



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

Job Title	HEALTHCARE SUPPORT WORKER
Department	Theatre
Reports to (job title)	Head of Theatre/ Theatre Manager
Direct and Indirect Reports	No
Job Grade	

Who we are

At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, *“to be the most innovative and best quality provider of niche health and social care services.”*

Our **Purpose** is, *“to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.*

We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.

We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.

We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.

We will deliver care and clinical interactions compassionately and tailor them to individual needs.”

We achieve this by living our business **Values** each and every day:

- We are **caring**
- We are **enterprising**
- We are **resourceful**
- We are **authentic**
- We are **accountable**

As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, *“Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”*



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What you'll be doing (your job purpose)

To work as part of a multidisciplinary team to deliver adult health services, undertaking delegated nursing tasks within agreed parameters, set by Heads of Departments.

To work within clinical competencies pertinent to the area of speciality and in accordance within HMT's policies and procedures and values.

The scope of the role will focus on inpatient and outpatient services, to deliver the highest standard of hospital care, surpassing patient expectations.

Your key accountabilities and responsibilities

1.	To work independently and organise own workload as part of the multidisciplinary team, with delegated responsibility, undertaking duties in relation to patient care and departmental administration/organization with direction and supervision from a Registered Nurse (RN).
2.	Demonstrate effective communication skills with patients, relatives and the multi-disciplinary team, overcoming any barriers to understanding and providing support during distressing or emotional events.
3.	Adhere to HMT's financial controls and procedures.
4.	Complete core competencies for your work area within the agreed set time frame.
5.	Demonstrate IT skills, recording and reporting information onto patient administration systems in written and electronic format, maintaining and protecting confidential information relating to patients.
6.	Be able to react appropriately to changing demands and situations, working as part of the team to be flexible and accommodating as appropriate.
7.	Maintain a clean and safe environment for patients and ensure follow HMT's Policy regarding Infection Control and Prevention.
8.	Will participate in and meet the requirements of activities and training designed to meet the NHS Knowledge and Skills Framework www.nhsemployers.org/sites/default/files/2021-07/The-NHS-Knowledge-and-Skills-Framework.pdf outlined for this post, and demonstrate a process of attaining continuous professional development, including undertaking all statutory and mandatory training relevant to role.
9.	Contribute to the clinical governance agenda, including audit, the incident reporting policy, complaints management and attendance at meetings for learning and improvement.
10.	Demonstrate own duties to new or less experienced employees, new starters, and temporary staff.

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Departmental Duties - Theatre	
20.	Act as a circulating member of the Theatre team for a variety of specialities and complexity of cases, including
21.	Carry out safety checks of accountable items in conjunction with a qualified person and immediately acting on any discrepancies.
22.	To undertake 'on call' sessions as required.
23.	Assisting with other members of the team in the preparation and cleaning of Theatres.
24.	Assist in the safe handling, transfer and positioning of patients between all areas of the theatre department
25.	Assisting with the labelling and dispatch of the theatre specimens.
26.	Assisting in the compiling of the operations register. Maintain accurate patient documentation.
27.	To use the correct procedure when handing a patient into the care of another healthcare professional, giving the correct information and instruction.
28.	Participate in pre-op checklists, WHO safety checks, team briefs and debriefs
29.	To ensure accurate and comprehensive nursing / theatre records, in all formats, are maintained using appropriate documentation.
30.	Prepare equipment and consumables for operations highlighting any issues as they become apparent.
31.	Responsible for the maintenance and control levels of the stock supplies.
32.	Carry out some administrative duties as delegated.
33.	Participate in Theatre equipment is checks to ensure it is suitable for use prior to each patient's operation. Remove and report any faulty equipment.
34.	Act in extended role (as deemed/evidenced as competent) as delegated and supervised by a qualified member of staff; such as scrubbed practitioner. (Level – 4 qualified only)

Your knowledge, skills and experience	
Experience of care delivery including basic nursing care, basic wound care, bladder/ bowel care, Moving and handling, skin and nutritional assessments, infection prevention control, and safeguarding awareness.	Essential

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Ability to organise and prioritise own work load under supervision of a Registered Nurse with effective time management skills.	Essential
Demonstrates kindness and compassion Able to prioritise and use own initiative.	Essential

Your training and qualifications	
Diploma in Health & Social Care Level 2 equivalent to GCSE Maths and English	Desirable
Trained in monitoring blood sugars, vital signs, fluid and food charts, ECG and basic life support (BLS)	Desirable
Basic IT skills, including WORD and Outlook, standard key board skills	Desirable

The way we do things at HMT (our Behaviours)
<i>*See Appendix 1 attached</i>

This job description provides an outline of the role, detailing the main responsibilities and tasks the post holder may be required to undertake. It is not exhaustive, and the post holder may be required to carry out other duties as reasonably requested. The job description may also be updated from time to time to reflect the changing needs of the business

All staff are required to comply with the organisation's policies, procedures, and standards at all times, participating in mandatory and role-specific training, supervision, and appraisal processes. Staff are expected to uphold a professional approach to work, demonstrating respect, integrity, and accountability in all interactions, and to contribute to a safe environment for patients, residents, colleagues, and visitors in line with Health & Safety regulations. Staff have a duty to safeguard and promote the welfare of vulnerable adults and children, raise concerns in accordance with statutory and organisational procedures, and support the principles of Equality, Diversity, and Inclusion. Confidentiality must be maintained at all times, and information handled in accordance with GDPR and organisational requirements.

Staff are also expected to be flexible, undertaking other reasonable duties within their competence to meet the needs of the service, and to contribute to continuous improvement by engaging positively with feedback and change initiatives. The wellbeing and dignity of patients and residents should remain central to all aspects of work, with staff demonstrating commitment to professional standards and the overall goals of the organisation.

Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.

I have received a copy of this Job Description; read it, understood it and agreed to it.

Date Choose an item.



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Signed.....

Date.....

Job Holder

Date Choose an item.