**BANK THEATRE HEALTH CARE ASSISTANT**

**Title:** Theatre Health Care Assistant

**Qualifications:** Theatre experience would be desirable. Knowledge of cataract surgery and minor surgery is desirable.

**Reports to:** Lead Surgical Services Co Ordinator and Senior Manager

**Accountable to:** The Partners and GPs of the Practice and visiting Surgeons.

**Job Purpose:** To provide safe and efficient care for patients attending Gayton Road Health Centre for outpatient or surgical intervention. To help provide a safe clinical and working environment for all staff and patient activity.

To participate as an integral member of the Theatre Nursing Team enabling Vida Healthcare to provide efficient and cost-effective surgical services based on the following:

**Primary Responsibilities:**

* To act accordingly under guidance from the Qualified member of the team to assess, plan, deliver and evaluate the care given to patients as determined by internal procedures and documentation.
* Provide assistance to clinicians and other theatre staff.
* Use opportunities to educate patients to continue their care to promote good healing after they leave the surgical unit, under the supervision of the Qualified member of the team.
* Maintain a high quality of care and patient confidentiality.
* Participate as a member of the multi-disciplinary theatre team.
* Ensure work carried out is clinically effective and safe.
* Create, maintain, and enhance effective working relationships with other team members.
* Ensure effective communication within the team by exchanging information in a clear manner to everyone who needs to be involved.
* Be adaptable within the work environment and contribute to the implementation of change under supervision of the qualified member of the team.
* Managing admission before, and recovery and discharge of patients following their procedure according to unit protocols.
* Ensure proficiency with all equipment before use.
* Keep up to date with advances in techniques and equipment used within the surgical unit.
* Utilise equipment in accordance with manufacturer’s instructions and in accordance with any technical rules and recommendations.
* Report any faults with equipment/ instruments in a timely fashion to the Lead Practitioner.
* Ensure stock is used cost effectively, rotated in date order and checked regularly for expiry dates.

**Secondary Responsibilities:**

* Be familiar with surgical centre policies and protocols for all tasks undertaken in the unit.
* Identify training needs through self- evaluation. Ensure all mandatory training is kept up to date as required.
* Be aware of the cost implications in delivering quality patient care.
* Contribute towards maintaining a cost-effective service.
* Keep accurate records of patient interactions, phone calls or treatment.
* Assist with audits and surveys to ensure processes in place are efficient and highlight areas of clinical improvement within the surgical environment in discussion with the team.
* Take part in Clinical Supervision.
* Maintain confidentiality of all personal information within Vida and in dealing with patients from other surgeries.
* Promote equality and diversity in a non-discriminatory environment and accept the rights of individuals to participate in or refuse care.

**PAY AND CONDITIONS**

Basic hourly rate £12.36 per hour + bank enhancement.

This is a zero hour/Bank contract.

You are entitled to join the NHS (National Health Service) pension scheme.

This job description is not exhaustive, and employees are expected to be flexible to meet the needs of the service that may change at short notice by mutual agreement with the senior manager. Any permanent amendments to this job description will be made after consultation with the post-holder.