



JOB DESCRIPTION

Job Title: Nursing Auxiliary – Theatre

Responsible to: Theatre Manager

Accountable to: Matron / Chief Executive

Overall objective: To be part of the Theatre team in providing a high standard of patient care. To carry out assigned duties within the surgical team to maintain an efficient service in the department.

Main duties and responsibilities:-

1. Preparing and setting up of theatres and recovery – completion of theatre daily check lists:

Checking swabs, needles and instruments pre and post-operatively with a trained member of staff and signing in care plans.

Checking specimens with trained nursing staff and signing specimens and care plans.

Decontamination of endoscopes in accordance with national guidelines and manufacturer's instructions. The cleaning, disinfection, inspection, sterilization, transport, storage and use.

Staff involved in decontamination will be trained and wear personal protective clothing.

Re-useable medical devices and instrumentation are safely secured and transported for decontamination to HDSU.

2. Setting up sterile trolleys with trained nurse.

3. Clearing and washing trolleys and checking instruments.

4. Cleaning theatres between cases and at end of list.

5. Recovery duties as required.

6. Disposing of laundry and clinical waste.

7. Checking and storing all deliveries of surgical and sterile goods.

8. Weekly checking and restocking of emergency trolleys. Restocking of stationary supplies.

9. Checking and maintaining supplies of clean linen and surgical scrubs.

10. Ensuring changing room, offices, stores and dirty utility rooms are clean and orderly at all times.



11. Collecting and returning patients to ward in the company of a registered nurse when theatre porter is unavailable.
12. Participate in surgical PAUSE.
13. Communicate effectively with all users of the service being courteous and respectful at all times. Ensure all messages, suggestions and complaints are communicated accurately and promptly to the nurse in charge.

General

1. Understand and adhere to the regulations regarding confidentiality at all times.
2. Reads, understands and adheres to all Ulster Independent Clinic policies and procedures.
3. Comply with the Ulster Independent Equal Opportunities Policy at all times.
4. Attend all mandatory in-service training and lectures and other training as deemed necessary for the role.
5. Actively participate and contribute to the continuous improvement of the service in own work area.
6. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
7. Attend meetings as required.
8. Participate in annual performance review and maintain own personal development file.
9. Ensures all written documentation is maintained in accordance with Clinic guidelines.
10. Co-operates with the off duty scheduling.
11. Attends and participates in staff meetings.
12. Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines (where relevant) and maintains own personal development file.
13. Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
14. Adhere to and abide by professional code at all times (where relevant).

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.



Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
Experience	<p>6 months' experience of working in a formal caring role.</p> <p>Ability to cite examples of when you have demonstrated sensitivity and understanding of patient needs.</p>	<p>Experience of working as a healthcare assistant / nursing auxiliary in a theatre.</p>
Education/ Training	<p>Numerate and literate.</p>	<p>Have completed recent training relevant to the position (e.g. First Aid, Manual Handling or Basic Life Support).</p> <p>GCSE English Language and Mathematics at Grades A to C (or equivalent).</p> <p>NVQ Level 1 (or equivalent) in a health and social care related subject.</p>
Other	<p>The post holder will be required to be flexible in their working pattern to meet service needs</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> • References • **Evidence of right to live and work in UK • Health screening • Qualification checks • Satisfactory *ACCESSNI clearance. 	

Competencies:

- Teamworking
- Patient Focus
- Effective Communication and Interpersonal skills
- Planning and organising



Information for Applicants

*Positions which involve direct patient care are classified as regulated and are subject to Enhanced AccessNI Disclosure with Disclosure and Barring Service (DBS) checks.

Please refer to our website <https://ulsterindependentclinic.com/jobs/> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling and Storage of Information

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

** You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.