**JOB DESCRIPTION**

**Job title:** Healthcare Assistant Theatre/ PACU

**Managerially** Theatre Manager

**accountable:**

**Professional** Theatre Manager

**accountability:**

**Service delivery at PPGHSM**

PPG believes in strong teamwork and partnership amongst its people. This approach is at the heart of everything we do to deliver a high level of patient care.

Significant time and resources are invested in recruitment to ensure that rigorous standards are met, and that staff share the same focus on teamwork and delivery. Employing high calibre people in roles that require personal responsibility and close interaction with patients allows everyone the opportunity to make a difference to patients during their treatment and deliver high quality outcomes.

Supporting employees in their careers at PPGHSM with great opportunities to learn and develop through training, PPG is an organisation that’s continually innovating to raise standards of best practice in healthcare.

PPG delivers services to create the best experience for their patients, through best standards of care, clinical excellence, and low infection rates. A focus on selected procedures and skills in their delivery means that as a healthcare provider they can consistently improve their performance and in turn benefit their patients.

**Purpose of Role**

To provide support to the qualified staff, ensuring a safe and effective clinical service is provided to all users across the day unit, this will involve working within Theatres and recovery as required.

Work as a key member of the multi-disciplinary team within the PACU and theatre department; To provide a patient focused service within the unit, expanding the role appropriately under supervision and guidance of a trained nurse.

**Scope of role**

The role has clinical, administrative, educational and personal development responsibilities:

**Clinical**

Works as an effective team member and understands the importance of team working in the delivery of high quality patient care.

Is able to demonstrate excellent two-way communication with patients, carers and team members

Works with team to maintain high standards of cleanliness in the clinical area and a well-maintained department environment. Assist with non-clinical activities to ensure the smooth running of the department.

Supports the unit Manager and team Leader to ensure the clinical area practices within Data Protection/Confidentiality/Caldicott principles.

Understands the importance of the patient and places them at the centre of service. Demonstrates that he/she consults and involves patients in decisions about their care and well-being. Demonstrates understanding of fundamental legal practices related to consent and the prevention of abuse.

Is able to implement holistic, culturally sensitive, respectful, non-judgemental fundamental care from a pre-determined care plan for patients with a wide range of care needs.

Undertakes other care practices as directed by the Registered Nurse, but is able to carry out routine patient care duties at own discretion. To perform tasks within their scope of practice, where competency assessments have been completed and adhering to Practice Plus Group polices and procedures, to enhance the quality of patient focused service provided;

Undertakes specific skills such as undertake vital signs recordings and patient investigations, including venepuncture and application of simple wound dressings following completion of appropriate training, and, on instruction, from Registered Nurse.

To effectively communicate with all medical, nursing and staff of other disciplines concerning the care of the patient;

To be responsible for the keeping of accurate and confidential records; and seeking counter signature to relevant entries

To assess the knowledge base of patient and carer and provide advice to meet the patient’s needs; and able to refer to qualified staff for advice when required;

To provide support to the trained staff in both the theatre and recovery environments working under supervision to deliver required tasks

Support patients undergoing local anaesthetic/sedation procedures and during induction of anaesthesia in conjunction with the qualified practitioner.

Assist with documentation relating to patients, specimens, ensuring all information is securely held, accurate, complete and legible.

Enter data, obtain and collate information from computer systems, using agreed software packages in conjunction with other members of the team.

Assist with the preparation of the clinical environment for safe practice by ensuring that the appropriate level of cleanliness is maintained, relevant materials, and any equipment is ready for use, including clearing away and restoring equipment / environment afterwards following Practice Plus Group policy.

Promote the individual needs of the patient, acknowledging their personal preferences, rights and choices according to their plan of care by promoting anti-discriminatory practice, privacy, dignity and respect for personal values and identities.

Promote effective communication and relationships, maintaining confidentiality of information by:

* Supporting patients/relatives, sensitively communicating all information agreed by the professional and referring queries back to the professional,
* Demonstrating effective interpersonal skills when dealing with staff/patients/relatives/public in person, on the telephone and in writing,
* Establishing and maintaining relationships with other members of staff passing on all relevant information, raising queries and suggestions,
* Participating in team brief, meetings and updates offering suggestions for improvements to services and team work,
* Contributing to the development of knowledge, ideas and work practice within the team.

Promote, monitor and maintain a healthy, safe and secure working environment, ensuring compliance with legal and regulatory requirements by:

* Reporting any deficiency in health and safety systems or documentation to line manager or manager of area concerned,
* Reporting any faulty equipment to person in charge.
* Attending Occupational Health for health surveillance/vaccination following accidents and for monitoring as laid down by policy,
* Co-operating with and attending training provided for Health and Safety purposes, including all mandatory training,
* Maintaining the safety and security of patients and their belongings,
* Responding quickly in an emergency,
* Maintaining the cleanliness of the environment,
* Maintaining personal standards of health and hygiene,
* Adhering to all relevant policies of Theatre / Recovery

**Administrative role**

To answer the telephone in a polite manner and refer promptly all enquiries to the relevant person;

To ensure all paperwork and test results are available for the qualified staff prior to the commencement of the theatre session;

To assist with the departmental clerical/administrative duties, to include photocopying, transporting of equipment/ paper-work to other departments;

**Educational and personal development**

To adhere to, and work within the code of conduct for clinical support workers for Practice Plus Group;

Under the supervision of a Registered Nurse, assist in the mentorship, support, training and development of more junior colleagues.

To be able to identify own development needs, seeking assistance where necessary;

To complete a competency assessment with the qualified nurse, in all clinical skills used within the department;

To attend mandatory study sessions and workshops as requested;

To update skills and knowledge as required by Practice Plus Group. And ensure understanding and application of all relevant polices and procedures & to ensure that the policies and procedures of Practice Plus Group are adhered to.

To prepare and provide patient information and education pre-operatively and post-operatively;

To participate in the orientation and development of new staff to the area.

To understand and become fully conversant with the Practice Plus Group competency model and its application.

### **Health and Safety**

As an employee of Partnership Health Group, 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.
* Implement and adhere to relevant safety policies.
* Encourage and create awareness of Health and Safety Programme through discussion and informal education of staff.
* Participate in fire drills.
* Report, document and investigate patient, visitor and staff Datix incidents.
* Report and document potential safety hazards and document “near misses”.
* Report and investigate all injury-on-duty incidents. Ensure immediate completion of relevant documentation. Arrange for treatment and follow-up as needed, complete RIDDOR as required.
* Ensure implementation of needle stick protocol.
* Keep abreast of decisions and activities of the Health and Safety Committee, Environmental and IPC committees by attending or reading minutes of meetings.
* Ensure awareness and adherence to Business Continuity Plan and emergency process e.g., Fire Policy.

**Data Protection**

The post holder 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 postholder 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 Post holder ………………………………….

Signature …………………………………...

Date …………………………………...

**PERSON SPECIFICATION – Healthcare Assistant – PACU/ Theatre**

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| **FACTORS** | **Essential** | **Desirable** |
| 1. Physical Requirements | * Satisfactory Occupational Health clearance for the role specified. * Good attendance record. * Have a satisfactory CRB clearance |  |
| 2. Education/Qualifications | * Good general education * Evidence of regular attendance at training days * Care Certificate or ability to complete Care Certificate after commencing the post. * Commitment to personal development * Good spoken and written English | * + NVQ level 3 training in “Care” or “Promoting Independence” |
| 3. Previous Experience | * At least 1 years experience working within an acute or elective healthcare environment | * + Previous experience within elective surgery |
| 4. Skills / Knowledge / Abilities | * Good basic communication skills * Numerate and literate * Ability to work flexibly within the needs of the service * Computer literate * Competent in the principles of infection control relevant to the role * Evidence of ability to work collaboratively in a multidisciplinary team. * Ability to plan and prioritise own workload when under pressure. * Basic life support skills * Ability to understand vena puncture skills | * + Knowledge/Experience of pre-assessment clinics   + Experience Knowledge of Care Pathways |
| 5. Aptitude/Personal Characteristics | * Polite, friendly and approachable manner * Tidy appearance * Understands the need for and will adhere to PRACTICEPLUSGROUP policies * Willing to learn new skills and gain new or additional competencies * Able to undertake mandatory training & achieve levels required * Motivation to provide a high standard of service * Calm under pressure |  |