JOB DESCRIPTION

JOB TITLE: TRAINEE HEALTH CARE SUPPORT WORKER

LOCATION: AIREDALE GENERAL HOSPITAL

BAND: 2

REPORTS TO: THEATRE CLINICAL MANAGER

RESPONSIBLE TO: MATRON/SERVICE MANAGER

JOB PURPOSE:

To undertake a range of duties including clerical and direct care activities under the direct supervision of a registered member of the theatre staff or a senior HCSW, guided by QCF level 3 Health Diploma in Peri-operative Support competencies.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance ‘Understanding the new NHS’ (details of which can be found in the links section of NHS Jobs).

OVERALL RESPONSIBILITY:

1. The post holder will be assigned to work in one area of the directorate but may be expected to provide cover in other areas because of sickness/absence.

2. Contribute to receiving and supporting patients during clinical procedures.

3. Adhere to all Trust, Directorate and Departmental policies and procedures.

4. Contribute to the support of patients, relatives and friends whilst in the operating department.

5. The trainee is required to successfully complete a 3 month induction period followed by a 24 month training period to undertake and complete all units associated with QCF level 3 in Peri-operative Support.

MAIN DUTIES AND RESPONSIBILITIES:

1. Any duties as directed by the senior practitioner in charge of the Operating Theatre team.

2. Act as a circulating member of the theatre team.

3. Assist in the care, labelling and despatch of specimens for laboratory examination.

4. Assist in the preparation, stocking up and cleaning of the theatre suite.

5. Transfer of patients using various modes of transport, throughout the hospital
adhering to current manual handling regulations and theatre competencies.

6. Contribute to the support of patients in transition from one caring setting to another, following transfer competencies.

7. Participating in team briefs and patient safety checklists.

PERSONNEL

1. Liaise and co-operate with other ward and department staff within the hospital.

2. Participate in the promotion of good relationships within the department.

3. Participate in regular departmental meetings.

4. Ensure strict confidentiality with regard to patients and staff at all times.

5. Take part in a personal staff development review and ensure ones own practice is developed in line with the KSF outline for the post.

6. Participate in the regular updating all mandatory training e.g. Fire, lifting & handling, tourniquet safety, diathermy, medical gases, infection control and resuscitation.

7. Ensuring that you adhere to the agreed uniform policy.

8. Report any shortfalls in the departmental stores or equipment to a senior member of staff.

9. Report to the Person in Charge any incident, accidents or complaints within the department.

10. Ensure strict confidentiality with regard to patients and staff at all times.

11. To work in other areas within the hospital as directed by the Theatre Co-ordinator or Deputy.

DEPARTMENTAL CHART

CLINICAL THEATRE MANAGER
↓
SENIOR STAFF NURSE/ODP
↓
STAFF NURSE/ODP
↓
SENIOR SUPPORT WORKERS
↓
HEALTH CARE SUPPORT WORKERS
↓
TRAINEE HEALTH CARE SUPPORT WORKER
Professional Registration/Codes of Conduct
Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding Children & Adults
Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Responsibilities to be included for all staff groups:

Health & Safety
You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:
- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust’s health and safety protection arrangements.

Manual Handling
Manoeuvre heavy goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

Equal Opportunities
Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control
Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

Mandatory Training
Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Information Governance
Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third
party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party’s responsibility.

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust’s “Health Records Policy” can be obtained from the Trust’s Intranet site.

**Restriction on Smoking**

The Trust is “Smokefree”. You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performanve development review process.
# PERSON SPECIFICATION

## TITLE OF POST
TRAINEE HEALTHCARE SUPPORT WORKER

## BAND
2

## DEPARTMENT
THEATRES

## LOCATION
AIREDALE NHS FOUNDATION TRUST

<table>
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<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>ASSESSMENT METHOD</th>
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| **KNOWLEDGE**      | • A basic understanding of Theatre  
                    • Understanding of the NHS Constitution and its implications | | • Interview |
| **SKILLS**         | • Good communication skills | | • Interview, application form |
| **QUALIFICATIONS** | • General education, numerate and literate GCSE Grade C & above, Functional skills Level 2 or above | • QCF Level 2 Health Diploma in Peri-operative support  
                    • BTec diploma in Health & Social care | • Interview, application form |
| **EXPERIENCE**     | | • Previous experience in a healthcare setting | • Interview, application form |
| **PERSONAL ATTRIBUTES** | • Team worker, smart and reliable | | • Interview |
| **OTHER**          | • Ability to work flexible and antisocial hours | | • Interview |