

JOB INFORMATION TEMPLATE

Please return the signed, scanned and completed Job Information Template to: wfmje@gov.je

1. JOB IDENTIFICATION

Job Title: Theatre Health Care Assistant, Grade 2.

Reports to: Theatre Manger.

Department: Main Theatre

Division: Theatres.

+1215 Post 3823

Job Evaluation / Matching Date: Please leave blank

Job Evaluation Number: Please leave blank

2. JOB PURPOSE (JOB STATEMENT)

This section should consist of an accurate, concise statement in one or two sentences about why the job exists.

It should focus on the job's overall role in the organisation and should provide an insight into the job and the context within which it operates.

1. Undertakes a broad range of supportive clinical health duties in the multidisciplinary elective/ emergency theatre environment – orthopaedics/ general/ vascular/ ophthalmology/ urology/ gynaecology/ ent
2. Records patient information via IT systems, trakcare, order comms.
3. To support Qualified staff in theatre.

3. COMMUNICATIONS AND RELATIONSHIPS

This section should be used to describe whom the job holder communicates with, the nature of the communications and any difficulties encountered in communication (either because of the subject matter or because of factors associated with the people whom the job holder is communicating with).

It should also take into account the skills required to motivate, negotiate, persuade, make presentations, train others, empathise, communicate unpleasant news sensitively and provide counselling and reassurance.

Demonstrates ability to manage and communicate with team leaders, theatre co-ordinator, medical staff, staff, and support staff, ward nurses.

Builds good rapport with patients and relatives with an awareness of the individual patient needs, ensuring these are communicated to the relevant health professional acting with care and compassion at all times.

De escalates situations where patients and or relatives may be stressed, upset or agitated, acting with care and compassion at all times.

Liaises closely with appropriate medical and nursing staff to ensure timely resolution of any issues, concerns to ensure compliance with HSSD policy including appearance and uniform.

Maintains confidentiality at all times both in and out of work place in relation to all patients / clients/ carers/ and all HSSD colleagues.

Excellent interpersonal skills and ability to communicate thought the multidisciplinary department.

Provides and receives routine information; barriers to understanding.

Exchanges factual information with patient using persuasion, reassurance, tact, empathy; may overcome barriers to understanding, e.g. patient has special needs, physical impairment, mental health condition or learning disabilities, Language barrier, Portuguese, polish, French.

Communication of Medical Results Via Phone, Medical Bleeps, Relaying of Complex Information to Surgeon during Peri Operative Phase.

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

This section should identify essential knowledge, training, qualifications and experience required to undertake the role. It should not take into account any additional qualifications or experience the current job holder may have. This section should identify the essential requirements for the job – not the desirable ones.

This section should include theoretical and practical knowledge – professional; specialist or technical knowledge as well as knowledge of the policies, practices and procedures associated with the job. This takes into account the educational level expected as well as equivalent levels of knowledge gained without undertaking formal courses of study and the practical experience required to fulfil the job responsibilities satisfactorily.

If experience is essential, the level and length of experience must be specified as well as how specialised the experience needs to be.

Qualifications: National Vocational Qualifications. NVQ Level 3.

Maintains a vocational portfolio which demonstrates the continuing development and acquisition of skills, knowledge, understanding of work process and achievements and attends mandatory training sessions.

Actively seeks opportunities to develop further own knowledge and skills.

Participates constructively in the development process and demonstrates involvement in professional discussion.

Mandatory Training – BLS, PBLIS, Safe Moving and Handling.

Is proactively seeking to complete further QCF units to support own job role in specific clinical area and career advancement.

Essential knowledge: gained from practical job experience through the different specialities, orthopaedics, ophthalmology, urology, gynaecology, vascular, general, ENT, also mandatory training, BLS, PLS, lifting & handling, fire safety, infection control updates.

Training knowledge: comes from equipment representatives, theatre training in equipment competencies; theatre table, table attachments, electro surgery, flowtron, tourniquets, VDU stack systems, microscope, phaco laser safety training.

Experience: Practical job experience combined with on going job developments and possible prior experience.

5. DECISIONS AND JUDGEMENTAL SKILLS

This section should describe the areas of discretion and areas where the job holder is expected to anticipate or resolve problems independently, e.g. typical judgements made in the course of the job. It should consider the requirement for analytical skills to diagnose a problem or illness and understand complex situations or information.

Where it is a clear job requirement to periodically take charge of a work section, ward or department, the details of that requirement should be described as well as the duration and frequency.

This section should also include the job holder's responsibility for development and implementation of policy and/or services taking into account the extent and level of the contribution to the relevant decision making process.

Adheres to policies and procedures, carries out tasks delegated by theatre practitioner.

Prepares daily working environment and equipment.

Demonstrates safe management and positioning of theatre equipment.

Ability to participate in team work and changing working environment from elective - emergency situations.

Working with various speciality equipment from orthopaedics/ gynae/ urology/ ENT/ vascular/ ophthalmology/ general.

Demonstrates safe practise policy in swab and instrument checks according to local and national policies.

Ability to manage theatre scrub areas and reception on own and liaise with ward areas.

Maintains confidentiality.

6. ORGANISATIONAL SKILLS AND WORK PLANNING

This section measures the planning and organisational skills required to fulfil the role in its entirety. It takes into account the skills required for activities such as planning or organising clinical or non-clinical services and departments, strategic planning and arranging meetings, rotas and conferences.

It should also include the degree in which the job holder is required to anticipate problems or necessities and to take steps to resolve them without being instructed. There should also be a clear indication of how the job holder is supervised and/or how their work is reviewed.

Demonstrates ability to manage and co ordinate theatre scrub areas and reception areas, liaising with ward areas and support services, porters, beds, trolleys, wheelchairs, while continuing to communicate with theatre team leaders and co coordinator to ensure safe and timely arrival of patients for operating sessions.

Assists in safe running of theatres by helping in the resolution of arising problems.

Carries out instructions from multi disciplinary team safely and within policies and procedures.

Working Independently in the Department with Assistance Available if required.

7. MAIN DUTIES AND RESPONSIBILITIES

This is one of the most important sections of the job information template.

This section should identify the key duties and responsibilities of the job. It is essential that the duties provided are a true reflection of the role to avoid under or over emphasising the extent/level of responsibility. Provide enough detail to enable readers to understand what you do.

Where possible, an approximate percentage of time spent on each main duty should be indicated. It is important however, that if listing tasks, the level of involvement and role is clearly reflected.

Where it is a clear job requirement to periodically take charge of a work section, ward or department, the details of that requirement should be described, including the duration and frequency.

Please limit response to the principal duties/responsibilities of the role.

Helps provide patient care and safety.

Adheres to policies and procedures in department.

Prepares working environment, instruments, equipment, and stock.

Demonstrates safe working practise with medical equipment, VDU stacks, microscope, diathermy, flowtrons, Suction units.

Ability to work in different specialities elective – emergencies

Contributes to safe practise participating in WHO checklist aiding safe passage of patient through the theatre environment.

Ability to position patient for surgery safely.

Ensures safe practise and procedures.

Contributes to accurate management of swab checks, blades, needles, instruments, equipment, fluid management and blood loss recording.

Involved in specimen receiving and documentation and dispatch.

Accurately records patient information.

Will carry out routine patient care at own discretion, e.g. ensuring heel pads, arm supports, blankets to keep patient warm and maintain patient dignity, places diathermy earthing plate in correct place.

Answers bleeps, telephone and communicates clearly.

To maintain stock levels in theatres.

Decanting of CSSD Skips and Wardrobes Three times daily of Surgical Equipment Trays.

Ability to deal with frequent exposure to highly unpleasant working conditions, including contact with body fluids. Infected blood, MRSA, ESBL, HEP C, HIV, dirty surgical instruments.

Will be frequently required to exert moderate physical efforts for several long periods whilst assisting with the moving of unconscious patient on and off the table, unpacking boxes and re stocking theatres and other areas. Disposal of rubbish and linen from operating theatre, standing for long periods of time during long surgical cases. Transferring of equipment trays from Main Store, which weigh 500g – 13kg. Cleaning and clearing up after minor and major surgery including complex orthopaedic joint revisions with multiple trays.

8. ROLE OF DIVISION

Specifically, this section should provide an explanation of what the department, division or section does and how these services help the organisation achieve its objectives.

Operating Theatres provides surgical service for upwards of 6000 patients per year 24hrs a day 7 days a week.

Patient Safety: Focus on Reducing harm in Perioperative Care.

Patient focused Care: All Surgical patients Feel That They Have Been Treated With Respect And Dignity.

Clinical Governance: Maintain and Improve the Quality of Healthcare To All Our Surgical Patients.

Efficiency: Deliver Cost Effective Health Care.

Valuing of Staff Members: Continually Strive to Ensure Our Staff Feel Valued by the Organization.

Service Development: Develop the Service including the Physical Environments to meet the Demands of a Modern Healthcare Organization.

9. DIMENSIONS OF THE JOB

*This section should reflect the **size**, **scope** and **activity** of the role and must include:*

- **Staff Management/supervisory responsibilities**, including numbers and levels.
- **Budgetary responsibilities**, e.g. ordering and purchasing responsibilities, petty cash.
- **Patient/client responsibilities** (patient group dealt with, interaction with other clinical and non-clinical staff, e.g. develops care packages for specific groups of patients, provides specialist non-clinical advice to specific groups of staff).
- **Research and Development**, the responsibility of the job for research and development activities, e.g. clinical trials, equipment testing, developing research and development programmes.

Theatre department has five operating theatres and 70 staff to cover 24hr, 7 day a week patient service.

Job scope ranges in the number of specialities in the operating department to which there are 10, General, Urology, Gynae, Maternity, Orthopaedics, Vascular, Ophthalmology, Dental, ENT, Max Fax, and occasionally Pain and Cardio – Pacemakers and Endoscopies.

Job Activity is on a daily basis with the wide ranging listed specialties, 7 days a week with surgery which includes elective, emergency, and Private Work.

Participation in Out of Hours On Call Service 365 days a year.

Budgetary Responsibilities: Demonstrates cost consciousness by taking proper care and making use of all relevant materials and equipment in the theatre department, has responsibility for Asset Purchasing up to 500 pounds with the departmental Debit Card.

Off Duty Rota Management for Seven HCA'S, Ensuring Adequate cover for theatres daily.

Responsible for Departmental Stock level's and Ordering three times weekly, Circa 85,000 pounds per month.

Demonstrates patient responsibilities for Safety and safe passage through the theatre department and being part of the multi disciplinary team with patient care the main focus.

Participates in clinical audits theatre specific and implementation of results, i.e cleaning solutions / equipment.

10. INFORMATION SYSTEMS

This section should describe any information systems and resources that the job holder works with or contributes to. This may range from storing hardcopy manual records to working with complex computer databases. The nature of the job holder's role in relation to each system should be described (e.g. security, processing and generating information; inputting information on behalf of others; creating, updating and maintenance of information databases or systems) and the degree in which it is shared with others.

Trakcare : patient records system.
Order comms : specimen labelling system.
HSS Nett : Hospital information system.
Telephone System : Bleeps / pagers, Big word interpreter services.
Scan track System : Trays/ Instrument Tracability System.
Saturn Tube System : Hospital Wide air tube delivery system.
J D Edwards: stock requisition system.

11. EQUIPMENT AND MACHINERY

This section should describe the main machinery and/or equipment used in the job, or to which the job otherwise relates, e.g. for maintenance. This could range from sophisticated medical equipment, to computers, to domestic cleaning machinery. This includes all clinical equipment such as syringes and blood pressure monitors. A brief description should be given for all equipment used, even if it appears obvious to the job holder.

Maquet tables and ortho, gynae, urology Attachments, Gel heel pads Mattress, patient warming mats, Table Remotes.
Valley lab Diathermy/ electrosurgical, pedals, hand switches, earth cable, diathermy pads.
Olympus VDU stacks and CO2 Insufflators and Sony video printer - Laparoscopic Keyhole surgery
Tourniquet inflator, Exsanguination Equipment - Bloodless Operating Field.
Flowtron anti embolus inflator - DVT risk
Storage and Handling of Compressed Gas Cylinders, Oxygen cylinders (trolleys) and CO2 Cylinders (VDU stacks), also Theatre Pendants.
Plaster saw and Vacuum unit, Plaster scissors, Plaster Spreader.
Warrior tray Hoist, Decanting of Surgical Equipment trays to Appropriate Storage Area.
Covidiean Forcetriad Laparoscopic - Tissue sealer and Divider.
LuxTec Lamp Unit and Headlight - Large Cavity Areas/ poor lighting.
Dominant 50 Suction unit - Suction of body fluids.
Therma Choice II, Thermal Tissue ablation - Gynae.
Diomed 60 Laser Generator - ENT.
Zeiss Microscope - ENT.
Medatronic Midas Rex Drill – Orthopaedics, Nuerosurgery
Oertli Novorite 3000 Phaco Unit - Ophthalmology.
3M Shaver, Hair removal.
Quantom 2 Arthrowand - Arthroscopy surgery.
Arthrex Arthroscopy pump - Arthroscopy surgery.

Oscar Cement System - Orthopaedic Hip Revisions.
Swiss Lithoclast unit - Urology stone destruction.
Xomed power system - ENT drill.
Implant innovations D4900 - Dental Irrigation System.
Nim Pulse 2.0 nerve detector - ENT Neck Dissections.

13. MOST CHALLENGING/DIFFICULT ASPECTS OF THE JOB

The purpose of this question is to elicit information about the issues that confront the job holder and utilise his or her skills the most. Typically, there should be a maximum of two issues. Examples may include instances when the job has limited supervision or reduced support (e.g. at night or when working alone).

Diversity of Surgery, engaging from standard case to Emergency/ Poly Trauma within a short space of time and the Logistics of case complexity, staff & equipment.

Distressing and Emotional Circumstances involving patients involved in major trauma/ Death.

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

1. This section measures the **physical skills** required for the job, e.g. keyboard and driving skills, manipulation of fine tools or equipment, requirements for speed and accuracy, sensory skills (sight, hearing, touch, taste, and smell) and dexterity. Please list examples in the box below.

Peripheral Awareness to maintain Sterile Field, Concentration for Document recording and IT Recording, Specimen Documentation.
Manual Dexterity for Opening Prosthesis, sterile Packaging as to maintain sterile field. Visual Awareness of Working Environment and Hazards

2. This section measures the **physical effort** required for the job.

		FREQUENCY <i>Please only tick <u>one</u> of the below three options as appropriate</i>				
Job Requirements	Example(s)	Less than 3 times a month	At least 3 times a month but fewer than half the shifts ¹ worked	Half the shifts worked or more	Average Duration of Occurrence	Average weight (kilos)
Lifting, pushing, pulling objects	Patient Trolleys, Maquet operating tables, table attachments, surgical instrument trays, Patient Transfer, stock cages, wheelchairs,			x	10 - 15	25KG
Lifting weights/equipment with mechanical aids	Warrior Tray Hoist/ ORTHOPEDIC LOAN TRAYS	x			3 - 5	15KG
Lifting weights/equipment without mechanical aids	Pre OP / Post surgical instruments, equipment, patient slide, hover mat, emptying clean skips			x	10 - 15	7 kg
Bending, kneeling, crawling	Positioning of surgical foot pedals/ suction / cables, emptying deep skips of instrument sets.			x	5-10	1kg
Working in physically cramped conditions	Store Rooms/ Decanting of surgical trays to shelves			x	5 - 10	80kg
Working at heights	N / A					
Walking for substantial periods of time	Theatres – Store Rooms			x	10 - 15	
Sitting or standing in a restricted position (including driving)	N / A					
Controlled restraint of patients	Post op patients	x			3 month	
Sudden explosive effort such as running from a standing start	Emergency Situation / Assistance required Imediatley	x			1 month	

¹ A shift being a period of work.

3. This section measures **mental effort** (concentration, responding to unpredictable work patterns, interruptions, need to meet deadlines, etc.) required for the job.

Describe the duty that the job holder undertakes that requires concentration	FREQUENCY Please only tick <u>one</u> of the below two options as appropriate		Average duration of occurrence	Is the job holder interrupted on a regular basis causing them to change what they are doing to another activity
	Fewer than half the shifts worked	Half the shifts worked or more		
Anticipation of scrub nurse, surgeon requirements and surgical procedure.		X	10 - 15	Stocking/ being placed in another work area
Opening of Prosthesis boxes in sterile area avoiding contamination.		x	10 - 15	Choose an item.
Checking of Prosthesis / sundries with scrub nurse / surgeon		x	10 - 15	Choose an item.
Equipment Requirements for surgical cases/ surgical instruments/ table attachments		x	10 - 15	Choose an item.
				Choose an item.
				Choose an item.

Please provide examples of the interruptions as indicated above:

Job holder can be stocking and be asked to leave to go to another work area to help assist.

4. This section measures the **emotional effort** required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Guided by the table below, please indicate whether the job holder carries out the activity listed as examples.

Job Requirements	Example(s) and degree of involvement	FREQUENCY		
		Please only tick one of the below three options as appropriate		
		Less than once a month on average	Once a month or more on average	Once a week or more on average
Processing (e.g. typing/transmitting) news of highly distressing events				
Providing a service for distress/angry patients/clients/staff	Care of patients with chronic illness / conditions, terminally ill.			x
Giving unwelcome news to patients/clients/carers/staff	Cancellation or delay of patients from operating lists	x		
Dealing with difficult situations/circumstances	Emergency situations / poly trauma / Death.			x
Care of the terminally ill	Care of patients undergoing palliative surgery			x
Providing a therapy service to emotionally demanding patients/clients/staff	Reassurance of patients in theatre reception			x
Exposure to severely injured bodies or corpses	Emergency theatre / trauma cases			x
Dealing with people with challenging behaviour	Patients with learning difficulties, anxious relatives, medical staff.			x
Personal involvement with child abuse or family breakdown	Patient reception/ relatives	x		
Arriving at the scene of a distressing incident where job holder is directly exposed to the patient/situation	Emergency theatre / trauma cases			x
Arriving at the scene of, or dealing with, a distressing incident where job holder is exposed to information about the patient/situation but not directly exposed	Theatre reception prior to surgery			x

5. This section measures the demands arising from inevitably adverse **environmental conditions** (such as extreme hot/cold, smells, noises, fumes) and hazards which are unavoidable (such as road traffic accidents, spills of harmful chemicals, aggressive behaviour or patients/clients/relatives/carers, etc.)

Job Requirements	Description of the requirement	FREQUENCY		
		Please only tick <u>one</u> of the below three options as appropriate		
		Less than 3 times a month on average	3 times a month or more on average	Several times a week with several occurrences on each shift
Using a computer/visual display unit for the majority of the shift	Trakcare patient information system			x
Extreme temperatures and/or inclement weather	N / A			
Unpleasant smells or odours	Bowel Surgery / abscess / infections			x
Toxic/harmful fumes	Anaesthetic gases / diathermy plume / Formalin / bone cement			x
Excessive noise or vibration				
Dust or dirt	Cleaning of theatres pre and post op			x
A humid atmosphere	N / A			
Infectious materials or foul linen	Blood soaked sheets / drapes			x
Dangerous chemicals/substances in containers	Formalin			x
Dangerous chemicals/substances that are <u>not</u> contained				
Aggressive verbal behaviour	Post operative patients, confused, special needs.		x	
Aggressive physical behaviour	Post operative patients, confused, special needs.		x	
Fleas and lice	Patients with known / unknown Colonisations.	x		
Bodily fluids, faeces or vomit	Urology, arthroscopic, bowel, contaminated lined, post op nausea.			x
Unpleasant substances/non household waste				

<i>Life threatening hazards</i>	<i>Infected needle stick and scalpel blade injury, HIV, HEP C</i>			x
<i>Using road transport in emergency conditions</i>	<i>on call/ late night early morning driving, after normal shift, tiredness – variable weather conditions</i>		x	
<i>Other</i>				