# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Clinical Support Worker – Theatre Dept.**

**Responsible to:**  **Team LeadDepartment(s): Theatres**

**Job Holder Reference: FV-N-CSWHL-THEA**

**2. JOB PURPOSE**

As part of a multidisciplinary Theatres team the post holder will carry out routine/personal care duties for patients in support of and supervised by a registered Practitioner (directly or indirectly appropriate to the care setting). Carry out assigned duties to maintain hygiene, order and safety within the care environment.

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**3. ORGANISATIONAL POSITION**

Operations Manager/Lead Nurse

Theatre Coordinator/Senior Charge Nurse

Team Lead

Theatre Practitioner

ATP

Clinical Support Worker

**4. DIMENSIONS**

* Member of the multidisciplinary Theatres team, in the role of a Clinical Support Worker supporting the care team.

**5. KEY DUTIES/RESPONSIBILITIES**

* Carry out assigned/delegates tasks delivering and supporting direct and indirect patients care under the direction of a registered Practitioner
* To ensure delivery of high quality patient care, promoting optimum levels of privacy, dignity and independence
* Deliver/collect items via pharmacy and laboratories
* Under supervision, be willing to participate in extended role after suitable education/supervision, this will include venepuncture, venometry, ECG, cannulation, recording of vital signs, administration of oxygen and commencing cardiac monitoring. This list may alter in accordance with NHS Forth Valley Policy
* Assist in the maintenance/cleaning of specialised equipment/accessories;
  + Knowledge of trays of instruments for different procedures
  + Safe use of operating table
  + Diathermy machines
  + DVT equipment
  + Tourniquets
  + Microscopes
  + Endoscopy equipment

in order to assist in the provision of an efficient service

* Establish and maintain good relationships with other disciplines/agencies that are involved in the care/treatment of patients to optimise care outcomes
* Establish and maintain professional relationships with an empathic approach to patients, carers and relatives and refer them to a registered Practitioner for any questions they may have on the patient’s condition of for any suggestions or complaints that they wish to raise
* Report observed changes in the patient’s physical/psychological status and participate in maintaining accurate and up-to-date records to ensure effective communication, including the use of IT based recording systems as appropriate
* Work within NHS Forth Valley policies and procedures to ensure maintenance of safe working practices for patients and colleagues
* Adhere to local protocol and procedures relating to specific matters of patient care (e.g. 1:1 observations, escorting patient outside hospital environment, the use of supplies and equipment) in order to promote the effective and efficient delivery of care and use of resources
* Carry out housekeeping duties, ordering of supplies etc. to support smooth running of area
* Participate in personal career development plan to maintain skills and develop persona growth through training and education
* Always maintain patient confidentiality

1. **SYSTEMS AND EQUIPMENT**

**Systems**

* Maintenance of Patients records

## Equipment

Be familiar with the use, storage and maintenance of all equipment used within the clinical area of work including:

* Operating Department equipment
* Range of hoist and other manual handling equipment e.g. patient hoists, pat slides, Samhaul turner and wheelchairs
* Therapeutic pressure reducing/relieving mattresses, static and electrical and electric beds
* Wheelchairs and specialist seating
* Enteral feeding equipment, home oxygen equipment, physiotherapy orthoses
* Portable equipment e.g. weighing scales, commodes, linen buggies
* Clinical measurement equipment e.g. thermometer, sphygmometer, ECG monitors dependant on the care setting and patient need

1. **ASSIGNMENT AND REVIEW OF WORK**

* Workload is determined by the needs of the service and allocated by senior nursing staff
* The post holder will usually work with direct supervision but will have responsibility for organising and managing a defined workload within the care setting
* Post holder will be responsible to the Registered Practitioner and will receive clinical guidance and professional management
* Required to work with NHS Forth Valley guidelines

**8. COMMUNICATIONS AND WORKING RELATIONSHIPS**

* The post holder will communicate on a regular basis with the patient, their relatives, professional colleagues and the multidisciplinary team with the provision of care in a caring, compassionate and professional manner through verbal and written communication
* The post holder will deal with routine information however there will be barriers to understanding, acceptance in circumstance where patients have cognitive impairment/learning disability/mental health problems and/or sensory impairment. The post holder will use tact, empathy, reassurance and persuasive skills
* The post holder will comply with the Health and Safety policies within the Division and actively participate in risk assessment
* The post holder will comply with Division guidelines on confidentiality and data protection
* The post holder will be expected to provide a service to other areas as determined by Practitioner in charge

**9a. PHYSICAL DEMANDS OF THE JOB**

* Moving patients sometimes within confined spaces. May be required to assist patients to manoeuvre into awkward positions for examinations
* Continued mobility required for most of the shift.
* May be required to move beds or other pieces of equipment required to be used by/for patients
* Be appropriately trained to deal with verbally and physically aggressive patients, recognising that this is unacceptable behaviour
* Moving of stores as required

**9b. MENTAL/EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

* Concentration required when undertaking personal care for patients
* Concentration required to undertake constant observation of acutely ill patients
* Communicating with distressed/anxious/worried patients/relatives
* Deal with 1:1 observations of individual patients
* Daily exposure to body fluids, emptying bed pans/urinals and catheter bags
* Exposure to verbal/physical aggression

**10. KNOWLEDGE, TRAINING and EXPERIENCE REQUIRED to do the JOB**

* SVQ III in Care or equivalent experience gained through a combination of knowledge, on the job training and short courses
* Competent in relevant extended clinical skills for example venepuncture, ECG recording, vital sign recording, blood glucose monitoring, recovery of patients and/ or scrub position within surgery for designated range of procedures
* Attendance at initial mandatory training and updates annually (or as required) on an ongoing basis
* Effective written and verbal communication skills
* Ability to carry out assigned tasks effectively in a busy environment
* Good observation skills and recognition of the importance of reporting
* Basic computer skills desirable

**11. JOB DESCRIPTION AGREEMENT**

**Job Holder’s Signature: Head of Department Signature:**

**Date: Date:**