



JOB DESCRIPTION

Job Title:	Theatre Support Worker
Band:	2
Division:	Operating Department, Scheduled Care
Job Evaluation Reference No:	1058v2/JE/19
Responsible to:	Operating Department Manager
Responsible for:	N/A

Overview

The Operating Department Team are committed to:

- Providing perioperative care in the Operating Department in a calm and supportive atmosphere which is created by all members of the Operating Department staff.
- The belief that each patient is a person with widely differing needs that result from their physical, emotional and social-cultural variations, and that we undertake to deliver and maintain a service of care and support using a holistic approach in recognition of the uniqueness of each patient.
- Developing knowledge, skills and attitudes to achieve competencies so that the interests of the patients will be safeguarded at all times.
- We are committed to excellence and innovation in health care provision, to using resources carefully and to be cost effective.
- Providing care that is geared towards providing a sensitive, informed and caring experience for the patients coming to theatre and whenever practical, the right of patients to be partners in treatment and care will be respected.
- Working together courteously with mutual respect, sharing information and communicating effectively thus providing the environment required to assist patients who are unable to care for themselves and helping them work towards re-establishing independence and health.

CARE

In Manx Care we pride ourselves on being Committed and passionate, Accountable and Reflective, Respectful and Inclusive and Excellent and Innovative. **CARE** represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our **CARE** ethos.



Job Purpose

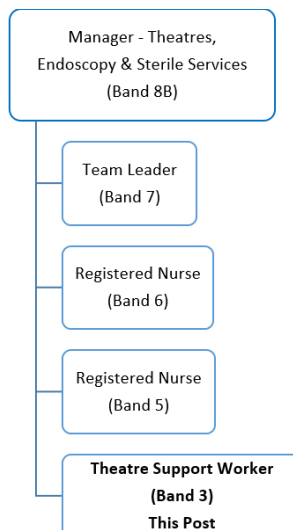
Under the direction of the Registered Practitioner who is accountable for patient care, work as part of the theatre team within the Operating Department and within the wider multidisciplinary team, supporting and delivering excellence and ethical patient (adult and paediatric) care.

Duties and Responsibilities

Under the delegation of a registered Theatre Practitioner the post holder will:

- Provide assistance in the safe transport and transfer of surgical patients within the Operating Department including the holding bay, anaesthetic rooms, theatre and recovery room from bed to operating table and vice versa.
- Provide assistance in the safe transport and transfer of surgical patients to the Operating Department from the ward and vice versa at the request of the Holding Bay Practitioner, Theatre Coordinator or Recovery Practitioners to facilitate the efficient running of the operating lists and prevent over-runs of operating lists.
- Appreciate and respect the contribution of colleagues.
- Under the supervision of theatre practitioners assist in the safe positioning of patients on the operating table.
- Committed to maintaining cleanliness in the work environment.
- Under the direction of the Internal Theatre Porter will participate in the checking in; distribution; stock rotation and maintenance of stock levels throughout the operating department.
- Record fridge and warming cabinet temperatures and report any anomalies to the registered practitioner.
- Be responsible and show integrity and respect for self and others through identifying risks, undertaking work activities in a safe manner.
- Assist in the transfer of materials and equipment as requested, including the maintenance of equipment as appropriate.
- Assist in the transportation of specimens to and from the laboratories.
- Committed to assist the Operating Department teams in providing excellence, innovation and high standards of patient care.

Organisational Structure



Communication and Relationship Skills

The communication and relationship skill requirements of this role are:

- Provide a messenger service within the Operating Department and wards and vice versa.
- The Theatre Support Worker will demonstrate good communication skills and will be able to relay basic / relevant information regarding a patient's condition, treatment and interventions to relevant members of the multidisciplinary team, patients and relatives as directed by the Registered Practitioner.
- Ensure written communications are legible and the information is stated clearly for recipients to understand.
- Maintains accurate, legible, contemporaneous written records of care, ensuring that all entries are checked and countersigned by a Registered Practitioner.
- Adheres to Noble's Hospital record keeping policy.
- Participates in verbal Handover of patient information as directed by the Register Practitioner
- Where communication is difficult, communication aids are used as per the care plan. The post holder may be required to liaise with multi professional staff to acquire the most appropriate aids and demonstrate a basic knowledge of the aids and how to use them.
- The Theatre Support Worker is aware of the need to maintain verbal and non-verbal communication even when there is no apparent response from the patient, and demonstrates the ability to understand non-verbal responses from patients.
- Maintains patient confidentiality and is discreet when communicating sensitive information to patients, family and colleagues.
- Attend and participate in department unit meetings.
- Ensure the patients consent is sought wherever possible, prior to the post holder carrying out any interventions or manoeuvres.
- Acts as a representative of the Department at appropriate meetings and forums as designated by the Theatre Manager.

Knowledge, training and experience required to do the job

The essential knowledge, training and experience requirements of this role are:

- NVQ Level 2 or willingness to work towards within 18 months of commencing the role.
- Participate in the process of Individual Professional Development review and identify own educational and training needs within the needs of the Department, Division and Organisation.
- Following appropriate training be able to provide extended practices such as (control & restraint, perioperative table positioning)
- Attend, demonstrate and maintain competence in mandatory training and attend updates as appropriate, in line with Hospital policy.
- Demonstrate effective time management.
- Demonstrate effective listening and interpersonal skills such as when dealing with relatives, healthcare professionals and during assessment of patients in the holding bay, anaesthetic room or recovery.
- Ability to work using own initiative.
- Ability to work in a team.

The desirable knowledge, training and experience requirements of this role are:

- Previous ward or hospital environment experience
- Use of IT patient administration system
- Ability to cope with potentially stressful situations
- Willingness to learn and develop

Analytical and Judgement Skills

The analytical and judgement skill requirements of this role are:

- The Theatre Support Worker works under the direction and supervision of the Registered Practitioner.
- The Theatre Support Worker will be able to interpret basic / relevant information and make judgements as to when to inform/include the registered practitioner e.g. basic vital observations; environment concerns; incidents and accidents.

Planning & Organisational Skills

The planning and organisation skill requirements of this role are:

- Able to adapt to changing situations and is calm in challenging, stressful situations.
- Undertake appropriately delegated tasks, as requested by the Theatre Team Leaders, Theatre Practitioners and Internal Theatre Porter
- Take an active part in the team and recognise the contributions of all of the teams within the operating department including theatre, recovery, medical and anaesthetic, housekeeping, clerical and portering.

Physical Skills

The physical skill requirements of this role are:

- Basic IT skills

Patient/Client Care

The patient/client care requirements of this role are:

Under the delegation of a registered Theatre Practitioner in charge the post holder will:

- Ensure patients are fully prepared for transfer to theatre, including phoning the wards if required to check patients are fully prepared.
- Assist with the cleaning and setting up of the equipment, operating tables, trolleys and beds.

- Provide the safe escort of patients between the wards and theatres and accompany patients into the anaesthetic room whilst undergoing anaesthesia and act as a chaperone.
- Assist patients in their mobility requirements, help move and position appropriately to maximise their physical comfort.
- Actively support and assist in alleviating distress and anxiety of patients or carers, consistent with their personal beliefs and preferences.
- Assist in the correct procedure of duties relating to last offices for deceased persons. Ensure that all religious and cultural wishes and obligations are adhered with.
- At the delegation of the registered practitioner assist with the patients in the recovery unit delivering care including helping with hygiene needs.
- Assist in the preparation of theatres for clinical procedures.
- At the completion of a surgical procedure assist the anaesthetic, scrub surgical and recovery teams by removing clinical waste, linen and used instrument sets to the disposal corridor in-between operations.

Policy and Service Development

The policy and service development requirements of this role are:

- The Theatre Support Worker is aware of, has read and adheres to hospital policies, guidelines and procedures pertaining to their role.
- Participates in local audit reviews and contributes to any remedial actions as directed by Team Leaders / Registered Practitioner or Department Manager.
- Assists / participates in quality initiatives as directed by team leaders / Registered Practitioner or Department Manager.
- Establishes and maintains respectful and professional relationships with patients, carers and colleagues. Reports any comments / concerns of the quality of care to the Team Leaders/ Registered Practitioner or Department Manager.
- Maintains confidentiality, in line with hospital policies and procedures and at all times has regards for patients' privacy, dignity and rights.
- Reports and records work based accidents, incidents and security concerns to the Team Leaders / Registered Practitioners or Department Manager without delay.
- Contributes to department review of untoward incidents, supporting any necessary remedial action.
- Follows Infection Control Policies and procedures and at all times works to minimise the risk of cross contamination.
- The Theatre Support Worker contributes to an environment in the Department that is fair and promotes a responsible and no blame culture.
- The Theatre Support Worker under the direction of the Registered Practitioner will assist in the assessment of risk to patients in areas such as moving and handling and skin integrity. The Health Care Assistant will assist the Registered Practitioner in delivering care that minimises any risk to patients.

Financial and Physical Resources

The financial and physical resource requirements of this role are:

- Under the direction of the Internal Theatre Porter maintain the stock levels of the consumable items from the Main Stores and Pharmacy, completing the stores lists weekly.
- As directed by the Internal Theatre Porter organise the supply of stock to all areas of the department ensuring that they are placed in the correct areas and do not present a hazard to staff, patients and visitors.
- Understand the importance of stock rotation and minimal stock control as a measure to reduce costs and manage efficient budgetary control
- Level and thoroughly clean operating tables including bases and ophthalmic operating chairs in-between patients ensuring mattresses are lifted to clean underneath and folds/creases in mattresses are cleaned thoroughly.
- Co-operate with management in maintaining safe systems and safe workplaces.
- Attend equipment training and up-date sessions and use equipment in accordance with manufacturer's instructions.
- The Theatre Support Worker will not use any equipment that he/she has not been trained to use.
- Ensure that oxygen cylinders are present and in working order on all operating table trolleys and replace if missing.
- The Theatre Support Worker will be responsible for the weekly cleaning and maintenance of Operating tables; drip stands; surgical instruments trolleys, basic theatre furniture and operating lights, including wheels and castors.
- Under the direction of the Internal Theatre Porter maintain the stock levels of the consumable items from the Main Stores and Pharmacy, completing the stores lists weekly.
- As directed by the Internal Theatre Porter organise the supply of stock to all areas of the department ensuring that they are placed in the correct areas and do not present a hazard to staff, patients and visitors.
- The Theatre Support Worker will ensure that all storage and disposal areas within the Operating Department are clean and tidy at all times and do not represent a hazard to staff entering them.
- Throughout the day the Theatre Support Worker will be responsible for distributing sterile sets to the designated sterile storage area ensuring that sterile set wraps are dry and intact and are rotated in date order.
- Receive clean laundry and ensure that scrub suits are distributed to all changing rooms in appropriate sizes and all other laundry to designated areas.
- The Theatre Support Worker will develop basic level word processing skills to include use of the Patient Administration systems and Theatreman.
- Following training and under the direction and supervision of the Registered Practitioner the Theatre Support Worker will have a working knowledge of equipment and machinery used in the operating department.
- Remove faulty equipment from area of use at the Theatre Teams request, attach fault notice and report promptly to the Theatre Co-ordinator.
- Examples of equipment and machinery used all equipment will be used under the supervision of the Registered Practitioner:

Very Specialised: Harmonic scalpel; surgical & endoscopy video monitoring; diathermy machines; rigid and flexible endoscopes; rigid telescopes; endoscope disinfection machine; operating tables

and attachments for positioning of patients for operative procedures; lasers; microscopes; Ophthalmic operating chairs; phacoemulsification machine.

Specialised: patient monitoring; operating light; image intensifier; airpal; flowtron anti-embolism equipment.

Generic: electric beds; flowtron and anti-embolism equipment; bedpan washer.

- Ensure own timesheet is completed and accurate.

Human Resources

The Human resource requirements of this role are:

- To adhere to all Hospital policies and procedures.
- To attend all study sessions arranged by education provider.
- To attend and participate in the appraisal process.
- To attend appropriate training courses and keep up to date with developments within the service.
- To attend/participate in mandatory training as required.
- Take an active part in the team and recognise the contributions of all of the teams within the operating department including theatre, recovery, medical and anaesthetic, housekeeping, clerical and portering.
- The Theatre Support Worker will be responsible for effectively managing their time.
- As directed by the Registered Practitioner / Team Leader / or Department Manager will have the responsibility for supervising and mentoring new Health Care Assistants / Bank Health Care Assistants joining the team.
- As directed by the Registered Practitioner / Team Leader / or Department Manager will act as link nurse / key worker for specific tasks e.g. moving & handling.
- Participates in local audit reviews and contributes to any remedial actions as directed by Team Leaders / Registered Practitioner or Department Manager.
- Assists / participates in quality initiatives as directed by team leaders / Registered Practitioner or Department Manager.
- The Theatre Support Worker contributes to an environment in the Department that is fair and promotes a responsible and no blame culture.
- Attend and participate in department unit meetings.

Information Resources

The information resource requirements of this role are:

- Maintains confidentiality, in line with hospital policies and procedures and at all times has regards for patients' privacy, dignity and rights.
- The Theatre Support Worker will demonstrate good communication skills and will be able to relay basic / relevant information regarding a patient's condition, treatment and interventions to relevant members of the multidisciplinary team, patients and relatives as directed by the Registered Practitioner.

- Ensure written communications are legible and the information is stated clearly for recipients to understand.
- Maintains accurate, legible, contemporaneous written records of care, ensuring that all entries are checked and countersigned by a Registered Practitioner.
- Maintains patient confidentiality and is discreet when communicating sensitive information to patients, family and colleagues.
- Ensure the patient's consent is sought wherever possible, prior to the post holder carrying out any interventions or manoeuvres.

Research and Development

The research and development requirements of this role are:

- Engage in own PDR process
- Support other staff in research and development projects
- Be open and receptive to new ways of working

Freedom to Act

The freedom to act requirements of this role are:

- Recognising own limitations and seeking support from registered practitioner
- Working within the competencies of the role
- Working to prescribed policies and procedures

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

Health & Safety

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

In the absence of Manager/ Deputy Manager, the Registered Nurse is responsible for all patients, staff, allied health professionals, the building and all safety protocols.

Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment. Staff must work in accordance with all health and social care policies relating to safeguarding.

JOB DESCRIPTION APPENDIX 1
Physical, mental & emotional demands of the job and working conditions

Physical Effort

High Frequency Tasks:

- Physical activity required to assist patients in meeting their care needs.
- Physical ability to carry out manual handling duties e.g. movement and positioning of patient in excess of 15 kilos.
- High frequency activity manoeuvring of equipment involving pushing, pulling and manipulating of operating tables and beds; heavy instrument trays; video monitor machine; endoscopy workstation; image intensifier. This constitutes a high percentage of time worked and occurs every day for every patient.
- Physically active at all times due to constantly moving around department between holding bay, anaesthetic room, theatre, recovery and the wards with or without patient on operating table or bed.
- Frequently kneel, crouch, twist, bend and stretches in the provision of perioperative care, correct machine and equipment positioning and cleaning and maintenance of equipment following surgery.
- High frequency filling and removal of rubbish bags and linen bags and transporting them to disposal holds. Occurs every day for every patient.
- High frequency cleaning and tidying following each patient operative procedure e.g. cleaning all trolley surfaces; mopping the floor; cleaning scrub sinks and weekly deep clean of equipment including stainless steel instrument trolleys and drip stands.
- Frequent daily tasks of equipment cleaning, storage and maintenance in operating department/recovery.
- Frequent daily stock rotation.
- Frequent daily distribution of sterile sets to sterile storage area

Less frequent Tasks:

- Less frequent daily tasks of running errands to other areas of the hospital e.g. pathology/endoscopy/SSD/pharmacy/Main Stores

Mental Effort

- Documents care given that is counter signed by the registered theatre practitioner on every shift.
- Participates in the verbal handover of patients.
- Frequent interruptions while delivering care to run errands, etc.
- Concentration required while undertaking certain clinical procedures in theatre and recovery.

- Under the direction and supervision of the Registered Practitioner concentration required during the setting up of complex and sophisticated equipment e.g. laparoscopic/ endoscopic equipment.
- Recognising own limitations in provision of care and referring to Registered Practitioner accordingly.
- Subject to regular interruptions and demands from colleagues, medical staff, patients and other health care professionals.
- Required to continuously professionally develop and keep records of attainment.
- Attending required mandatory and other appropriate training programmes.
- Under the supervision and direction of the Registered Practitioner, high frequency concentration for maintaining the correct care and handling of tissue specimens.
- Frequently answering enquires on the telephone and answering doctor's bleeps
- Frequently taking and relaying messages for Doctors/surgeons and other members of the health care team.

Emotional Effort

- Occasional exposure to distressing circumstances due to the death of a patient during surgery due to major trauma, death of a child, an unexpected death, organ retrieval or unexpected complication of surgery resulting in critical patient condition.
- Under the direction and supervision of the Registered Practitioner the Theatre Support Worker will assist in the care for critically ill patients whose condition may not improve despite surgical intervention.
- Under the direction and supervision of the Registered Practitioner the Theatre Support Worker will assist in the care for confused, potentially aggressive patient and post anaesthetic patient.
- Ability to deal with confrontational situations with colleagues.
- Caring for patients who are acutely ill and unprepared for the situation.
- Planning working day effectively to meet the demands of the patients scheduled to the days operating list and under the direction and supervision of the Registered Practitioner

Working Conditions

- Frequent exposure to highly unpleasant working conditions in theatre / Endoscopy Unit – contact with body fluids, faeces, vomit and foul linen.
- Under the direction and supervision of the Registered Practitioner the Theatre Support Worker will have daily frequent exposure to contaminated equipment and instruments from body fluids used in the surgical care of the patient.
- Working in a controlled environment under artificial light wearing protective clothing e.g. lead aprons, masks, goggles.
- Under the direction and supervision of the Registered Practitioner the Theatre Support Worker will frequently use VDU equipment e.g. Patient Administration Systems.
- Working in increased theatre temperatures (30 degrees Celsius) during paediatric surgery.
- Under the direction and supervision of the Registered Practitioner the Theatre Support Worker will come in contact with hazardous chemicals on a daily basis (anaesthetic volatile agents, formalin, cold disinfection agents)
- Frequent exposure to the odour of burnt flesh e.g. diathermy plumes.
- Frequent exposure to sharps e.g. needles; syringes
- Exposed to unpleasant odours on a daily basis.

- Possible exposure to chemical spills (i.e. formalin, cold disinfection agents)
- Under the direction and supervision of the Registered Practitioner handling and preparation of human tissue for either pathology specimens or for disposal.
- Working with distressed, upset patients / relatives who can potentially become verbally or physically aggressive.
- Often noisy environment due to high turnover of people moving through the Department and noisy equipment e.g. patient monitoring, diathermy, power tools, ligasure, harmonic scalpel and laminar flow.
- Responding rapidly and altering work plans to meet the needs of emergencies, under the direction and supervision of the Registered Practitioner.
- Responding to emergency situations occasionally, under the direction and supervision of the Registered Practitioner.
- Occasional exposure to potentially hostile or verbally/physically aggressive behaviour from patients/ staff/relatives.

Agreement of above description

I have read and agree with the above description

Job Holder's Name (please print) _____

Job Holder's Signature _____ **Date:** _____

Line Manager's Name (please print) _____

Line Manager's Signature _____ **Date:** _____



Person Specification

Attributes	Essential (E) or Desirable (D)	Method of Assessment
Qualifications <ul style="list-style-type: none"> • NVQ Level 2 or willingness to work towards within 18 months of commencing the role 	E	CV/Interview
Experience <ul style="list-style-type: none"> • Ward or Hospital experience • Willingness to learn and develop • Basic IT skills 	D E E	CV/Interview CV/Interview CV/Interview
Attributes <ul style="list-style-type: none"> • Good communication skills • Recognises the importance of confidentiality • Able to cope with potentially stressful situations 	E E D	Interview Interview Interview
CARE <ul style="list-style-type: none"> • Show commitment and ability to work as part of a team and build positive relationships with team members • Demonstrate appreciation and work collaboratively with colleagues • Demonstrate respect and act with integrity • Demonstrate excellence and embrace and be adaptable to change 	E E E E	Interview Interview Interview Interview
Circumstances and Interests <ul style="list-style-type: none"> • Flexible and adaptable to meet the needs of the role • Motivated • Isle of Man Worker • Satisfactory Police Check 	E E D E	Interview Interview Application Pre-employment Checks