

## Job Description

<b>Job Title:</b> Senior Theatre Support Worker	<b>Grade:</b> Band 3	<b>Post No:</b>
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<b>Accountable to:</b> Matron
<b>Reports to:</b> Theatre Lead

### Summary of Role:

To provide patient care and act as a support member of the team under the supervision of qualified members of staff.

To contribute towards maintaining stock levels and equipment within the theatre and the department

To provide support to a multi-skilled team of varying levels of expertise in a variety of specialties including in emergency/trauma situations

To deputize for the Orthopaedic Liaison Support in their absence

### Main Duties and Responsibilities:

- Provide support to all members of the multi-skilled team in the delivery of patient care, including assisting in the anaesthetic room when required
- Ensure all the theatres, instrument sets and equipment, both straightforward and complex are prepared for the day's list
- Complete forms and records as appropriate to each case, ensuring that these are accurate, legible and complete.
- Assist in the safe transfer and positioning of patients between the anaesthetic room/theatre/recovery
- Perform the duties of a circulating assistant, including for complex multiple-trauma cases.
- Clear and clean theatre and equipment between cases
- Contribute to the implementation of competencies, policies and procedures of the unit
- Perform some domestic/housekeeping duties
- Participate in the provision of a 24-hour emergency service for Trauma
- Oversee the maintenance of stock levels in theatres and carry out stores management
- Following orientation & training act as supervisor to support workers undertaking the care certificate and theatre training and support to other inexperienced theatre staff
- Deputize for the Orthopaedic Liaison Support taking responsibility for ensuring all relevant equipment/consumables/company representation is available for the elective Orthopaedic service
- Be a role model and support for the Theatre support workers and assist them in achieving and maintaining the highest standards of patient care

### Business Planning and Financial Management

- Be aware of the cost implications of the materials used within the department
- Ensure effective use of equipment and disposables
- Exercise a cost-effective, high quality approach to patient care
- Minimise inappropriate use of resources
- Contribute to the effective management of stock/non-stock items
- Report to the Theatre Co-coordinator or Theatre Lead as appropriate and as required on stores, standards or staffing issues which may affect efficient delivery of services to patients and colleagues

### **Communication and Working Relationships**

- Ensure effective communication with all members of the theatre team
- Ensure effective communication with patients in a tactful and sensitive manner, protecting their confidentiality at all times.
- Answer the bleeps/telephone and greet visitors courteously, referring them to senior staff when necessary and communicating all messages clearly and precisely.
- Be responsible for receiving and relaying potentially complex information between the operating clinicians, other clinicians, radiographers, laboratories as required
- Keep the multi-skilled team informed of changes in circumstances, which may affect the delivery of care to patients.
- Provide statistical and activity-based data to designated personnel as required
- Contribute to team meetings and participate in communication cascade by providing constructive feedback
- Act as a role model for other support workers
- Participate in a Theatre Support Workers development group, reporting any development requirements to the Theatre Lead
- Provide support to/for all staff within the working environment during peaks and troughs of activity

### **Human Resource Management**

- Report any staffing concerns to Theatre Lead
- Participate in the development, implementation and evaluation of care plans within the department

### **Education and Training**

- Attend mandatory training sessions as required, co-ordinating this with the training & development co-ordinator and line manager
- Review personal competence and skill levels as part of reflective practice and continued professional development
- Use the appraisal system to identify future training needs and career development
- Set personal short, medium and long-term objectives
- Show and/or teach new members of the multi-skilled team within the parameters of the role and help orientate them to the department.
- Support new staff with the completion of the Care Certificate and Theatre Competency Pack

### **Risk Management**

- Ensure adherence to departmental and Trust policies, including universal precautions, procedural guidelines and to current legislation
- Contribute to the setting of operating theatre standards, policies, procedures, protocols and participate in their dissemination and continuing evaluation
- Support the achievement of Trust, local and equipment competencies for self and others
- Develop an awareness of risks both actual and potential within the department
- Provide a risk management link between clinical environment, own designated team and team leader
- Report identified risks/accidents to appropriate manager and complete relevant paperwork as appropriate
- Assist senior colleagues in the investigation and resolution of untoward incidents/complaints, supporting corrective action where necessary
- Follow theatre procedures in the correct labeling, handling, dispatch of urgent and non-urgent [blood/histology/microbiology] specimens and the collection of blood, blood products, infusions and complete relevant documentation
- Perform within the parameters of the role with particular regard to infusions, drugs, blood, blood products
- Adhere to the departmental and trust uniform policy.
- Participate in maintaining security within the department

#### Equipment

- Ensure all equipment has been regularly maintained
- Ensure all equipment is used in accordance with the manufacturers instructions
- Ensure any equipment found to be faulty/unsafe should be removed from use and reported to the appropriate authority

#### General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk & North East Essex Foundation Trust Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by the East Suffolk & North East Essex Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

## Person Specification

**Job Title:** Senior Theatre Support Worker

**Band:** 3

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Relevant demonstrable experience of working in operating theatres within difference specialties, including 24 hour provision of care</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 2 in either Operating Department Support or General Healthcare OR equivalent experience</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Thorough knowledge of instrumentation and their preparation across most specialties and situations</li> <li>Knowledge of current policies and procedures and their application to theatre work</li> <li>Understand levels of responsibility/accountability</li> <li>Observant and able to recognize changes and report immediately</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of orthopaedics</li> <li>Good Knowledge of Trust ordering/ receipting systems</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Able to use initiative in improving patient care</li> <li>Excellent communication skills</li> <li>Able to accept broad spectrum of responsibilities</li> <li>Able to function as part of a multi-skilled team</li> <li>Basic IT Skills</li> </ul>	<ul style="list-style-type: none"> <li>Able to implement research findings under guidance</li> </ul>