

## Clinical Job Description and Person Specification

Thank you for considering a role at [Cambridge University Hospitals NHS Foundation Trust](#), which includes Addenbrooke's and the Rosie Hospitals.

### **About Us**

The Trust is one of the largest and busiest hospitals in the country and is a leading clinical and academic centre with a national and international reputation for excellence. Recognised as providing 'outstanding' care to our patients and rated 'Good' overall by the Care Quality Commissioner, is testament to the skill and dedication of the people who work here. It is their teamwork, energy, commitment and imagination that make us one of the best hospitals in the UK.

### **Our Values**

The Trust's philosophy is to keep the patient at the heart of everything we do and we expect staff to uphold our values of **Together - Safe, Kind, Excellent** at all times. The Trust's Values and Behaviour Standard is attached to this job description; it provides more information about the type of behaviour we expect and love to see, and those we do not want to see. In considering whether to apply for the post you should consider whether you understand and feel able to live our Values.

### **Supporting you to be the best you can be**

The Trust is committed to bringing the best out of its employees. We want everyone who works here to enjoy job satisfaction and feel proud to be an employee of the Trust. Each pay band has a set of Performance Standards which explains the level of competency and standard of delivery required to perform the role, you can download the performance standard for this post with the application pack. The Trust is committed to providing on-going feedback, development and an annual appraisal discussion.

### **Your Health and Well-Being**

As a world leading healthcare organisation, CUH is a champion of good health and is committed to providing a smoke free campus to protect its staff, patients and visitors. Smoking is not permitted on the CUH campus and all employees must comply with the requirements of the CUH No Smoking Policy and support the processes and practices in place in relation to patients and visitors.

Your health and well-being are important to us. If you have any concerns about a health condition or disability that you have please read the Job Description and Person Specification carefully to ensure that you would not be putting yourself at risk.

We offer an extensive staff benefits package, including, childcare, flexible-working schemes and the NHS pension scheme along with a range of facilities that includes on-site sport and leisure facilities. Do visit our website for more information about working at CUH and living in Cambridge: [Working for us](#)

### **Submitting your application**

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our Values, teamwork, reliable attendance, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

We recommend that you download the 'Information for Applicants - Completing your application' document which provides further details about how to complete each section of your application form and further information about the application process.

<b>Job title:</b>	Theatre Support Worker (TSW)  (Operating Department Practitioner Apprenticeship route <u>subject</u> to successful enrolment)
<b>Band:</b>	Band 2
<b>Hours of work:</b>	37.5 Per week
<b>Location:</b>	Theatres – Perioperative Care
<b>To whom responsible:</b>	Education Lead Operations Manger Theatre Matrons Theatre Practice Educators
<b>Job summary:</b>	<p>To assist with patient care and other departmental related duties as a Theatre Support Worker and as directed by Registered Theatre Practitioners.</p> <p>To complete a Care Certificate programme prior to applying to the university, or complete it within 12 weeks of starting the programme.</p> <p>Upon entry on the ODP Apprenticeship, to train and study to complete the BSc (Hons) ODP programme approved by the HCPC and accredited by the College of Operating Department Practitioners.</p> <p>Candidates who do not enrol onto the University ODP Apprenticeship programme, will remain employed at CUH as band 2 Theatre Support Workers, and can receive support to prepare for a future interview.</p> <p>Upon registering with the HCPC via the ODP apprenticeship route, candidates are guaranteed a job as a band 5 ODP at Addenbrooke’s.</p>

### **Operating Department Practitioner Apprenticeship**

1. As a band 2 TSW applying to the ODP Apprenticeship at Addenbrooke’s, you will present evidence of:
  - 5 GCSE’s (or equivalent) at grades A-C or 4-9
  - Mathematics and English GCSE, or level 2 equivalent such as functional skills
  - A-Level study with 112 UCAS points –or Level 3 qualification in a Health and Social Care related course
  - DBS- Ability to meet the occupational health requirements of the programme (this will be organised by CUH to be completed within 3 months of the start of the programme)
  - Apprentices will be employed in the Operating Department for 37.5 hours each week
  - Apprentices must have completed a Care Certificate programme when applying to the university, or complete within 12 weeks of starting the programme

2. As an applicant to the ODP apprenticeship, you will:

- Communicate appropriately with the theatres education team, the Apprenticeship team and your line managers, in preparation for your application to the university and interview, ensuring all documentation is as required and that you meet all the required criteria
- Understand that enrolling on the ODP Apprenticeship is subject to a successful interview with the university providing the Apprenticeship programme at CUH
- Understand that, if unsuccessful at the above interview, you will remain working as a TSW in the theatres department, and may re-apply at subsequent entry points, provided that you still meet the entry criteria

3. As an ODP apprentice (i.e., successfully enrolled onto the ODP Apprenticeship) you will:

- Work as a Trainee ODP and train over a 3-year period to attain a BSc (Hons) Operating Department Practice Degree qualification and Higher Apprenticeship
- Within 3 months from commencement of the programme you will need to complete your Care Certificate, if you have not already previously completed
- As a trainee ODP, you will commence your studies in either May or Sept each year. Your modules will progress across the whole of each year and so will your pay band, as follows:  
*Year 1: academic Level 4 (6 units of 20 credits) – band 2*  
*Year 2: academic Level 5 (6 units of 20 credits) – band 3*  
*Year 3: academic Level 6 (4 units of 20 credits and dissertation at 40 credits) – band 4*  
*Qualified ODP with HCPC registration – band 5 ODP*
- You will complete an electronic portfolio of competencies each year. These are mapped against the HCPC Standards of Practice for Operating Department Practice
- You will and non-apprentices will be assessed on exactly the same competencies as non-apprentice ODPs but these will be recorded on different systems and both you and your mentors will be given training on this
- You will complete the required training, including via coaching sessions, independent research, in-house training including systems training, learner support to write assignments, lectures/workshops, team meetings, shadowing and mentoring, online learning led by CUH or training provider (during paid hours), role play, simulation exercises, completion of 'off the job training log' e-portfolio, departmental rotation, time given to complete reflective journal
- In clinical practice, you will perform under the direction and supervision of your mentors and of the theatres education team, organising your rotations and other learning experiences
- You will liaise with the theatres education team regarding your academic progress and any assistance/guidance you may require to successfully complete the ODP programme

The remainder of this document refers to your **role as a band 2 Theatre Support Worker (TSW) in theatres**, which you will undertake up until you enrol in the ODP Apprenticeship programme or, should you not enrol on the programme, as your permanent post in the Operating Theatres.

## **Key duties and responsibilities:**

### **Pre-Operative**

1. To perform theatres' set up for next day's list, ensuring that:
  - The daily theatre audit checklist is done
  - Equipment/machinery such as diathermy, suction machine, etc., are ready
  - Equipment / machinery are in good working order. Report damaged, non-operational and out of date and faulty equipment
  - Availability of disposables including gowns, gloves and specimen pots
  - Set up stacks, scopes, diathermy and other theatre equipment. Check they are in working order
  - Ensure the back corridor of theatres areas are tidy, stocking the up area including any associated trolleys
2. To provide support for the surgical team, by:
  - Ordering kitting for patient's operative packs as required
  - Opening sterile equipment and accessories to maintain the sterile field
  - Acting as the second check when counting swabs, sharps and instruments with a Registered Practitioner only
3. Support the perioperative team in sending for and collecting patients in accordance with Trust policy using the 4 point check system as documented. Before collecting the patient checks regarding allergies and infection status. When on the ward, you are expected to:
  - Check the pre-op checklist has been completed and that the patient has been marked as ready for theatre (i.e. turned green on EPIC system)
  - Check documents needed for theatre: addressographs and Consent Form. The Consent form may be in paper form or electronic. If electronic you must view this on EPIC.
  - Ensure that the patient has 2 correct ID bands. Ask them to confirm their name and date of birth
  - Confirm with either the nurse or ward clerk that the patient has been transferred to the correct theatre department on EPIC
  - Support patients and relatives through the collection process, ensuring their needs are met and dignity is maintained i.e. allow patient to visit toilet and say good bye to relatives or escorting relatives from the department

4. Assist the anaesthetic team by helping to:

- Position patient for spinal/epidural procedures
- Position and prepare the patient for surgery, including collection of any equipment as required
- Chaperone/escort patients under the direction of the registered theatre practitioner including waiting with them in the anaesthetic room (during turn around) and/or during procedures under local anaesthetic

**Intra-operative**

1. Deliver a high standard of individualised personal care to patients, promoting their dignity and safety at all times
2. Have basic knowledge of the surgeons' preferences and the procedure being undertaken to ensure ability to provide suitable assistance, i.e. operations involving imaging/x-ray need lead gowns, keyhole surgeries requiring imaging stacks, etc
3. Use initiative and knowledge of procedure to anticipate items and equipment needed by surgical / anaesthetic team
4. Respond appropriately to clinical emergencies to ensure patients receive appropriate care, i.e. can locate emergency buzzer and can react to emergency requests appropriately
5. Maintain accurate recording of data on EPIC, operating registers and traceability systems, under the supervision of the 'red hat' (the registered practitioner in charge of clinical area)
6. Assist the anaesthetic team:
  - Collect blood and blood products and take samples to the labs as required
  - Collect drugs from the pharmacy and store them as appropriate
  - Bed making as required
  - Provision of equipment as required
7. Act as a Circulating Practitioner:
  - Counting and recording instruments, swabs, needles and other countable items used in the sterile field
  - Weigh and record swabs used to record fluid and blood loss
  - Open sterile instruments and soft packs while maintaining sterile field
  - Ensure tidiness of lay-up and scrub rooms between cases
  - Assist with the cleaning of theatres between cases
8. Assist with the moving, handling and positioning of patients in accordance with the Trust's Moving and Handling policy

## **Post-operative**

1. Cleaning of theatres at end of surgery
2. Dispose of clinical waste safely and appropriately in line with Trust policy
3. Ensure the back corridor of theatres are tidy, stock up area including any associated trollies
4. Return instruments to designated places in the store room after cases
5. Set up theatres for next day's list – kitting, instruments and equipment

## **Other**

1. Support the team in the holistic care of the patient
2. Transport safely and timely, specimens to designated areas, recording legibly and accurately necessary details
3. Participate in the induction/orientation of new members of the perioperative team or visitors, following completion of the Band 2 competency packages
4. Communicate effectively and accurately within the perioperative team, take and pass on messages, answer bleeps
5. Act as patient advocate for dignity and safety, challenging anyone who enters theatres where appropriate
6. Report to registered theatre practitioner any patient who gives cause for concern or any observed changes in the patient's condition
7. Accurately and promptly carry out the delegated tasks as directed by the registered theatre practitioner who is professionally accountable for the delivery of care
8. Maintain a safe, clean environment ensuring equipment is stored correctly
9. Comply with all trust policies and procedures
10. Task Bleep holder – As part of your Band 2 role you may be asked to act in the "Task" role for the corridor. You will carry a bleep and your role will involve but will not be confined to the following: taking specimens to Histology, collecting blood and blood products, collecting controlled drugs, disposal of cardboard and sharps bins, etc. While in this role you will not be expected to work in a theatre that day

## **Education and development**

1. Undertake and complete the Care Certificate competency package within three months of starting the role
2. Undertake and complete competency packages relevant to your clinical area and role within six months of starting the role

You will be responsible for ensuring your own professional knowledge and skills through continuous professional development (CPD) & support the development of others, whether pursuing the ODP Apprenticeship or remaining in the role of band 2 TSW

**General Compliance:**

1. To comply with all Trust Policies and Procedures, with particular regard to
  - Risk Management
  - Confidentiality
  - Equal Opportunities
  - Health & Safety
  - Data Quality
  - No Smoking
  - Information Governance
  - Freedom of Information
  - Being Open: a duty to be candid
2. All staff have a responsibility to comply with the current infection prevention and control policies, procedures and standards and ensure they have received training on infection prevention and control issues including hand hygiene and received refresher training appropriate to the job role. All staff should practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.
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. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.
5. All staff that have access to or transfers any data are responsible for those data, it must be kept secure and they must comply with the requirements of the Data Protection Act 2018 and the General Data Protection EU Directive (GDPR). All data must be kept in line with the Trust's policies and procedures. Data includes all types of data i.e. patient, employee, financial, electronic, hard copies of printed data or handwritten data etc.
6. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
7. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. If this applies to this post, the appointment will be subject to a satisfactory Disclosure and Barring Service disclosure (formerly the CRB disclosure) of the appropriate Level.
8. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and receive refresher training appropriate to the job role; this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.
9. Participate in an annual Appraisal and Development Review meeting and ensure you are meeting the Trust's Performance Standard for the post.
10. CUH is a smoke free campus. All employees must comply with the requirements of the No Smoking Policy and support the processes and practices in place in relation to patients and visitors
11. To uphold the Trust Values and Behaviours standard.
12. Perform any other duties that may be required from time to time.

**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.**

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

# Our Trust values and behaviours

Values	Behaviours	Love to see	Expect to see	Don't want to see
<b>Safe</b> I never walk past, I always speak up	Safety	Shares lessons learned to help others to improve safety.	Always follows agreed safety and wellbeing procedures. Learns from mistakes and asks for help if they need it.	Shows a lack of focus on safety and wellbeing in their day-to-day work.
	Raising concerns	Encourages others to raise concerns about safety or attitude.	Speaks up every time standards on safety, care or dignity are not met. Welcomes feedback.	Keeps concerns to themselves, and rejects feedback about their own behaviour.
	Communication	Seeks ways to enhance understanding of information being communicated to meet people's needs.	Keeps people informed and gives clear explanations in ways people can understand.	Doesn't give people the information they need. Uses jargon inappropriately.
	Teamwork	Encourage others to contribute and demonstrates better ways of working within and across teams.	Works as part of a team. Co-operates and communicates with colleagues. Values other people's views.	Excludes others and works in isolation.
	Reassuringly professional	Is constantly aware that what they say and do affects how safe other people feel.	Is calm, patient and puts people at ease. Takes pride in their own appearance and our environment.	Passes on their negativity/stress. Is critical of other teams or colleagues in front of others. Displays unprofessional appearance.
<b>Kind</b> I always take care of the people around me	Welcoming	Goes out of their way to make people feel welcome.	Is polite, friendly, makes eye contact, smiles where appropriate and introduces themselves. 'Hello my name is...'	Ignores or avoids people. Is rude or abrupt, appears unapproachable/moody.
	Respectful	Applies a broader understanding of the diverse needs of patients/colleagues. Supports others to be themselves.	Treats everyone as an equal and valued individual. Acts to protect people's dignity.	Ignores people's feelings or pain. Makes people feel bullied, belittled or judged.
	Helpful	Thinks about the needs of others. Goes the 'extra mile' for other people.	Is attentive and compassionate, helps people who need help, or finds someone who can. Never walks by.	Makes people feel like a burden: 'It's not my patient / job / problem'.
	Listen	Makes time to listen to people even when busy.	Listens to people in an attentive and responsive manner.	Disinterested, dismissive or talks over people.
	Appreciate	Goes out of their way to make people feel valued for their efforts and achievements.	Encourages people's efforts. Notices when people live up to our values, says thank you.	Doesn't notice or appreciate people's efforts.
<b>Excellent</b> I'm always looking for a better way	Aiming high	Their positive attitude inspires others to achieve the highest levels of quality.	Always aims to achieve the best results.	Accepts mediocrity or moans without looking for solutions.
	Improving	Helps others to find creative solutions to problems and shares good practice.	Suggests ideas for better ways of doing things and looks for opportunities to learn.	Resists change: 'we've always done it this way'.
	Responsible	Shows enthusiasm and energy to achieve excellent results.	Takes responsibility and has a positive attitude.	Avoids responsibility. Blames or criticises others.
	Timely	Always respects the value of other people's time.	Is on time, efficient, organised and tidy. Apologises and explains if people are kept waiting.	Misses deadlines or keeps people waiting, without explanation/apology.
	Makes connections	Helps others to understand how services connect.	Thinks beyond their own job and team to make things easier for people.	Focuses on their own department needs to the detriment of the people they serve.

Together-Safe | Kind | Excellent

Post Title: TSW (applicant to ODP Apprenticeship)

Band: 2

Department: Theatres

**How evidenced:** **A** = Application Form      **I** = Interview      **T** = Test

Factors	Essential Criteria	How Evidenced	Desirable Criteria	How Evidenced
<b>1 Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's (or equivalent) at grades A-C or 4-9</li> <li>• Mathematics and English GCSE, or level 2 equivalent such as functional skills</li> <li>• A-Level study with 112 UCAS points –or Level 3 qualification in a Health and Social Care related course</li> <li>• DBS- Ability to meet the occupational health requirements of the programme</li> <li>• If English is a second language the applicant should hold an overall IELTS score of at least 7.0 with no element below 6.5</li> </ul>	A/I	<ul style="list-style-type: none"> <li>• Completed Care Certificate</li> </ul>	A/I
<b>2 Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a multi-disciplinary team</li> <li>• Demonstrates verbal and non-verbal communication skills</li> <li>• Evidence of recent study</li> </ul>	A/I	<ul style="list-style-type: none"> <li>• Previous NHS Hospital experience or previous work in a care environment</li> <li>• Previous operating theatre experience</li> </ul>	A/I

<b>3 Knowledge</b>	<ul style="list-style-type: none"> <li>• Understand the importance of confidentiality and demonstrate knowledge of how it can be maintained</li> <li>• Understands the importance of respect and communication</li> <li>• Understands Health &amp; Safety requirements.</li> <li>• Understands the importance of good timekeeping</li> <li>• Understands what makes effective teamwork</li> <li>• Knowledge of the role of the ODP as a registered practitioner providing holistic care to surgical patients</li> </ul>	A/I	<ul style="list-style-type: none"> <li>• Understands the importance of Infection Control Standards</li> <li>• Demonstrate an understanding of what it is like to work in an operating theatre</li> </ul>	A/I
<b>4 Skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills and ability to follow verbal and written instructions accurately</li> <li>• To be able to work effectively as part of a team.</li> <li>• Computer literacy</li> <li>• Respect for patients' dignity, wishes and beliefs demonstrating empathy and kindness</li> <li>• Understanding of the importance of commitment, values and behaviours</li> <li>• Demonstrates behaviours which are caring and compassionate</li> <li>• Enthusiastic, having a positive work ethic, being keen to learn and able to work in an operating theatres and wider multi-disciplinary team</li> </ul>	A/I	<ul style="list-style-type: none"> <li>• Able to recognise situations when a more senior member of staff is required</li> <li>• Able to prioritise and organise own workload</li> <li>• Understands the importance of consistently providing individualised care basis</li> <li>• Attention to detail</li> </ul>	A/I

<p><b>5 Additional Requirements</b></p>	<p>The ability to understand and behave at all times, towards patients, visitors and colleagues according to the Trust values of <b><i>safe, kind, excellent.</i></b></p> <p>To be able to recognise the extent and limitations of the Healthcare Assistants role health and safety requirements. Committed to providing patient care.</p> <p><b>The following hazards are associated with this job role:</b></p> <ul style="list-style-type: none"> <li>• Manual handling.</li> <li>• Night shift or shift work</li> </ul>	<p>A/I</p>	<ul style="list-style-type: none"> <li>• Evidence of a desire to work in the operating theatre and to train as an ODP</li> <li>• Be enthusiastic, having a positive work ethic, being keen to learn and able to work in an operating theatres and wider multi-disciplinary team</li> </ul>	<p>A/I</p>
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## Information for Applicants - Terms and Conditions of Employment

This information is a summary of the main terms and conditions for pay, annual leave, hours and pension that is governed by the NHS Terms and Conditions of Service Handbook.

### Pay

The advertisement provided the information about the pay band for this role. All pay bands have a minimum and maximum point with opportunity for progression to the next pay step point when a minimum length of service has been reached. This is subject to meeting expected levels of performance. For more information about Agenda for Change Pay please visit:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/agenda-for-change-pay>

New entrants to the NHS will normally commence on the minimum point of the pay band. Only in exceptional circumstances where the employee has considerable relevant experience to the post can a higher starting salary be considered. If a current NHS employee applies for a post at a higher band they move onto the higher band receiving a promotional increase in accordance with NHS Terms and Conditions. Current NHS employees transferring on the same pay band retain the same salary.

### Pay Progression

Employees will receive progression to the next pay step point (where available) subject to meeting expected performance and compliance requirements. If you are an existing NHS employee applying for a role on the same band, progression will be awarded in accordance with the Trust's current ADR and Pay Progression policy. If you are new to the Trust or are applying for a promotion, progression will be awarded in accordance with the new national framework agreement.

### Hours

Full time is 37.5 hours per week and is in accordance with the working patterns/rota patterns within the ward/department. These may be changed from time to time depending upon patient / service needs. If the post you have applied for is part time, the salary will be calculated pro rata to 37.5 hours. If you are required to work nights/weekends/public holidays you will receive the appropriate unsocial hour's enhancements.

### Annual Leave Entitlement

This is dependent on complete years of NHS service.

Years NHS service	Annual leave entitlement per year
0-5 years completed NHS service	<b>202.5 hours</b> (based on 27 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
5-10 years completed NHS service	<b>217.5 hours</b> (based on 29 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
Over 10 years completed NHS service	<b>247.5 hours</b> (based on 33 days x 7.5 hrs per day) plus public holidays (pro rata for part time)

### Pension

Employees are automatically enrolled onto the NHS Pension Scheme upon commencement. There is both an employer and an employee financial contribution to the pension scheme, with the employee contribution ranging from 5% to 14.5% depending upon your salary. New employees will receive a detailed information pack on commencement. For further information about the scheme and how to opt out following commencement, please visit [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)