

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: **Perioperative Support Worker Band 2**

Responsible to : **Clinical Leader (Band 7)**

Department(s): **Theatres / Recovery**

Directorate: **Anaesthetics & Theatres**

Operating Division: **West Lothian / St John`s Hospital**

Job Reference:

No of Job Holders:

Last Update (insert date):

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will carry out personal care duties for patients in support of and supervised senior staff. Carry out assigned duties to maintain Activities of Daily Living for patient care.

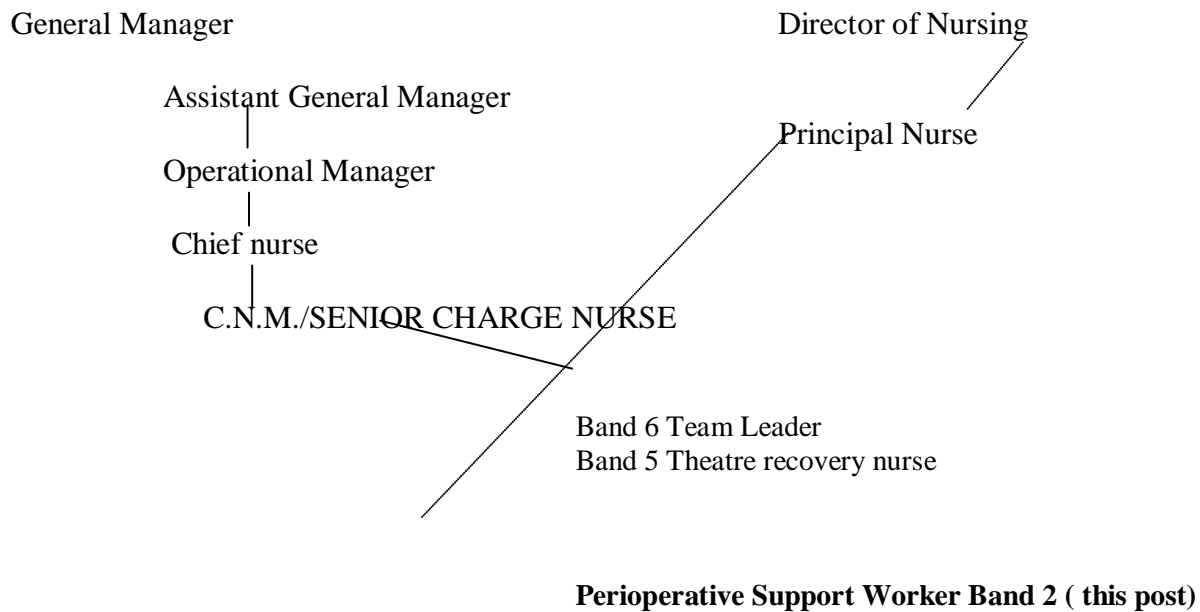
Undertake associated clerical and patients centred duties, under supervision of senior staff.

3. DIMENSIONS

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.

The post holder`s primary post will be within a the Theatres & Anaesthetic Directorate **St John`s Hospital**.

4. ORGANISATIONAL POSITION – SURGICAL DIVISION



5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within a multi speciality Perioperative / post operative environment meeting the identified physical and psychosocial needs. Ensuring the highest standard of patient care and management

6. KEY RESULT AREAS

Under the in-direct supervision of Senior Staff, the post holder will deliver the Activities of Daily Living to the patient to ensure a high standard of care.

Refer patients, relatives and carers to a trained member of staff for any questions they may have on the patient's condition or for any suggestions or complaints that they wish to raise.

Maintain effective communication with patients, relatives, carers and other members of the multidisciplinary team, ensuring any observed changes in the patient's activities of daily living are effectively communicated both verbally and in writing.

Work within the defined policies, procedures, standards and protocols of the Department, Directorate and Division to ensure maintenance of safe working practices for patients and colleagues.

Maintain stock levels of all supplies and carry out housekeeping duties, to support the and maintain the running of the department area in order to promote the effective and efficient use of resources Ensure patients property and valuables that are received by the department for safe keeping are secured and processed as division policy.

Actively support planned health promotion activities relevant to the patient group.

Supporting new staff and learners.

Be proactive in personal career development plan to maintain skills and develop personal growth through training and education.

Assist in the preparation of the recovery area ensuring that necessary equipment is in place, therefore ensuring a safe environment.

7a. EQUIPMENT AND MACHINERY

Please see attached equipment list.

7b. SYSTEMS

- Maintaining patient records – Through out the post operative phase of the patient journey as Required
ORSOS – inputting theatre utilisation and patient information data
- DATIX / Incident forms – in putting information onto system
- Ordering & Stock Control within dept – supplies
- Knowledge of Communications systems – bleep systems, radiopage, telephones, emergency links

8. ASSIGNMENT AND REVIEW OF WORK

The daily workload will be assigned by the person in Charge and during your working day you will be indirectly supervised by a senior staff member.

Work review and formal appraisal of performance will be carried out by the appropriate line manager.

9. DECISIONS AND JUDGEMENTS

Planning order of work

Provide an overview of their interaction and any interventions with patients to a senior member of staff.

Observe patient needs and report to senior staff any requirements.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Maintain high standards of patient care within defined resources.

Establishing good interpersonal relationships with the multidisciplinary team and gaining the confidence of the patients and their families.

Ensuring patient safety at all times.

Managing self within a multi speciality complex dynamic clinical environment.

Maintaining skill and knowledge level in clinical competencies and core skills.

Being aware that in a high pressure environment there is the necessity of being exposed to “challenging behaviour” in reaction to stress.

11. COMMUNICATIONS AND RELATIONSHIPS

Provide effective and efficient communication and working relationships with colleagues, patients, their relatives, and the general public.

Maintain an awareness of current Divisional issues and impart information to colleagues.

Communicate with other relevant departments which will include, clinical ward areas, Radiology Departments, Physiotherapy, Blood Transfusion Service, Laboratory Service, Hospital Sterilisation and Decontamination Unit, Estates, Supplies, Human Resources, Fire Officer, Infection Control, Education departments Health and Safety regarding issues in clinical area and personal development.

External agencies – community health care practitioners/ Scottish Ambulance Service/Social Work – (Day Surgery Staff)

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills

Being able to react quickly in an emergency situation

Skills to safely manoeuvre wheelchairs, trolleys, operating tables , beds and other theatre equipment in accordance with M&H policy

Movement and manoeuvring of conscious and unconscious patients

Use of manual handling aides, etc

Stand/walking for the majority of shift.

PC Skills

Mental Demands

Concentration required when undertaking personal care and clinical skills for patients.

Delivering patient care under direct supervision, within defined resources

Interpersonal relationships with staff , patients, relatives and carers.

Interruptions direct and indirect by patients, relatives and the multidisciplinary team

Emotional Demands

Communicating effectively with distressed/anxious/worried patients/relatives.

Caring for patients undergoing major surgery under supervision.

Caring for patients and relatives following receipt of bad news under supervision.

Dealing with patients/relatives/carers with severely challenging behaviour.

Supporting new staff and learners.

Recognising and seeking help to manage their emotions

Dealing with perioperative death

Dealing with neonatal abnormalities / death

Working Conditions

Constant exposure to body fluids and rigid adherence to standard precautions

Exposure to x-ray ,radioactive isotopes, anaesthetic gases

Works within an enclosed environment with no natural daylight

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

SVQ Level 2 in Care or equivalent qualification e.g. National Vocational Qualification

Effective team player

Effective written and verbal communication skills

Ability to carry out delegated responsibilities with in a dynamic clinical environment

Good interpersonal skills.

Recognising when one needs further development to undertake their role

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

NHS Lothian

Post: Perioperative Support Worker Band 2

PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	Good communication skills Interpersonal skills	Enthusiastic and committed to learning	I & R
Qualifications and Training	Literacy Numeracy	SVQ 2	A & C
Experience and Knowledge		Health related experience Cleanliness Champion Understanding of HAI	A & I
Skills and/or Abilities	To have an understanding of what a theatre support worker role is.	Computer skills	A & I
Specific Job Requirements			

Key – how assessed

A = Application form	I = Interview
C = Copies of certificates	T = Test or exercise
P = Presentation	R = References