

## ROLE BRIEF

<b>Department:</b>	<b>Theatres</b>
<b>Job Title:</b>	<b>Health Care Assistant</b>
<b>Responsible To:</b>	<b>Theatre Manager</b>
<b>Location:</b>	<b>The Horder Centre</b>
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>• To provide a caring and professional nursing service</li> <li>• To assist the registered nurses /operating department practitioners in the maintenance of a high standard of planned patient care using evidence based practice</li> <li>• To participate in the implementation and evaluation of patient care in the operating theatre setting.</li> <li>• To be able to communicate effectively with the theatre team on the condition and treatment of patients</li> <li>• To work in a circulating role as part of a theatre team</li> <li>• Support within the sterile services unit.</li> <li>• To establish good relationships with all colleagues and members of the multidisciplinary team</li> </ul>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>• To maintain the highest possible standards of evidence based care and to preserve the dignity and confidence of the patient at all times being aware of patient confidentiality</li> <li>• To maintain appropriate records and documentation within a patient's care-plan and be able to report both verbally and in writing any care need requirements in the operating theatre setting.</li> <li>• To be familiar with all hospital policies and procedures regarding health and safety, clinical governance, infection control, fire procedures, manual handling and control of substances hazardous to health (COSHH)</li> <li>• To be aware of legal requirements for both data protection and patient confidentiality</li> <li>• To behave in a professional manner at all times</li> <li>• To ensure a healthy and safe environment for all patients and staff</li> <li>• Report any incidents to the clinical lead team.</li> </ul>

	<ul style="list-style-type: none"> <li>To participate in mandatory training</li> </ul>
<b>Key Knowledge, Skills and Experience:</b>	<p><b>Must Haves</b></p> <ul style="list-style-type: none"> <li>Healthcare Assistant, NVQ Level 1/2/3 an advantage</li> <li>To be accountable for own practice. Develop a reflective approach to own practices setting personal objectives and reviewing self-development</li> <li>To develop and maintain own professional competence</li> <li>The ability to assess patient needs and ensure the appropriate care is given</li> <li>Good communication skills</li> <li>Smart presentable appearance</li> </ul> <p><b>Nice to Haves</b></p> <ul style="list-style-type: none"> <li>Any previous experience in surgical hospital setting an advantage</li> <li>Any experience with Sterile Services Department</li> </ul>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b></p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>compliance with clinical procedures and protocols, including uniform and dress code</li> <li>the use of personal protective equipment</li> <li>safe procedures for using aseptic techniques</li> <li>safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<b>Confidentiality</b>	<p>You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>

<b>Safeguarding</b>	You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
<b>People Managers</b>	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
<b>Review</b>	Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues. Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.
<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>