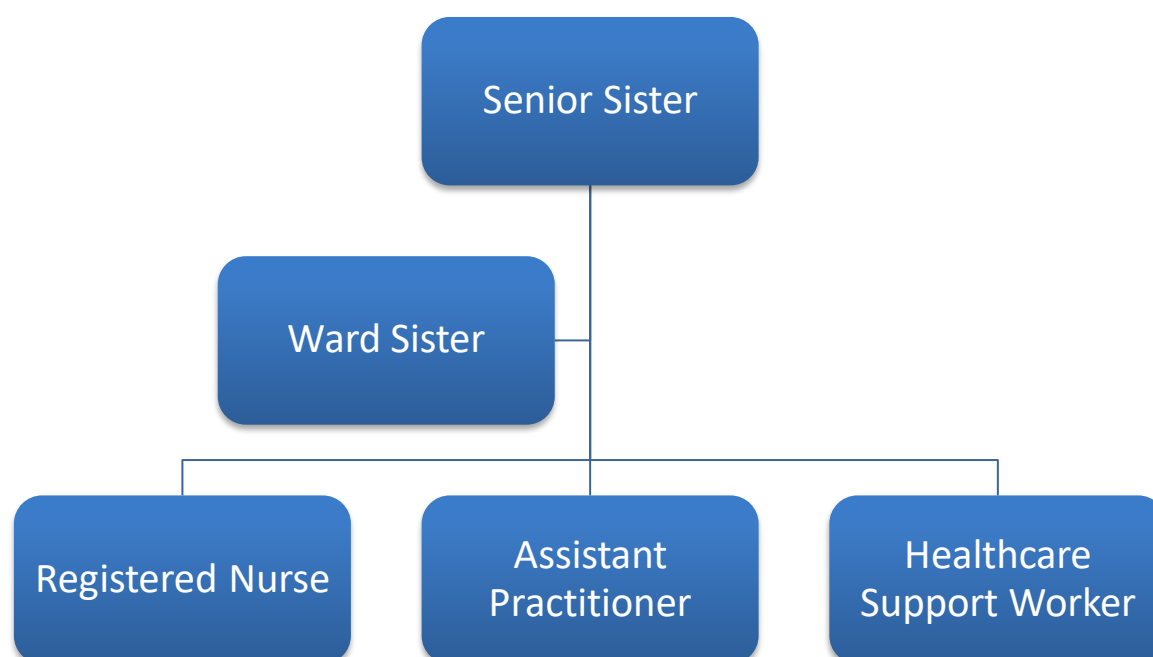


## JOB DESCRIPTION

<b>Job Title:</b>	Healthcare Support Worker
<b>Band/Pay:</b>	Band 3
<b>Department:</b>	Pre-Operative Assessment and SAVW

### *Theatres, Anaesthetics and ICU*



### **Job overview**

To assist members of the multi-disciplinary team in the delivery of nursing care and to participate in the general organisation and smooth running of the unit under the direction and supervision of the Registered Nurse.

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## **Main duties of the job**

To work in Surgical Admissions supporting the patients to prepare for theatre and admitting and liaising with anaesthetists prior to sign out and transit to theatre.

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## **About your new team and department**

Working within small team, managing own daily workload and delivering high standards of patient care.

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## **Detailed job description and responsibilities**

- Record patient information and measurements e.g. clinical observations, Body Mass Index (BMI), urinalysis
- Ensure patients are prepared for theatre and escort them to the Anaesthetic room
- Sign patients out to theatre after appropriate training
- Undertake electrocardiogram's recordings (ECG's) and take appropriate action as necessary
- Undertake venepuncture utilising Patient Group Directive as required
- Communicate factual information to patients in an appropriate and sensitive manner
- Assist with patient's personal clinical care and collect specimens.
- Use initiative when acting on test results, responding to changing patient signs at own discretion
- Organises own day to day work
- Inform the registered nurses of any issues relating to patient care and untoward occurrences
- Contribute to the movement and treatment of clients to maximise their physical comfort
- To prepare notes in accordance with clinic guidelines ensuring confidentiality is maintained at all times
- To ensure high standards of patient care is given in accordance with agreed policies and procedures
- To ensure that all student nurses and learners are supported to effectively achieve their objectives and standards of care
- Demonstrate duties to new starters, students and learners
- Maintain a close relationship with the ward and keep up-dated on current patient care
- Contribute to the health, safety and security of individuals and their environment
- Work collaboratively with other professionals and agencies
- Responsible for time managing own workload
- Recognise and respond to emergency situations

- Adhere to NICE Guidelines for Pre-operative Assessment and Anaesthetics
  - To adhere to all Unit and Trust policies and procedures to ensure a safe environment for patients, visitors and staff to maintain quality standards
  - Maintain up to date skills and knowledge and awareness of clinical issues
  - Participate in surveys/research/audits
  - To report all sickness absence in accordance with Trust Policy
  - To ensure the efficient use of all available resources
  - Report any staff/patients'/visitor incidents and take appropriate action
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## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>NVQ3</li> <li>Previous experience of working within a healthcare/caring environment</li> </ul>	<ul style="list-style-type: none"> <li>NVQ2</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Proven relevant experience in clinical area akin to Surgical Admissions.</li> <li>Ability to assess, plan and evaluate patient care</li> <li>Audit awareness</li> <li>IT/VDU Skills</li> </ul>	<ul style="list-style-type: none"> <li>Previous Surgical or Theatres experience</li> </ul>
<b>Specific Skills</b>	<ul style="list-style-type: none"> <li>Ability to undertake and interpret a range of patient observations as required in clinical area e.g. temperature, pulse, respiration, blood pressure, oxygen saturation levels, ECG's.</li> <li>Ability to undertake a range of procedures relevant to area of works, e.g. venepuncture, cannulation, catheterisation and dressings; this is not a definitive list.</li> <li>Ability to provide nursing/therapeutic care for a group of patients.</li> <li>Effective communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Capillary Blood Sugars</li> <li>IT skills</li> <li>ECG skills</li> <li>Venepuncture</li> <li>Peak Flow monitoring</li> <li>Ability to use a computer to enter all documentation</li> </ul>

<b>Requirements due to work environment/conditions</b>	<ul style="list-style-type: none"> <li>Flexibility of work areas within a working day</li> </ul>	
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<b>Physical skills</b>	<ul style="list-style-type: none"> <li>Dealing with violent and aggressive patients</li> </ul>
<b>Physical effort</b>	<ul style="list-style-type: none"> <li>Walking, standing, manoeuvres patients, pushing wheelchairs/trolleys</li> <li>Lifting and moving patients' notes and X-rays throughout the Trust</li> </ul>
<b>Emotional effort</b>	<ul style="list-style-type: none"> <li>Occasional exposure to distressing or emotional circumstances</li> <li>Dealing with distressed patients and relatives</li> </ul>
<b>Mental effort</b>	<ul style="list-style-type: none"> <li>Concentration when undertaking clinical and personal care procedures on patients</li> </ul>