

#CaringForYourCareer



Job Title: Healthcare Assistant
Department: Theatres
Reporting Manager: Theatre Manager

Job Summary	<p>Working within a close-knit team of experienced and highly-skilled clinical individuals, you will be responsible for actively participating in and maintaining the highest standard of care to our patients to ensure an efficient and seamless service is provided at all times. You will play a key role in helping with patient care under the supervision of a registered Theatre Practitioner, supporting the wider Theatre team and assisting maintaining hygiene, orderliness and safety of the theatre department</p>
Key Duties Accountabilities	<ul style="list-style-type: none"> ▪ Carry out tasks in delivering and supporting direct patient care as directed by a registered theatre practitioner. ▪ Assist the wider theatre team during procedures with instrumental set-up and assistant both pre and during procedures and providing any additional support they may require. ▪ Ensure that the operating theatre is properly set up and equipped for surgical procedures, including ensuring adequate supplies are available, and preparing the operating room for the patient. ▪ Assist in the transfer of patients to and from the operating theatre, ensuring their comfort and safety throughout the process. ▪ Assist in documenting patient information, surgical procedures, and any relevant observations during the surgery. ▪ Work co-operatively with the members of the multidisciplinary team to ensure maintenance of a positive patient outcome. ▪ Keep clinical areas clean and tidy and maintain a safe, pleasant environment. ▪ Demonstrate a courteous and helpful approach to patients, relatives and visitors in the clinical area. ▪ Carry out assigned clerical tasks as directed by a registered theatre practitioner. ▪ Report untoward incidents and any other relevant information to the person in charge or a registered theatre practitioner immediately. ▪ Participate fully as a team member, sharing knowledge and information and supporting colleagues, to promote a cohesive theatre team and the achievement of team objectives. ▪ Attend all mandatory training sessions and undertake relevant E-learning requirements. ▪ Act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of the nursing profession and The Horder Centre. ▪ Ensure that you working ethic remains aligned to our core values as a group: Caring, Friendly, Quality, Integrity and Pride.

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<p>About You</p>	<ul style="list-style-type: none"> • You will be a passionate and empathetic experienced professional, with excellent communications skills to help build those all-important and respected relationships with our patients and your colleagues. • Experience within an acute hospital setting, preferably with exposure to operating theatres. • Excellent communication skills, both verbal and written. • NVQ 2/3 is desirable but not essential. • Proactive and forward thinking, with a passion for continued learning. • Flexible and adaptable to working patterns and on-call duties
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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.

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.

Colleague name:

Colleague signature:.....

Date:.....

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JOIN
OUR TEAM



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The Health Act 2008

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. For further information, please speak with our Infection Control Specialist.

For clinical colleagues with direct patient contact, this will include (but is not limited to):

- compliance with clinical procedures and protocols, including uniform and dress code.
- the use of personal protective equipment.
- safe procedures for using aseptic techniques.
- safe disposal of sharps.

Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Radar system.



Equal Opportunities

At Horder Healthcare, we are proud to champion and celebrate diversity, equity, inclusion and belonging in all areas of our business. We are committed to creating an environment of mutual respect where equal employment opportunities are available to all applicants without regard to protected characteristics by applicable law.



Safeguarding

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.



Confidentiality

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.



People Management

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.