

## **Maidstone and Tunbridge Wells NHS Trust**

### **Job Description**

<b>Job title:</b>	<b>Senior Theatre Support Worker</b>
<b>Band:</b>	<b>Band 3</b>
<b>Directorate:</b>	<b>Theatres Anaesthetics and Critical Care</b>
<b>Site:</b>	<b>Tunbridge Wells and Maidstone Hospital</b>
<b>Hours:</b>	<b>37.5 Hours</b>
<b>Reports to:</b>	<b>Clinical Co-ordinator</b>
<b>Accountable to:</b>	<b>Directorate Matron</b>

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#### **Job Summary:**

As an active member of the multidisciplinary team, the Senior Theatre Support Worker (STSW) will help to provide a seamless service to patients as part of a multi-disciplinary team within the peri-operative clinical setting in both clinical and non-clinical practices, within the scope of practice for theatre support workers (clinical support workers) as defined by the department.

The Senior Theatre Support Worker will have the knowledge and skills to support in patient care during surgery and local anaesthetics and will be expected to utilise this to support both the ongoing care to patients and support the perioperative theatre teams.

**Working Relationships:** Multidisciplinary team.

**Budget Responsibilities:** Must be economical in his/her use of medical devices, supplies and resources.

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#### **Key Result Areas:**

##### **Accountability**

- Ensure the provision of a high standard of care to all service users.
- To work within the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers In England (DOH 2013).
- Help to safeguard the health, safety and welfare of staff, patients and visitors.

- Protect patient's privacy and dignity.
- Understands and can explain legislation, legal and ethical responsibilities, and policies governing theatre practice, particularly in terms of personal protection and universal precautions.
- To act as a role model and mentor for junior staff.
- To be actively engaged and compliant within the "Five Steps to Safer Surgery".

## **Communication and Relationships**

- Utilize a variety of strategies to communicate effectively with patients and those involved with their care. This will include providing and receiving complex, sensitive or contentious information.
- The post holder will have to communicate with a cross section of the local population including those who speak English as a second language and/or have learning disabilities that affect general communication skills. This may include helping to support patient's emotional wellbeing, or answering questions about process and procedures in theatre. Recognition of correct factual information is important and recognising when to refer the question on to a more senior member of the team.
- The post holder must also communicate effectively with other staff in the Trust, with external organisations and the general public.
- To work and participate within the concept of the multidisciplinary theatre team.
- Understands and Demonstrates what it means to provide person- centred care, utilising education and resources to support informed decision making and respecting individual's decisions
- Ensure complete and accurate documentation of all clinical care provided in the department.
- Utilise IT systems of work as necessary, e.g. Theatreman /Sunrise/ MTW Learning.

## **Responsibility for Policy/Service Development**

- Ensure adherence to policies, guidelines and directives at all times.
- To contribute to the development of new local guidance/policy.

## **Responsibilities and General Duties**

- Conveys departmental *Philosophy of Care* in practice.
- Assist in the preparation of theatres for surgery.
- Assist registered practitioners in the anaesthetic room, within the circulating role in theatre and in recovery
- To ensure that all patients are cared for in a clean and well-maintained clinical area, taking responsibility for cleanliness standards and when to escalate issues.
- Assist with cleaning of theatres and recovery areas before and after operating sessions, adhering to the Trust decontamination procedures and guidance when dealing with infected cases.
- Assist with restocking, adhering to stock levels, and ensure stock rotation, to maintain adequate supplies, provisions and equipment to support the day to day working within the unit and under instruction from the Lead and Senior Practitioners in each area.

- Collect and escort patients to and from theatres, following the patient's pathways indicated for each area.
  - Ensure compliance with the patient identification and checking in procedures.
  - Have a full understanding of the peri-operative care plan and affiliated documentation to maintain appropriate records as per Trust policy.
  - Assist with the safe positioning of patients, under guidance from the registered practitioners, within strict Moving and Handling guidance.
  - Position and connect specialised theatre equipment as required by the scrub team. Disconnect and safely remove equipment as required.
  - Assist with the safe care, labelling and transportation of specimens.
  - Be competent in the safe collection of blood from the blood bank. Work within the multi-disciplinary team during a 'code Red' scenario.
  - Dispose of clinical and all other waste as per the Trust policy and procedure.
  - Maintain patient confidentiality at all times, ensure compliance with Information Governance as per Trust policy.
  - Participate in 24-hour rostering which includes long shifts, night duty and weekend working.
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- Prepare, supply and maintain all necessary instrumentation and equipment for the specified operative procedure/theatre list. This will involve complex machinery including microscopes, Lasers and Endoscopes.
  - Report appropriately any deficits, breakages, faulty equipment or sterility problems to the Lead or Senior practitioner in charge.
  - Participate as part of the peri-operative team carrying out safety check for swabs, instruments and sharps in conjunction with a registered practitioner in accordance of department and National Guidance.
  - Maintain a clean, safe environment, communicating and working effectively with the peri-operative team.

The Senior Theatre Support Worker will assist in the care of the surgical patient during the peri-operative period by supporting the multidisciplinary team in providing a safe, high quality environment for carrying out surgical procedures by:

- Supporting and observing the patient throughout.
- Assist in measuring and recording fluid input/output.
- Alongside the scrub practitioner undertake in the preparation of specific and appropriate instrumentation for planned cases, ensuring sterility at all times, following local and national guideline (AFPP) in the safety checks of swabs, instruments and sharps.
- Anticipate the needs the surgical team and respond effectively.
- Alongside the scrub practitioner safely handle, record and dispatch specimens from the sterile field as per Theatre/Trust guidelines.
- Safely pack and dispatch contaminated instruments after use via the specified instrument cleaning/sterilising pathway.
- Capture and maintain patient documentation and any information required for audit/quality issues.
- Undertaking the circulating role; utilising communication skills and act as a link between the surgical teams and other parts of the theatre department and hospital.

- Assist the registered practitioner to handover the patient to the recovery staff, providing appropriate information and documentation.
- A risk assessment will be undertaken by a registered practitioner who will delegate the care responsibilities to the Senior theatre support worker when working in the post anaesthetic care unit (Recovery). This may include patients who have undergone procedures under local anaesthetic, sedation, and spinal anaesthetics.
- The Senior theatre support worker role is to accurately monitor, accurately document and report to a registered practitioner. The registered practitioner will maintain overall responsibility for each individual case that is delegated to an Senior Theatre Support Worker.
- Provide care to 2<sup>nd</sup> stage recovered patients who can maintain their own airway.

**A Senior theatre support worker must not:**

- care for a ventilated patient or high dependence patient;
- care for an unconscious patient;
- remove any airways maintenance devices, e.g. igels/guedel etc.;
- administer IV drugs,

**Education**

- Participate in relevant induction programmes for new staff and contributes to colleagues' learning.
- Participates in training and mentoring of less experienced support staff and students (including apprentices) in respect of tasks and responsibilities within scope of practice.
- To participate in educational programmes for own personal development, including mandatory training.
- To be up to date with their mandatory training
- To participate in ongoing teaching programmes and staff development.
- To be competent in the medical devices used and identifies own learning needs
- To liaise with Practice Development Lead and Lead Practitioner to ensure that educational needs are met.

**Physical Effort**

- Frequent standing.
- Moving and Handling of heavy equipment. Pushing and pulling of patient trolleys, beds and instrumentation trucks. Wearing of personal protective equipment, i.e. x-ray gowns, for prolonged periods of time.
- Ability to manage time effectively whilst undertaking their duties

**Mental and Emotional Effort**

- Frequent concentration with predictable work pattern occasional prolonged concentration.
- Concentration in theatre, setting up of equipment, checking patients in.

- Occasional/frequent distressing or emotional circumstances.
- Dealing with distressed patients and relatives.
- Dealing with major trauma and deaths in theatre.

### **Responsibility for Research and Development**

- Collecting savings lives and essence of care audit data.
- Collecting data for the Key Performance Indicators.
- Participates in audit, service evaluation and improvement activities.
- Understands and complies with research governance, ethics protocols and research, and may carry out routine research activities under guidance of more experienced staff

### **Working Conditions**

- Frequently exposed to highly unpleasant working conditions, body fluids, tissue, limbs, foul linen and foul smell.

### **Job Description Agreement:**

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of manager: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Statement:**

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. INFECTION CONTROL AND HAND HYGIENE - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE

**Maidstone and Tunbridge Wells NHS Trust**

**Senior Theatre Support Worker (Band 3)**

**Person Specification**

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 3 in Healthcare support or equivalent experienced (based on skill scan)</li> <li>Care certificate</li> </ul>	<p>European Computer Driving Licence or equivalent</p> <p>Functional skills English and maths level 2 or GCSE English and maths grades A-C</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 18 months full-time equivalent experience as a Theatre Support Worker/Trainee in a Theatre Department.</li> <li>Completion of TSW band 2 Induction and area specific competencies</li> </ul>	<ul style="list-style-type: none"> <li>NHS experience.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers (2013).</li> <li>Demonstrates understanding of clinical issues within a Theatre Department.</li> <li>Insight into role and responsibilities of post.</li> <li>Able to describe the importance of delivering high quality care to patients.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of current healthcare issues.</li> </ul>



<b>Skills</b>	<ul style="list-style-type: none"> <li>• Specialist clinical skills within scope of practice for band 3 role.</li> <li>• Can understand and communicate factual information accurately.</li> <li>• Good interpersonal skills.</li> <li>• Basic information and communications technology (ICT) skills.</li> <li>• Effective organisational skills.</li> <li>• Able to prioritise workload.</li> <li>• Able to deliver patient care under the <i>indirect</i> supervision of Registered Theatre Practitioners.</li> <li>• Able to demonstrate practical skills to others.</li> </ul>	
<b>Attributes / Qualities</b>	<ul style="list-style-type: none"> <li>• Polite, approachable and friendly.</li> <li>• Compassionate and caring.</li> <li>• Motivated.</li> <li>• Neat and tidy appearance.</li> <li>• Adaptable and flexible.</li> <li>• Able to work as part of a team.</li> <li>• Awareness of own limitations and recognises when to seek advice.</li> <li>• Responsible and reliable.</li> <li>• Is a positive role model.</li> <li>• Able to deal with distressing circumstances.</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Able to undertake shift work.</li> <li>• Able to work across sites.</li> </ul>	

Date written: Nov 2021

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**Organisational Chart**

