   Training   * Manual handling skills * Safe use of equipment * Knowledge of Health & Safety Policies and work procedures * Patient Care Skills * Infection Control Procedures * Awareness of Basic IT skills | | | |
| 1. **SYSTEMS AND EQUIPMENT**   To undertake day-to-day routine duties the post holder is required to use various items of equipment. The post holder will have the knowledge and skills to store and maintain simple and highly complex and expensive pieces of equipment. In addition the post holder will have the ability to set up/test and, where appropriate, use the item of equipment in line with local policies and procedures relevant to the clinical area.    MANUAL HANDLING   * Hoists * Patient transport trolleys/beds/wheelchairs * Instrument trays and trolleys   GENERAL MANUAL HANDLING EQUIPMENT   * Infusion stands/suction equipment, slide aids, stacking systems and monitoring, operating table, endoscopes, scopes, specific equipment relevant to their area of work, vasectomy machine microscope, imagining intensifier and screens. * Bedpans/urinals * Fire evacuation equipment * Cleaning machines (electrical) and other cleaning equipment * Laundry trolleys * Cage barrows * SSD buggies including SSD instrument trays and supplementary instruments (put weights in here)   GENERAL   * Telephones/bleeps/radios   **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | | | |
| 1. **PHYSICAL DEMANDS OF THE JOB**   The post holder has set routine duties to undertake. The demands of the job require the post holder to push/pull/lift and carry. Due to the dimensions of site and the distances between wards and theatres the tasks undertaken are physically and mentally taxing. PHYSICAL SKILLS The post holder requires to manoeuvre wheelchairs, trolleys, beds and other equipment including various sizes of specialised equipment to and from different theatres e.g. 02 cylinders, tourniquet machine, diathermy machine etc.  The post holder also requires to be skilled in the supporting of patient limbs and patient positioning. **PHYSICAL EFFORT** (several times on each shift) The post holder frequently has a requirement to lift, pull, push a variety of items of equipment, which can be with or without a mechanical aid and can be in excess of 15 kilos. This physical effort can be on an individual basis or as part of a team depending on the post holder’s duties. Some examples are the manoeuvring of patients who may be unconscious/sedated, patient positioning involving specific equipment including operating table and attachments, pushing of beds and trolleys, medical gas cylinders etc.  The post holder will be required to respond immediately to a Cardiac Arrest call by speedily making their way to the appropriate ward/department.  The post holder will stand or walk for most of the shift and in response to an emergency may be expected to walk a considerable distance.  The post holder will be expected to wear Lead coats, and other forms of personal protective equipment (PPE) as appropriate. MENTAL EFFORT (several times on each shift) The post holder will require to concentrate on a frequent basis for short and long periods when undertaking personal care of a patient.  Due to the demands of the service the post holder may be required to change tasks at short notice.  The post holder will be faced with frequent interruptions from colleagues, patients, buzzers, telephones, bleeps, visitors, students, etc.  In conjunction with a registered nurse the post holder will perform and assume responsibility for correct swab and instrumentation checks.  Further examples of prolonged concentration may be when undertaking specimen collection and donation of bone, organising and processing surgical instrumentation loan kits, prioritising workload and when minor fault finding e.g. equipment failure. **EMOTIONAL DEMANDS** The post holder frequently deals with the following situations several times over a shift   * Communication with distressed/anxious/worried patients/relatives * Deal with patients with severely challenging behaviour * Maintaining consistent professional behaviour in unpredictable and stressful situation eg conflict resolution/ staffing crisis/ patients and relatives * Care of unconscious patients * Care of patients with regional anaesthesia * Prepare and cope with clinical emergencies at short notice * Re allocation out with their own Theatre base.  **WORKING CONDITIONS** The post holder may be exposed to:   * unpleasant working conditions such as body fluids, faeces, * verbal aggression, physical aggression(post anaesthesia), infection and contaminated materials/patients * hazardous materials(bone cement, formalin, disinfectant agents, noise greater than 80 decibels) * Artificial lighting * Changing environmental temperature(seasonal change and heat generated by electrical equipment * Shift patterns - day and night rotation – depending on specific areas and rotational shift patterns | | | |
| 1. **DECISIONS AND JUDGEMENTS**   The post holder will be expected to follow all guidance and Policies and Procedures of the Department and Organisation.  The post holder works to a schedule and uses their own initiative to prioritise the tasks by their level and degree of importance and urgency.  The post holder will plan the order of these routine duties accordingly.  Assignment of duties relevant to the work area will be by the Registered Nurse/Team Leader.  Acknowledging changes in patient conditions, work or care environment and reporting to the Registered Nurse or appropriate healthcare individual.  Demonstrate ability to reprioritise and review an unpredictable workload.  The post holder will be under overall supervision of a Registered Nurse whilst working within the perioperative environment. | | | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   The ever-changing dimensions of the hospital, which may include the planning of routes throughout the hospital.  The constant demands of changing priorities and maintaining the required high standard of service to wards, departments and clients.  Dealing with infant death, death in general and traumatised patient’s relatives.  Ensuring patient safety and dignity at all times.  Managing competing demands on time. | | | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each postholder to whom the job description applies. | | | |
| **Job Holder’s Signature:** | | | **Date:** |
| **Head of Department’s Signature:** | | | **Date:** |

**JOB DESCRIPTION AND ESSENTIAL ADDITIONAL INFORMATION FORM – SIGNATURE OF AGREEMENT**

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| **Post Title** | Operating Theatre Orderly |
| **Reference Number** |  |

The attached job description and essential additional information will be used as part of the Agenda for Change assimilation exercise and therefore the job-matching panel may wish to seek further clarification on any issues contained within the documents. Should this be necessary please identify an appropriate Manager and Staff representative who can be contacted.

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| **Responsible Manager** | Gillian Birrell – Operational Theatre Manager |
| **Contact No.** | Bleep 5111 |
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| **Staff Representative** |  |
| **Contact No.** |  |

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| **Staff Members:** |  |  |  |
| **PAY NO:** | **NAME**  **(BLOCK CAPS PLEASE)** | **SIGNED** | **POST NO:**  **(Office Use Only)** |
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