

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Theatre Housekeeper

Responsible to : Clinical Leader

Department: Orthopaedic Theatres

Directorate: DATCC

Operating Division: Acute Services

Job Reference: 195377

No of Job Holders: 1

Last Update :

2. JOB PURPOSE

As part of a multidisciplinary team, the post holder will ensure the upkeep of the perioperative environment and work collaboratively with staff to attend to housekeeping tasks within the unit.

To maintain theatre areas, equipment and supplies to a high standard to ensure the delivery of efficient patient orientated services.

To assist with cleanliness of the department and equipment.

The housekeeper will support the registered nurse and other relevant professional practitioners, where appropriate.

To work shifts to cover the needs of the department.

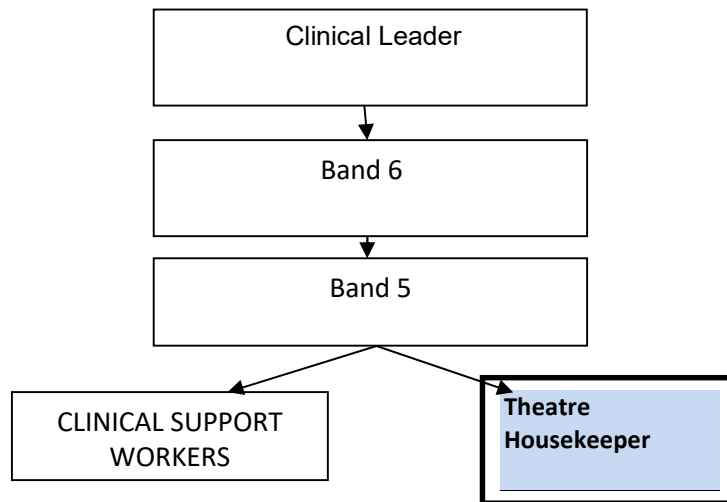
3. DIMENSIONS

The post holder will:

- Work as an integral part of the perioperative team being responsible for the housekeeping of the perioperative environment in collaboration with the theatre staff.
- Ensure a clean, safe, comfortable and welcoming environment for clients, visitors and staff.
- Assist in the delivery of, cleaning and minor maintenance, together with other specified tasks to meet client needs.
- Work closely with support services, facilities management and other departments as necessary.

- Contribute to the organisational objectives by attendance at relevant departmental meetings e.g. HAI / HEI walkrounds, staff meetings.

4. ORGANISATIONAL POSITION Theatre Housekeeper



5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within a Orthopaedic Perioperative environment, meeting the identified physical and psycho-social needs.

6. KEY RESULT AREAS

General:

1. To work within defined standards, protocols, policies and procedures for the department, directorate and NHS Lothian including the development of risk assessments to ensure delivery of the highest level of client care at all times.
2. To co-operate with and maintain good working relationships with both the multidisciplinary team and other Healthcare and Social Care professionals. Have an empathetic approach to patients, and visitors answering any queries, suggestions or concerns they may have where possible, referring them to the registered nurse where appropriate.
3. To actively promote the importance of good housekeeping practices amongst all departmental staff and visitors.
4. To ensure the personal privacy and dignity of clients whilst carrying out housekeeping duties. To participate in patient satisfaction surveys, as required.
5. Explain the correct use of any equipment (as appropriate)
6. To plan day to day workload, under the direction of the registered nurse and according to departmental needs.
7. To be responsible for ensuring personal ongoing training as required, ensuring skills/competencies are maintained.
8. Participate in the development of the service and clinical audit of services provided to ensure evidence based practice is identified and implemented.
9. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

Specific:

Maintaining the Environment:

1. To establish a pleasant and welcoming atmosphere and environment for patients, visitors and staff alike.

2. To monitor the general perioperative environment, co-ordinate necessary repairs and maintain records of reported defects and remedial action taken in conjunction with theatre staff and maintenance colleagues.
3. To monitor stock levels of all supplies and carry out housekeeping duties, to support and maintain the running of the department in order to promote the effective and efficient use of resources.
4. To take responsibility for the hygiene standards within the Departmental kitchen. To monitor domestic fridge temperatures and take corrective action, where necessary. Ensure any food in the staff coffee room fridges are labelled, dated and disposed of if not correctly labelled.
5. Collection and correct disposal of theatre waste.
6. Maintaining Store Rooms – unpacking packs, stock rotation and stock levels.
7. Order and ensure sufficient stock of pathology pots.
8. Maintenance of Theatre equipment – organise repairs/replacement of broken/damaged items.
9. Theatre Equipment Store – maintaining a clutter free, well organised store room.
10. Contribute to maintenance of HEI standards and Walk rounds.
11. Assist storespeople when necessary and occasional ordering of supplies via PECOS

Cleaning:

1. Ensure, in collaboration with staff, clients and visitors, the cleanliness of the perioperative environment at all times. Identify any deficiencies in standards and take appropriate local action immediately. Report any deficiencies in cleanliness to the Clinical Lead for further action.
2. Ensure the perioperative environment is safe and tidy at all times. Removing clutter, tidying notice boards etc and ensuring that any spillages are immediately cleaned.
3. Highlight to domestic staff which curtains require repair, cleaning and changing ensuring these requirements are carried out.
4. Ensure, mattresses and operating tables / trolleys are on a regular cleaning schedule and electronic records are maintained
5. Ensure all alcohol gel dispensers, paper towels and liquid soap for hand hygiene are replenished and report any deficiencies immediately to ward domestic staff to prevent cross-contamination in the clinical area
6. Assist the Registered Nurse/ODP and Clinical Leaders with the regular monitoring and auditing of maintaining cleaning standards e.g. HAI/PQI Auditing.
7. Assist the perioperative staff, in ensuring all equipment is kept clean and in a usable condition.
8. Ensure waste disposal bins are in good working order, free from rust and lids intact and that they are regularly emptied.
9. Ensure all surfaces are free from dirt and dust to prevent contamination or infestation.
10. Report any infestations immediately to the registered nurse/ODP and Clinical Leads and ensure immediate action is taken e.g. contact estates.
11. Assist in, along with domestic staff and multidisciplinary staff the cleanliness of the staff coffee room.
12. Ensure, fridges, microwaves and other electrical equipment are on a regular cleaning schedule and electronic records are maintained

Assist the Clinical Leaders in ensuring the cleanliness and safety of the perioperative environment at all times. This list is not exhaustive.

7a. EQUIPMENT AND MACHINERY

The assistant is expected to have knowledge of equipment required to carry out role however may not use all of them on a daily basis. Examples of equipment and machinery used:

Patient /Non Patient Handling equipment:

Operating tables / trolleys

Step Ladders.

Trolleys.

Communication aids :

Telephone, computer, photocopier.

Software packages e.g. Microsoft word / excel.

Alarm system.

Other:

Television, microwaves, fridges, specialist mattresses

This list is not exhaustive.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

Ward Operational Policy, Procedures and Protocols.

PECOS – for ordering stores and supplies.

DATIX – for reporting incidents.

LEARNPRO – for mandatory training and personal development.

Intranet and internet – access to policies, infection control manual, health and safety guidance and ward shared files.

Estates – for audit, maintenance and reporting.

Infection Control - for audit, maintenance and reporting.

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

Assignment:

The post holder will be responsible for planning and organising his/her own work on a daily basis in liaison with the Clinical Leaders

Review:

Initial 3 month probationary period.

Formal 6 monthly reviews.

Annual appraisal from Clinical leaders or designated deputy.
Other reviews - may include sickness / absence return to work meetings.

9. DECISIONS AND JUDGEMENTS

Works within clearly defined policies and protocols
Under guidance of Clinical Leaders
Prioritisation of own workload
Appropriate response to enquiries or events
Use knowledge of systems and environment to make decisions required to carry out duties

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Maintaining skills and knowledge level in core competencies required for role.
Maintaining accurate information in a busy and constantly changing environment
Using knowledge and systems to escalate immediately arising concerns e.g. health and safety.

11. COMMUNICATIONS AND RELATIONSHIPS

Clinical Leaders

Regarding organisation, operational & organisational matters within the perioperative environment

Multidisciplinary team

For sharing of demographic and other information to assist in maintaining the environment

Support Services

To ensure ongoing smooth running & efficiency of perioperative environment and ensure equipment & fabric within the ward is fit for purpose

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

Physical Skills

Frequent moving and handling (non patient) of equipment and stores.

Manual handling skills.

IT skills.

Sitting at workstation for periods of time.

20% of work is computer based e.g. sitting in restricted position for this proportion of

duties.

Skills to safely manoeuvre trolleys and other test equipment in accordance with M&H policy

Movement of stock within the Theatre Suite involving significant quantity and various weights which can be over 10 kilos, daily.

Mental Demands:

Maintaining high levels of client interaction on a daily basis which requires concentration.

Maintaining high levels of concentration on a daily basis when checking documents/deliveries whilst subject to frequent interruptions from clients / relatives / team members.

Working in a busy environment where information frequently changes.

Ability to deal flexibly with frequently changing situations and unpredictable events and prioritising demands workload.

Constant awareness of risk factors.

Emotional Demands:

Supporting new staff

Maintaining an equilibrium of control in response to working within a high pressure area

Environmental:

Working in conditions, which may involve exposure to bodily fluids including sputum, vomit, urine and faeces.

Works within an enclosed environment with limited natural daylight

Being aware that in a high pressure environment there is the necessity of being exposed to “challenging behaviour” in reaction to stress.

Exposure to Visual Display Units

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

Essential

SCQF Level 6 in Healthcare related subject and/or appropriate experience/competency to undertake role.

Basic literacy and numeracy skills.

Effective written and verbal communication skills.

IT Skills.

Ability to work with people and as part of a multidisciplinary team.

Ability to show initiative and work without direct supervision on a daily basis.

Organisational and time management skills, with attention to detail.

Ability to remain calm under pressure.

14. JOB DESCRIPTION AGREEMENT

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

Job Holder's Signature:

Date:

Head of Department Signature:

Date: