

HEALTHCARE ASSISTANT - THEATRES

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone.

- This role is part of a team that helps patients before, during and after surgery.
- You will work across different operating theatres, helping to keep patients safe and comfortable.
- You will follow hospital rules and safety checks to make sure everything is clean and ready to use.
- You will help record important information about each patient and the equipment used.
- You will support trained staff and may help teach new team members.
- You will take part in training and help improve how things are done in the theatre.

Job Description

Job title:	Healthcare Assistant
Grade:	Band 3
Site:	The Princess Royal Hospital, Telford
Accountable to:	Theatre Manager
DBS required:	Enhanced

Job Purpose

To function as a member of the multidisciplinary Theatre team, demonstrating competence* (*as defined in Benner's research 'Novice to Expert' [1984] where stages of professional development are identified on a continuum : Novice, Advanced Beginner, Competent, Proficient, Expert) in the duties required of a support worker in the Perioperative setting, as identified in the relevant competency document.

To ensure the provision of a safe Perioperative environment for patients, staff and visitors, through: (a) adherence to the principles of Clinical Governance / Clinical Risk Management / Evidence-Based Practice / Quality assurance / Health & Safety measures (b) adherence to the national and local Trust policies, procedures, protocols and guidelines designed to protect all involved.

Main Duties and Responsibilities

SCOPE AND RANGE

Having achieved the required standards of practice

Within the Trust's Policies, Procedures, Protocols and Guidelines the postholder will be expected to work competently* and flexibly across all surgical specialties (11 theatres RSH, 8 theatres PRH) as required by service needs.

PATIENT CARE Having achieved the required standards of practice

Patient Care The postholder's responsibility for Perioperative patient care includes assisting under supervision in the implementation of evidence-based care interventions, acting always as the patient's advocate, and liaising with senior colleagues in the Theatre Department to ensure patients receive the highest quality Perioperative care throughout.

*As Benner's definition [1984]

Record Keeping The postholder will maintain accurate, legible records relevant to each patient in accordance with statutory / NMC / HCPC and Trust / Department requirements, eg. Holistic patient care notes

- Swabs / instruments / sundries counts
- Sterility / traceability checks
- Health & Safety / equipment checks
- Theatre Registers

KNOWLEDGE, TRAINING AND EXPERIENCE:

The postholder must possess an appropriate qualification (Operating Department Practitioner, NVQ Level 2 or Health Care Assistant, NVQ Level 2)

The postholder will be expected to achieve the standards of knowledge, skills and clinical practice outlined in the Theatre Support Personnel Competency Document

SYSTEMS AND EQUIPMENT Having achieved the required standards of practice

The postholder conducts Health & Safety checks of his/her working environment and reports problems encountered to a senior colleague, communicating effectively with the multidisciplinary team as appropriate, leaving all equipment / systems in a safe, immediately-usable state for other members of the multidisciplinary team to utilise as necessary, and assisting Registered Practitioners to ensure that all aspects of the physical Perioperative environment are safe for use by patients, staff and visitors

DECISIONS, JUDGEMENT AND FREEDOM TO ACT Having achieved the required standards of practice

Analytical / judgement skills the postholder contributes proactively to the delivery of high quality perioperative patient care under the supervision of Registered Practitioners and within the Trust's policies, procedures, protocols and guidelines.

Planning /organisational skills

The postholder :

- organises his/her own time on a daily basis, liaising with other members of the multidisciplinary team as appropriate
- assists Registered Practitioners in organising the provision of the relevant equipment/systems for clinical procedures
- assist the Registered Practitioners in the provision of a high quality peri-operative service at all times through his/her participation in the on-call rota.

Responsibility for Policy / Service Development

The postholder is responsible for :

- adhering to Health & Safety/Fire regulations, Accident/Incident reporting procedures etc.
- adhering to Theatre Department policies/protocols, and may be asked to comment on the development of new policies etc

Responsibility for Human Resources The postholder has responsibility with reference to his/her specialised area of practice, for :

*As Benner's definition [1984]

- Participating in the teaching of new support personnel in the Theatre Department, liaising as appropriate with senior colleagues and other members of the multidisciplinary team to provide a high quality learning environment at all times
- Assisting in the provision of support for pre-registration learners
- attending mandatory training and study sessions relevant to professional development and the requirements of the Department

Responsibility for Research and Development

The postholder :

- Is expected to participate regularly in audits of clinical practice, and may be asked to participate in data collection for clinical trials

Freedom to Act

The postholder acts within the Trust's policies, procedures, protocols and guidelines, and is accountable for his/her own actions

Responsibility for Financial and Physical Resources

The postholder uses resources effectively, orders stock for the Theatre Department as required and assists Registered Practitioners to ensure that all equipment and systems are safe pre- and post- utilisation.

COMMUNICATIONS AND RELATIONSHIPS SKILLS

Having achieved the required standards of practice

- The Postholder, adhering at all times to the Trust's confidentiality requirements, communicates verbally / non-verbally / in writing / electronically as appropriate, with :
 - Patients, carers of learning-disabled patients, colleagues in the multidisciplinary Theatre team, and other Departments, to ensure high-quality patient care and the smooth running of operating lists
 - Provides reassurance and support to patients in the Perioperative setting

PHYSICAL, MENTAL AND EMOTIONAL DEMANDS

Having achieved the required standards of practice (Section 5.2) :

Physical skills

- Prepare / check the Perioperative environment pre-operatively, clear / check the Perioperative environment post-operatively
- Assist in the movement of conscious / unconscious patients through a range of specialised positions to facilitate anaesthesia, surgery or recovery
- Basic IT skills

Physical effort

- Movement of instruments / equipment / trolleys / beds
- Assist in the transfer of conscious / unconscious patients between trolley / operating table / bed
- To work on an ad hoc and flexible basis to support ward/department teams throughout the Trust delivering care.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE in Maths and English grades 9-4 (A-C) or Functional Skills Level 2 or equivalent • Example • Example 	<ul style="list-style-type: none"> • NVQ Level 2 / Level 3 Diploma in a health-related subject • Perioperative practice qualification • Care certificate
Experience	<ul style="list-style-type: none"> • Can demonstrate an understanding of what is required within the role of a Healthcare Assistant in Theatre • Can describe the Trust Values and demonstrate how they put these into practice 	<ul style="list-style-type: none"> • Previous health care experience • Previous experience as a Theatre HCA (or circulator) • Work experience within theatre
Knowledge and skills	<ul style="list-style-type: none"> • Evidence of effective verbal and written communication skills • Evidence of the ability to work with a variety of teams, in a number of different acute settings, on a daily 	

	basis, to achieve a common goal	
Other	<ul style="list-style-type: none"> • Is aware everyone has different feelings and values and is aware of the need to respect and acknowledge those of other people at all times • Is aware of their own values, attitudes and cultural assumptions and does not allow them to have an adverse impact on other people. • Is aware of their own values and is able to demonstrate alignment to the values of the Trust. • Understands they will be required to actively seek and take part in learning opportunities. • Is aware they will be required to adapt to change to continually meet the needs of the theatre department and the patients they support • Is aware of the need to show initiative. • Ability to work well independently under the 	<ul style="list-style-type: none"> • Understanding of the principles and values underpinning good care practice

	supervision of others <ul style="list-style-type: none"> • Attention to detail • Has a “can do” attitude and demonstrates a willingness to “go the extra mile” • Ability to work under pressure and at times in emotionally demanding situations 	
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General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust’s core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust.

As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the

recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

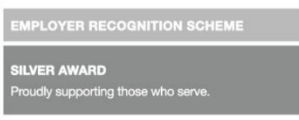
Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.



Proud to have signed
The Pregnancy
Loss Pledge

