

Manchester University Hospitals

NHS Foundation Trusts

Post:	Nursing Assistant (Generic Worker) - Theatres
Department:	xxxxx Theatres
Grade:	Band 2
HOURS:	37.5 / week
TYPE OF POST:	Nursing
RESPONSIBLE TO:	Theatre Matron
LIAISES WITH:	Registered Staff within Theatres Team Leaders within Theatres Assistant Practitioners within Theatres Senior Nursing Assistants within Theatres
WORKBASE:	xxxxx Theatres

Job Purpose

The post holder is responsible for participating as part of the team within the theatre department. They will contribute to the efficient running of theatres; assist registered practitioners and the multidisciplinary team ensuring that a high-quality service is delivered to patients and families. They will assist in general care duties as specified below, under the overall guidance/supervision of the Registered Practitioner, but will also work under the guidance of 'non-registered' staff - Assistant Practitioners and Senior Nursing Assistants.

The postholder will be responsible for participating and assisting in the delivery of delegated personal care to patients within the ward/department team carry out a number of delegated routine procedures requiring a base level of knowledge, understanding, practical competency and skill specific to the personal care of patients.

MAIN DUTIES AND RESPONSIBILITIES

Under the delegation of a registered Theatre Practitioner 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 or inform the ward of any list changes.
- Welcome and orientate patients and visitors to the ward/department.
- 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 chaperon.
- After the recovery period transfer patients back to the ward area under the supervision of a registered practitioner.
- Chaperone the patient as required ensuring appropriate support.
- Support patients with dementia/cognitive impairment
- Actively support and assist in alleviating distress and anxiety of patients or carers, consistent with their personal beliefs and preferences.
- Assist patients in their mobility requirements, help move and position appropriately to maximise their physical comfort.
- Prepare individual patients and the environment to ensure effective movement and/or handling procedures. Participate in Moving and Handling activities.
- Assist in the care of patient's and reduce the risk of pressure sores. Document according in the pathway.
- At the delegation of the registered practitioner assist with the patients in the recovery unit and extended recovery unit (ERU) delivering care including helping with hygiene needs and providing beverages and meals if required.
- When necessary, initiate and assist with basic cardio-pulmonary resuscitation.
- Assist in the correct procedure of duties relating to last offices for deceased persons. Ensure that all religious and cultural wishes, obligations are adhered with.
- Disposing of clinical waste safely and appropriately in line with Trust Policy.
- Prepare, supply and maintain all necessary instrumentation and equipment for the specific operative procedure/theatre list.
- Position equipment as required by the scrub team; disconnect and safely remove equipment as required.
- Prepare theatres for clinical procedures and complete the theatre daily checks ensure the theatre is clean and tidy at the start of each day and all surfaces have been damp dusted; repeat this at the end of the theatre session and dispose of any clinical waste ensuring the correct clinical disposal bag is used.
- Participate and communicate effectively as a member of the perioperative team during the Team Brief.
- Ensure proficiency with all medical equipment before use in accordance with the trust medical device policy.
- Prepare and maintain all equipment needed for specified operative lists, including complex machinery such as Microscopes and Endoscopes.
- Report and remove faulty equipment, sterility issues and breakages to appropriate theatre staff.
- To assist Registered Practitioners/Surgeon with patient positioning ensuring knowledge of positioning equipment and associated risks to patients and record and document actions.
- Access patient information using appropriate IT systems, such as ORMIS.

Departmental/Environmental Duties

- Assist with the staffing of the theatre reception which includes answering the telephone, taking messages, receiving visitors to the department in the absent of the receptionist.
- Undertake clerical duties as directed by the registered member of staff in relation to all verbal and written communications, ensuring messages and communications are passed to other team members, as required.
- Communicate effectively with patients, relatives and healthcare practitioners.
- Assist with the cleaning and setting up of the equipment, operating tables, trolleys and beds.
- Stock up and clean storerooms, changing rooms and theatres as required.
- Ensure that the kitchen area and staff rooms are maintained in a clean and orderly fashion.
- Record fridge and warming cabinet temperatures and report any anomalies to the registered practitioner.
- Contribute to the supply and maintenance of materials and equipment to ensure the efficient running of the clinical environment.
- Be responsible for self and others through identifying risks, undertaking work activities in a safe manner.
- Organize the supply and maintenance of materials and equipment. Ensuring they are placed in the correct area and present no hazard to staff, patients and visitors.
- Clean and return to Central Sterile Supplies Department (CSSD), or dispose of as appropriate, equipment utilised in procedures and treatments.
- Liaise with materials management to ensure adequate levels of stock items are available.
- Ensure consumable stock required for theatre is stocked up and discourage overstocking.
- Ensure stock rotation is undertaken to minimise the risk of equipment becoming out of date.
- Assist in the transfer of materials and equipment as requested, including the maintenance of equipment as appropriate.
- Assist in the collection of blood products and transport specimens to and from the laboratories. This may not be applicable to Paediatrics.
- Maintain cleanliness in the work environment in line with Trust Health and Safety and Infection Prevention Practice policies.

Management

The post holder will:

- Proactively help patients and carers to take an active role in their care.
- Be familiar and comply with all Trust Policies and Procedures.
- Adhere to Trust Uniform Policy.
- Adhere to Trust Social Media Policy.
- Act at all times in a manner, which illustrates respect for privacy, dignity, and confidentiality.
- Exhibit professional behaviour and attitude at all times and demonstrate excellent customer care skills.
- Contribute to effective team working, by being fully involved, committed and participating, to achieving full potential.

- Attend ward /departmental meetings as required.
- Use IT systems for e.g. patient records and data collection.

Education and Development

The post holder will:

- Maintain responsibility for the identification of own continuing educational needs and development and take part in annual appraisal.
- Maintain competence through annual mandatory training to include;- Basic Life Support Resuscitation, Moving and Handling and Fire training in adherence to Trust Policy.
- Attend appropriate training courses and keep up to date with developments within the service area.
- Assist in the induction and orientation of new staff and advise/demonstrate own activities to less experienced staff.

Key Processes

The post holder will:

- Under the delegation of a registered member of staff, participate and assist in the delivery of patient care, as outlined above.
- Demonstrate self-directed development to ensure they practise in accordance with established protocols and standard operating procedures under close, but not continuous, supervision.
- Within the scope of their role, recognise their limitations and present them in a credible and competent manner.
- Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality.
- Have a responsibility to ensure all information processed for patients and staff is kept confidential, accurate and in line with the data protection act 1998 and Caldecott principles.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

INFECTION PREVENTION AND CONTROL

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control policies. The post Holder is also responsible for ensuring that they and all their staff attend mandatory training, including infection prevention and control.

HEALTH AND SAFETY

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working

practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

RISK MANAGEMENT

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/ division or area of responsibility.

CONFIDENTIALITY AND SECURITY

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

VALUES AND BEHAVIOURS

The post holder will adhere to the values and behaviours framework, encompassing; care and compassion, treating everyone with dignity and respect. The post holder must extend these values and adhere to the social media policy.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

Signed (Employee):

Date:

Signed (Manager):

Date:

Person Specification

Job Title: Nursing Assistant - Theatres (Band 2)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Holds National Care Certificate or be willing to undertake and complete within 12 weeks of starting. Will be required to undertake the Trust CSW Development programme and theatre competency-based programme		Certificates
KNOWLEDGE AND EXPERIENCE	Experience working in a healthcare, social care organisation/setting or service industry requiring people contact.	Experience of working within a theatre environment.	Application form and Interview
SKILLS AND ABILITIES	Good communication skills (written and verbal). Able to work as a team. Able to carry out well defined routine tasks. Able to work on own initiative, following direction/supervision by a Registered Healthcare Practitioner. Able to relate well with patients/relatives/visitors/ Colleagues/the multi-disciplinary team and wider Trust staff.	Computer skills.	Application form and Interview
ATTRIBUTES	Committed to delivering high standards of patient care. Friendly, open, empathetic and compassionate. Professional outlook and positive attitude. Able to meet the flexible needs of the role and duty roster.		Interview EHWB apt and references