**JOB DESCRIPTION**

**Title:** Healthcare Assistant – Theatres

**Managerially accountable to:** Theatre Manager

**Professional accountable to** Head of nursing

**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.

Work as a key member of the multi-disciplinary team within the 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 / technical, managerial, administrative, educational and personal development responsibilities:

**Management**

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.

**Clinical and Technical**

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 involvement in Who checklist, and swab checking following completion of appropriate training, and, on instruction, from Registered Nurse.

To effectively communicate with all medical, nursing and staff of other disciplines.

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

To provide support to the trained staff in both the theatre environment 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, swab checks, electronic patient records 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.

Provide support to medical and clinical surgical team in the theatre environment.

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,to offer appropriate support.
* Maintaining the cleanliness of the environment and infection control practices.
* Maintaining personal standards of health and hygiene,
* Adhering to all relevant policies of Theatre / Recovery
* Reporting Datix incidents as apropriate

**Administrative role:**

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

To ensure the Theatre is prepared 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 Role:**

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.

**ADDITIONAL INFORMATION**

**Education and Development**

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with Practice Plus Group policies and procedures.

**Professional**

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

**Regulatory Framework**

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission (formerly Health Care Commission) incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to Practice Plus Group policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

**Infection Control**

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with Practice Plus Group responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

**Conflict of Interest**

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

**Confidentiality**

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

**Health & Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

**Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

**Privacy, Dignity and Respect and Equality of Opportunity**

The treatment centre is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour.

**Equal opportunities**

Practice Plus Group is an Equal Opportunities employer. The Hospital is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in Practice Plus Group are recognised.

The Hospital will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Signature........................................ Date.............................

Signature of

Head of Department............................ Date..............................

**PERSON SPECIFICATION FORM**

**POST TITLE:** HCA –Theatres

**DEPARTMENT:**

**Band:**  Equivalent to Band 3

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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 * NVQ qualifications or recognised HCA course equivalent to NVQ 3 care related * 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 an outpatient/ theatre department |
| 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 | * + 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 Practice Plus Group 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 |  |