



HOSPITAL SERVICES

THEATRE PATIENT ASSISTANT

BAND 3

JOB DESCRIPTION

JOB SUMMARY:

- Required to carry out designated support tasks to enable the safe transfer of patients through the perioperative environment
- To assist the theatre teams in the operating theatres as required and directed to do so
- Some of these tasks will involve direct patient contact
- Work as an effective member of the multi-disciplinary team
- Following appropriate training and assessment, undertake clinical and non-clinical duties in support of the registered practitioner
- Assist in the movement of patients inside the sterile areas within the operating theatres, the recovery and reception/receiving area as instructed by the Theatre manager or co-ordinator
- The post holder will be required to work flexibly within the unit as part of the multidisciplinary team and may often be required to work unsupervised when deemed competent

RELATIONSHIPS:

REPORTS TO:	Theatre Manager
RESPONSIBLE TO:	Modern Matron, Surgical Services
ACCOUNTABLE TO:	Director of Acute Services

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- To assist the theatre teams in the operating theatres as required and directed to do so.
- Assist in the movement of patient's inside the sterile areas within the operating theatres, the recovery and reception/receiving area as instructed by the Theatre manager or daily co-ordinator.

- To set up the operating tables and theatres prior to procedures.
- Ensure the positive identification of any patient by verbal confirmation, asking the patient their full name and date of birth on collecting the patient from the reception area and checking patient hospital number and details on the patient wrist band as necessary.
- Under supervision transferring patients on and off the operating tables, and assisting with positioning, using the equipment provided.
- Ensure that all theatre trolleys used for moving patients are kept clean, fully equipped with O2 bottles and canvasses as required.
- Dispose of linen and rubbish within theatre and place new bags in their respective containers as required, and to also at the end of each day empty and replace Theatre dirty linen and rubbish bins using the theatre lift provided.
- Clean floors in the operating Theatres after procedures using equipment provided as required.
- Work with the Theatre team during emergency situations providing additional support.
- Assist with deliveries/collections from sterile services department.
- Attend any Department/staff meetings.

EDUCATION AND EXPERIENCE

- To complete a VQ Diploma in Health and Social Care (equivalent NVQ) within two years of obtaining post.
- To undertake additional VQ units as the service dictates.
- To prepare appropriately for your annual performance and development review (PDR).
- To develop knowledge and skills as required within the gateways of the job outline with appropriate support.
- To undertake in-house annual mandatory training in Manual Handling, Basic Life Support and Fire Safety, as is deemed necessary by the Theatre manager and is required for the role, this includes any theatre training sessions.

COMMUNICATION

- Attend any department/staff meetings and assist with communication with multidisciplinary team members and associated agencies as required.
- To give due consideration to language and cultural differences of patients/clients and their relatives and colleagues.

- To communicate effectively with patients/clients and significant others. This could include patients with reduced consciousness levels (including intoxication and trauma), violent and aggressive behaviour and providing support for the bereaved.
- To maintain records as delegated in accordance with procedure and policy.

HEALTH AND SAFETY

- Maintain the welfare and safety of self and others by complying with the Health and Safety at Work (General Ordinance) Guernsey 1987 in line with States of Guernsey Health and Safety policies.
- To immediately report to their manager any shortcomings in health and safety procedures and practice.
- To report any accidents or dangerous incidents to their immediate manager utilising the Incident Reporting and Risk System.
- To use protective clothing and equipment provided.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at HSSD must comply with the following policies.

INFECTION CONTROL

Maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

KEY CRITERIA:

The post holder is not required to hold relevant qualifications, but is expected to participate in VQ training and relevant manual handling training. Career progression through the pay grades to a Band 4 can occur by utilising the VQ pathway.

The post holder will be expected to work in all areas of the theatre department, moving heavy objects and assisting in the transferring of patients from trolley to beds. Candidates are expected to be physically fit and able to carry out these duties.

ESSENTIAL

1. Willingness to work towards and achieve NVQ qualification within 2 years.
2. Experience of caring for others, either in a healthcare setting or at home, is an advantage.
3. Evidence of a caring nature.
4. Ability to manage workload.
5. Motivation/Initiative.

6. Communication Skills.
7. Interpersonal Skills.
8. Flexibility

