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| JOB DESCRIPTION Ward/Theatre Assistant |

**RESPONSIBLE TO: Ward Manager**

**ACCOUNTABLE TO: Head of Nursing and Clinical Services**

**JOB SUMMARY**

To support the professional staff with the overall responsibility for the hospital and clinical ward area.

The role involves contact on a physical and psychological level with patients and their families. The post holder will undertake a range of activities under the supervision of a registered nurse, having been assessed and deemed competent in the activities required.

### Principal Duties and Responsibilities

**General**

* Welcoming/greeting patients to the ward area.
* Assist theatre/ward staff in maintaining a secure environment by checking and ensuring legitimacy of visitors entering the ward/theatre area.
* Answering the telephone, recording and delivering messages accurately and to the appropriate person.
* To promote safe patient care and to be willing to develop and apply new skills to maintain and enhance clinical service delivery.
* Assist in the ordering and monitoring of stores and stock rotation on the ward/theatre
* Movement of information/ goods/ patients for the ward/theatre and to other departments.
* Support other members of the multi-disciplinary team as directed.
* Transport patients in wheelchairs or beds around the ward/hospital/theatre.
* Keep ward/theatre areas tidy throughout your shift.
* Transport patient files, pharmacy items, equipment, medical equipment, medical stores, general stores between wards and departments and transport specimens to laboratories.
* Deliver and collect linen, rubbish, waste, assist with cleaning theatres after cases.
* Maintain clean and prepare wheelchairs, trolleys and other equipment.
* Assist in administrative duties such as photocopying, filing etc as directed.
* Attend emergency cardiac arrest calls, fire and other urgent/emergency situations within the hospital,
* To undertake Ward/theatre Assistant duties in all areas of the Hospital as directed.

**Clinical**

* Be aware of the necessity for confidentiality.
* Assist nursing staff as directed to promote patient comfort.
* Openly communicate with patients and relatives to convey information as requested/directed by the nursing team.
* Assist in attending to patient’s nutritional requirements including as directed.
* Assist in the making of beds, handling of bed linen and disposal of used linen.
* Aid control of infection in the department/treatment centre environment through adherence to Infection Control Policies e.g. universal precautions.
* Ensure any observed changes or concerns in patients conditions are reported immediately to a Registered Nurse.
* Assist with the moving and handling of patients as directed by the nursing team and under supervision ensuring the use of aids and equipment are correctly utilised.
* Take a pro-active approach to health and safety reporting any accidents/incidents to the nursing team/line manager.
* Assist in the general cleanliness/tidiness of the ward environment.

**Audit, Quality and Risk Management Responsibilities**

* To contribute to the monitoring of measurable standards of care and ensure they are maintained.
* To uphold quality initiatives that improves ‘customer care’ and enhances the interface between staff, patients and visitors.
* To participate in the audit process for monitoring and reviewing ward and theatre quality.
* To participate in maintaining a clean environment

**Health and Safety**

As an employee of PPG, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………...

Date …………………………………...

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| **SUPPLEMENTARY INFORMATION - Ward/Theatre Assistant** |

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| **Location:** | Practice plus group hospital.Ilford. |
| **Salary:** |  |
| **Hours:** | 37.5 hours |
| **Length of Contract:** |  |
| **Leave:** | 25 days annual leave + 8 days UK bank holidays |
| **Pension:** | Stakeholder |
| **Health Insurance:** | N/A |
| **Employee Assistance Programme:** | Yes |

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| **PERSON SPECIFICATION – Healthcare Assistant – Ward Department** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * N/A | * Willingness to work towards NVQ 2 |
| Experience | * Experience in a hospital environment | * Experience of working at ward level with a multidisciplinary team |
| **Skills and Knowledge** | * The ability to receive and communicate information accurately and take instruction from professional colleagues. * Professional telephone manner * Can respond to a demanding environment * Ability to identify risks and alert individuals as necessary * Demonstrate initiative working without direct supervision |  |
| Other Factors | * Committed to the overall aims of PPG. Ilford. * Committed to the provision of quality services. * A flexible, positive attitude to performing a variety of duties. * Willing to develop/learn in the role. * Fit to undertake the duties of the post. * Ability to e flexible with regard to working hours * Ability to work within a multi-cultural environment * GSOH | * + Availability to work, sometimes at short notice to cover sickness and annual leave. |