

## JOB DESCRIPTION

<b>Job Title</b>	Theatre Support Worker	<i>HR use only</i>  <b>Job Reference Number</b>
<b>Report to:</b>	Senior Theatre Practitioner	
<b>Accountable to:</b>	Theatre Team Lead	

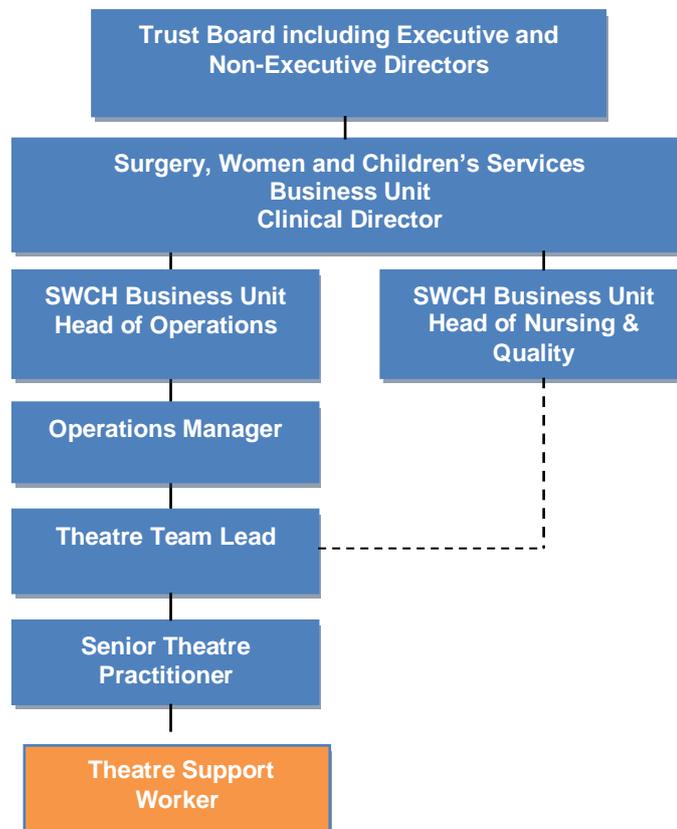
### Job Purpose

- To support qualified staff across the broad range of duties in Theatres and Anaesthetics.
- To support patients throughout the surgical journey.

### Job Statement

- To provide support to the patient throughout the peri-operative phase.
- To support the theatre team in all areas of surgery.
- To maintain cleanliness within the theatre environment.

### Organisational Chart



## **1. Communication and Relationships**

- Promote and demonstrate effective communication at all times as per Trust competencies.
- Assist in the reception of patients, their relatives and ward/department visitors.
- Assist other clinical areas within the Trust if the clinical situation or staffing levels require.
- Attend meetings, which are relevant to the role and area of work across the Trust.
- Observe complete confidentiality of all information including awareness and adherence to the legal requirements of the Data Protection Act.

## **2. Analysis and Judgement**

- Maintain the patients' comfort, dignity and privacy at all times.
- Maintain a safe environment for patients.

## **3. Planning and Organising.**

- Prepare the theatre prior to the start of the operating session

## **4. Patient and Client Care**

- Promote a patient centred approach to delivery.
- Assist in the care of the patient with both direct and indirect supervision as delegated by the qualified.
- Assist in the moving and positioning of the patient during the peri-operative phase.
- Demonstrate creativity and innovation in developing new ways of working and enhancing patient care.

## **5. Service and Policy Development**

- Participate in departmental projects when required.
- Set and maintain a high personal and professional standard.

## **6. Managing Financial Resources**

- Ensure safe use and setup of surgical equipment.

## **7. People Management and Development**

- Be competent and practice safe infection control methods as per Trust policy (e.g. safe waste disposal, universal precautions).
- Be aware and practice safe manual handling as per Trust policy, involving training and assessment by an in-house MAST trainer.
- Be willing to undertake training in NVQ level 2/3 Direct Care if required.

## **8. Information System Use and Management**

- There is a requirement to input data into the Theatre Man system.

- There is a requirement to input data into the National Joint Registry.
- The finalisation of data input and verification is the registered practitioners' responsibility.

## 9. Involvement in Surveys and Research

- Hospital surveys as required.

### General compliance:

1. To comply with all Trust Policies and Procedure, with particular regard to
  - Risk Management
  - Health and Safety
  - Confidentiality
  - Data Quality
  - Freedom of Information
  - Equal and Diversity and Dignity at Work
  - Information and Security Management and Information Governance
  - Counter Fraud and Bribery
2. The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:
  - Understand duty to adhere to policies and protocols applicable to infection prevention and control.
  - Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
  - All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
  - All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
5. Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. **Our vision, values and behaviours** have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
6. Perform any other duties that may be required from time to time.
7. Patients come first in everything we do. Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.
8. Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Child Protection policy.
9. Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures

This job description may be altered to meet changing needs of the service, and will be reviewed in consultation with the post holder.

## PERSON SPECIFICATION

Key Skills required undertaking this role	On Appointment (Essential)	After 12 months in post	At 2 <sup>nd</sup> Gateway (Desirable on appointment)	How this will be measured.
<b>Qualifications</b>	Good Basic Education	Completion of Theatres TSW Induction Pack	Possible NVQ 2	Review at appraisal.
<b>Knowledge</b>	Basic IT skills	Completion of mandatory training.	Attend annual updates and relevant e-learning modules.	Recorded at annual appraisal
<b>Physical Skills</b>	Physically capable of performing the role and responsibilities expected of the post holder e.g. manual handling of patients	Attend annual update and complete e-learning modules, as required in relation to manual handling	Attend annual update and complete e-learning modules, as required in relation to manual handling	A review at annual appraisal/more frequently where indicated Record of attendance/completion of mandatory manual handling training
<b>Aptitudes</b>	Able to use initiative to cope in a variety of situations.  Good time management skills.  Ability to maintain effectiveness under pressure Able to work as part of a team.  <b>Core 6, Level 1</b> Act in ways that support equality and diversity.	<b>Core 3, Level 1</b> Assist in maintaining own and others health, safety and security.	<b>Core 6, Level 2</b> Support equality and value diversity.	A review at annual appraisal/more frequently where indicated
<b>Abilities</b>	Be willing to take part in training and development opportunities  Ability to adapt to change within working situation  Previous care experience desirable, but not essential	<b>Core 4, Level 1</b> Make changes in own practice and offer suggestions for improving services <b>Core 5, Level 1</b> Maintain the quality of own work <b>HWB2, Level 1</b> Assist in the assessment of		

## PERSON SPECIFICATION

	Able to be flexible in relation to service demands	people's health and wellbeing needs <b>HWB5, Level 1</b> Undertake care activities to meet individuals' health and wellbeing needs		
<b>Communication Skills</b>	<b>Core 1, Level 1</b> Communicates with a limited range of people on day-to-day matters	Working towards communicating with a range of people on a range of matters	<b>Core 1, Level 2</b> Communicate with a range of people on a range of matters Able to reflect on and address; barriers to communication; provide feedback to others on their communication at appropriate times; keep accurate and complete records of activities and communications consistent with guidelines, policies and procedures, having received the appropriate training	

\* = State knowledge required in terms of level of competence NOT X years experience, as this is age discriminatory.

\*\* indicate the level of mandatory Safeguarding Children Training this post needs 1,2 or 3.

When submitting a job description for evaluation, it must be accompanied by a Job Description Risk Assessment form.

## SUPPLEMENTARY JOB DESCRIPTION INFORMATION

**Post Title:** Theatre Support Worker  
**Ward/Dept and Site:** Theatres, St Mary's  
**Date Completed:** January 2019

### 1. General Information about the post.

Location	%	Location	%	Location	%
Office based		Home		Outpatients Clinic	
Laboratory		Kitchen		Community based	
Ward area		Stores		Workshop	
In a vehicle				Theatre environment	100

Indicate below if any of these apply

Location	%	Location	%	Location	%
Isolated locations		Outdoors		Works on their own	
Works with patients in isolation e.g. in their own home		Works with patients – assistance is accessible.	x	Required to be in a building on their own for periods of time	
<b>Working hours</b>					
Full time	x	Part time			
Office hours		Hours worked as a shift	x	Hours worked at night	x
<b>Concentration and Levels of Interruptions</b>					
Required to concentrate for long periods of time		Required to concentrate for short periods of time	x		
Interruptions throughout the day		Constant		Occasional	x

All criteria require a indication of whether the post holder will be expected to work in or be directly exposed to the following factors. Please use the comments box to provide details including frequency (e.g. how many times per shift)

2. Working Conditions	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/ Not at all
Working in bad weather e.g. when it is windy or/and raining.					x
Excessive temperatures					x
Unpleasant smells/odours					x
Noxious fumes					x
Excessive noise &/or vibration					x
Use of VDU more or less continuously					x
Unpleasant substances/non-household waste					x
Infectious Material/Foul Linen					x
Body fluids, faeces, vomit, blood					x
Dust/dirt					x
Humidity					x
Contaminated equipment or work areas					x
Driving/being driven in normal situations					x
Driving/being driven in emergency situations					x
Fleas or lice					x
Exposure to dangerous chemicals/ substances in/not in containers					x

Exposure to aggressive verbal behaviour where there is little/no support					x
Exposure to aggressive physical behaviour where there is little/no support					x
Exposure to risks that could result in an acute traumatic injury					x
Undertaking exposure prone procedures					x
<b>Comments:</b> Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
<b>3. Emotional Effort</b>	<b>Frequency</b>				
	<b>Certain</b>	<b>Likely</b>	<b>Possible</b>	<b>Unlikely</b>	<b>Rare/Not at all</b>
Processing (e.g. typing/transmitting) news of highly distressing events					x
Giving unwelcome news to patients/clients/carers/staff					x
Caring for the terminally ill					x
Dealing with difficult situations/circumstances				x	
Designated to provide emotional support to front line staff					x
Communicating life changing events					x
Dealing with people with challenging behaviour					x
Arriving at the scene of an accident					x
<b>Comments:</b> Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
<b>4. Physical Effort</b>	<b>Frequency</b>				
	<b>Certain</b>	<b>Likely</b>	<b>Possible</b>	<b>Unlikely</b>	<b>Rare/Not at all</b>
Working in uncomfortable/ unpleasant physical conditions					x
Working in physically cramped conditions					x
Lifting weights, equipment or patients using mechanical aids					x
Lifting weights/ equipment or patients without mechanical aids					x
Making repetitive movements					x
Climbing or crawling					x
Manipulating objects					x
Manual digging					x
Running					x
Standing/sitting with limited scope for movement for long periods					x

Kneeling, crouching, twisting, bending or stretching					X
Standing/walking for substantial periods of time					X
Heavy duty cleaning					X
Pushing/pulling trolleys or similar	X				
Working at heights					X
The job requires to be trained in control and restraint.					X
<b>Comments:</b> Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
5. Mental Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Carry out formal student/ trainee assessments					X
Carry out clinical/social care interventions					X
Analyse statistics					X
Operate equipment machinery				X	
for more than ½ a shift					
for less than a shift					
Give evidence in a court/tribunal/ formal hearings					X
Attend meetings (describe types of meeting and post holders role)					X
Carry out screening tests/ microscope work					X
Prepare detailed reports					X
Check documents			X		
Carry out calculations					X
Carry out clinical diagnosis					X
Carry out non-clinical fault finding					X

Signed by post holder\*: \_\_\_\_\_

Date

Signed by line manager: \_\_\_\_\_

Date

\* in the case of new jobs this will have to be an 'estimate' of the demands of the role.