



# OPERATING DEPARTMENT ORDERLY

INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



## OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

### Our Vision:

“To provide excellent care for the communities we serve”

### Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's Health - Bi-monthly forums and men's
- Partnering Ambitious Caring Trusted
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Operating Department Orderly</b>
<b>Band</b>	<b>Band 2</b>
<b>Directorate</b>	<b>Service Delivery Directorate</b>
<b>Accountable to</b>	<b>Theatre Manager</b>
<b>DBS Required?</b>	<b>Yes, Enhanced DBS</b>

## JOB OVERVIEW

To assist Registered Practitioners in the smooth running of the Theatre Department

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 / Quality assurance / Health & Safety measures
- (b) adherence to the national and local Trust policies, procedures, protocols and guidelines designed to protect all involved

**ORGANISATIONAL POSITION** : see Organisation chart

## **SCOPE AND RANGE**

Within the Trust's Policies, Procedures, Protocols and Guidelines the postholder will be expected to work flexibly across all surgical specialties as required by service needs.

## **PATIENT CARE**

***Patient Care*** The postholder must demonstrate a caring and respectful attitude towards patients, and under the direction / supervision of Registered Practitioners transfer patients to and from the Theatre Department / assist in the movement of patients within the Department. The postholder also helps to ensure that patients receive the highest quality Perioperative care throughout, by reporting to the Practitioner in charge any concerns / problems expressed to them by patients, so that the appropriate support can be given or action taken.

***Record Keeping*** The postholder will maintain accurate, legible records in accordance with statutory / Trust / Department requirements, eg. Health & Safety / equipment checks. .

## **KNOWLEDGE, TRAINING AND EXPERIENCE :**

The postholder will have practical knowledge of Theatre Department procedures and equipment relevant to the role, acquired through in-house training plus experience.

## **SYSTEMS AND EQUIPMENT**

The postholder conducts Health & Safety checks of his/her working environment and reports problems encountered to a Registered Practitioner, communicating effectively with the multidisciplinary team as appropriate

The postholder is responsible for

- the dismantling / cleaning / reassembly of patient trolleys and other relevant equipment, 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.
- the assembly / exchange of portable oxygen cylinders & their associated patient delivery systems (which are then checked before patient use by Registered Practitioners), reporting any problems encountered to a Registered Practitioner.

## **DECISIONS, JUDGEMENT AND FREEDOM TO ACT**

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

**Planning /organisational skills** The postholder :

- (a) organises his/her time as directed by Registered Practitioners
- (b) assists in the smooth running of the Theatre Department by ensuring that tasks are efficiently and accurately performed.
- (c) having an understanding of stock levels, reports any discrepancies or problems to the Practitioner in charge
- (d) having an understanding of the importance of stock rotation and the need for tidiness, receives, checks and puts away stores / supplies / linen, reporting any problems to the Practitioner in charge

**Responsibility for Policy / Service Development** The postholder is responsible for :

- (a) adhering to Health & Safety/Fire regulations, Accident/Incident reporting procedures etc.
- (b) adhering to Trust / Theatre Department policies / procedures / protocols /guidelines

**Responsibility for Human Resources** The postholder has responsibility for :

- (a) demonstrating his/her own role to eg. Bank Theatre Department Orderly staff
- (b) attending mandatory training and other courses relevant to personal development and the requirements of the Department

**Responsibility for Research and Development** The postholder :  
Is expected to participate regularly in audits of procedures eg. patient transfer times

**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 under supervision, and assists Registered Practitioners to ensure that all equipment and systems are safe pre- and post- utilisation.

## **COMMUNICATIONS AND RELATIONSHIPS SKILLS**

The Postholder, adhering at all times to the Trust's confidentiality requirements, communicates verbally / non-verbally / in writing / electronically as directed, to ensure the smooth running of operating lists.

The postholder helps to ensure that patients receive the highest quality Perioperative care throughout, by reporting to the Practitioner in charge any concerns / problems expressed to them by patients, so that the appropriate support can be given or action taken.

## **PHYSICAL, MENTAL AND EMOTIONAL DEMANDS**

<b><u>Physical skills</u></b>	<b><u>Frequency</u></b>
The assembly / exchange of portable oxygen cylinders & their associated patient delivery systems.	Frequently
The dismantling / reassembly of patient transfer trolleys	Frequently
Assist (under the direction of Registered Practitioners) in the movement of conscious / unconscious patients through a range of specialised positions to facilitate anaesthesia, surgery, or recovery procedures	Occasionally
Basic IT skills	Occasionally
 <b><u>Physical effort</u></b>	
Movement of beds / trolleys / equipment / instruments (including driving between different hospital sites to transfer equipment / instruments required urgently)	Continuously
Assist (under the direction of Registered Practitioners) in the transfer of conscious / unconscious patients between trolley / operating table / bed	Frequently
 <b><u>Mental Effort</u></b>	
Concentration required for the conduct of Health & Safety checks and the correct dismantling / reassembly of patient transfer trolleys	Frequently
Concentration required for the assembly / exchange of portable oxygen cylinders & their associated patient delivery systems	Frequently
 <b><u>Emotional effort</u></b>	
Close involvement with patients suffering major trauma, life- or limb-threatening conditions	Frequently
Assisting (under the direction of Registered Practitioners) in the care of distressed / aggressive patients / carers	Occasionally
Coping with the death of a patient pre-, intra- or post-operatively	Occasionally
Involvement in organ retrieval	Occasionally



## Working Conditions

Contact with body fluids / tissues (blood, mucus, vomit, urine, faeces, pus, necrotic tissue) plus exposure to noxious odours (from faecal / purulent / gangrenous matter)	Frequently
Handling of specimens for Pathology investigations	Frequently
Contact with contaminated linen / instruments / equipment / sharps	Frequently
Exposure to uncontrolled situations as part of Perioperative emergency service commitment, eg. Patients with major trauma, massive haemorrhage etc.	Occasionally

## **ORGANISATIONAL CHART**

Matron for Theatres

Theatre Manager Shrewsbury & Telford Hospitals



Team Leaders



Senior Theatre Practitioners



Theatre Practitioners



Theatre Support Personnel



**Theatre Department Orderlies, Housekeeper**



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.



# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• No previous experience, willingness to take instruction, knowledge gained through on the job training.</li><li>• Professional appearance and behaviour</li><li>• Flexible approach to working hours and practices.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience of working within the NHS</li><li>• Previous experience within a Theatre Department environment</li></ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Ability to treat all information confidentially.</li><li>• Ability to work within a team and take instruction.</li><li>• Ability to work under pressure.</li><li>• Ability to communicate information verbally.</li><li>• Ability to read, write and record relevant information.</li><li>• Ability to manual handle people and equipment</li></ul>	

# OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Ability to meet the travel requirements of the post</li><li>• Ability to work at all Trust sites</li></ul>	

# 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 & 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.

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

- you are familiar with and adhere to the Trusts 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.

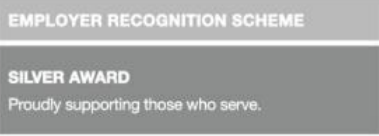
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

# NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

# MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.







## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)