NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Perioperative Healthcare Assistant**  Responsible To: **Theatre Manager**  Accountable To: **Director of Clinical Services** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| Under direct supervision assist the multi-disciplinary theatre team in providing high quality care for patients in the theatre department, ensuring patient dignity and privacy and an excellent patient experience. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| The role of the Theatre Department is to provide patient care during the pre, peri and post operative phase of a surgical patient’s care within the hospital. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * All members of the theatre team * All employees * Consultant users * Patients and visitors |
| 1. **Duties and Responsibilities of the Post** |
| **Professional**   * Act at all times under the supervision of a registered member of staff, ensuring that the role is carried out within the agreed parameters. * Act at all times in line with the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England, skills for care (Department of Health) 2013. * Be able to acknowledge one’s own working limitations. * Prioritize within working limitations the preparation of equipment to be used in endoscopy. * Obtain and relay relevant information accurately * Maintain accurate/adequate documentation of events surrounding the patient, including completing patient care plans, operating register, charge sheets and TDOC IT system. * Adhere to risk assessments for the department and bring to the attention of a senior staff member any activity that carries an unacceptable risk to staff, patients and visitors to the department. * Actively and effectively contribute to theatre discussions. * Participate in training programs and to undertake the development of relevant knowledge and skills by formal and informal education.   **Clinical**   * Participate in the direct care of patients in support of a registered nurse or operating department practitioner, prior to, during and following surgery. * Be able to develop a good rapport with patients, responding to patient distress and anxiety appropriately. * Scrub and circulate for procedures as allocated by qualified peri-operative practitioner and prepare for lists as per departmental procedure. * Maintain safe systems of practice, familiarize with risk assessments and any procedures designed to promote safe systems of practice. * Ensure that all equipment and surgical instruments are used in accordance with manufacturer instructions, taken out of service when faulty and promptly repaired. * Help maintain stock levels within the department. * Ensure department is clean and tidy and well stocked at all times. * Assist with the moving and handling as well as the positioning of patients for surgery. |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |
| 1. **Disclosure and Barring Service Check** |
| This post requires the disclosure of all criminal record information including details and dates of ‘spent’ convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Service check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability. |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications | * Educated to GCSE or equivalent (including English and Maths) | * Level 2 / Level 3 NVQ in Health and Social Care (Perioperative Care-Surgical Support) |
| Knowledge | * Understanding of the role and what is expected of them |  |
| Experience | * Minimum of 6 months experience within a perioperative (or equivalent) setting * Planning and organising skills |  |
| Skills and aptitude | * Exceptional communicator * Ability to work as part of a team * Ability to follow instructions * Logical and methodical * Good literacy and numeracy skills | * IT skills |
| Personal Circumstances | * Ability to work under pressure * Adaptable * Flexible * Uses initiative * Positive outlook * Able to work shifts including weekends |  |