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| **Job title**  **Clinical unit**  **Base**  **Managed by**  **Accountable to** | | **HSSU Co-ordinator and Admin support**  Theatre  Sancta Maria Hospital  Theatre Manager  Head of Theatres/Theatre Manager | |
| **About HMT** | | | |
| **At the Healthcare Management Trust we are committed to delivering the highest quality healthcare and understand that our well-trained, passionate team of employees lie at the heart of delivering the service our patients and residents expect.**  Our team of employees share our vision to provide world class healthcare, and we continuously improve the skills within our workforce to ensure we maintain our position within the healthcare sector. We know our team have a wealth of knowledge and experience, and by working together we develop an exciting and innovative workplace. | | | |
| **Job Summary** | | | |
| The post holder will liaise with the Sterile Services provider logistically to manage the provision of equipment in theatre under the guidance of the Senior HSSU Co-ordinator. The post holder will manage repairs/replacement of surgical items with the Sterile Services Provider. The Theatre Admin & HSSU Co-ordinator will organize loan of specialist equipment. The post holder will carry out administrative duties on behalf of the theatre department. The post holder will organise purchase order numbers, reconciliate invoices and contribute to maintaining departmental spreadsheets related to finance. | | | |
| **Main Duties and Responsibilities** | | | |
| **Communication**   * Communicate with the Sterile services provider; equipment requirements in theatre, repair and other logistical information. * Liaise with Theatre Management, Consultant, Anesthetists and the Stores department to plan equipment requirements in theatre. * Communicate logistical plans surrounding Sterile Services and Equipment loans with the theatre team. * Liaise with the Team Leader and Theatre Co-ordinator as appropriate to ensure seamless episodes of care and to identify and communicate any issues or potential problems as early as possible. * Liaise and communicate with other departments as necessary e.g. Ward, Radiology, Inpatient Bookings * Liaise and communicate with external services as necessary e.g. Laboratory Services, Sterile Services. * Establish clear communication with patients, their families and care givers, using interpersonal skills to invoke empathy and reassurance regarding, assessment, care and treatment. * To ensure accurate and comprehensive nursing / theatre records, in all formats, are maintained using appropriate documentation. * Contribute to a supportive working environment, which is conducive to uphold morale and well-being all staff.   **Planning & Organising**   * Predict equipment requirements in theatre and plan fulfilment of requirements * Track and follow-up repairs and replacements of equipment that is processed through Sterile Services as necessary. * Check and maintain stock levels within the department, communicating effectively with stores department and using establish processes for procurement of stock and equipment. * Keep up to date with local and national peri-operative initiatives. * Comply with implementation of guidelines (e.g. NICE, AfPP) where appropriate, in line with Quality Governance.   **Analytical**   * Contribute to, and maintain, an integrative theatre service offering flexibility where appropriate to patients, their carers and the multidisciplinary team. * Reacts dynamically or takes direction, to changing demands, situations and pressures in the department and prioritise accordingly.   **Quality Governance**   * Participate in investigations of accidents, incidents and complaints, contributing to planning and implementation of improvements. * Ensure confidentiality and safeguarding of patient records in accordance with policies and guidelines around GDPR. * Attend and contribute in departmental meetings and other forums as delegated. * Demonstrates understanding and adheres to the organisations Safeguarding Policies   **Tasks Specific Skills**   * Administrative duties as delegated * Comply with implemented plans of care. * Carry out safety checks of swabs, instruments and needles in conjunction with a qualified person and immediately acting on any discrepancies. * Act as a circulating member of the Theatre team for a variety of specialities and complexity of cases, including Endoscopy. * Participate in Theatre equipment is checks to ensure it is suitable for use prior to each patients operation * Assisting with other members of the team in the preparation and clearing of Theatres. * Assist in the safe handling, transfer and positioning of patients between all areas of the theatre department * Assisting with the labelling and dispatch of the theatre specimens. * Work within the remit of HMT and local Policy and Procedures.   **Training and Professional Development**   * Strive to stay up to date with evidence-based practice and peri-operative initiatives. * Continue to develop own practice * Participate in clinical supervision * Participate, contribute and develop plans of action based on quality improvement activities (audit, feedback, inspection findings etc.) * Ensure safe use of equipment within the department undertaking/delivering training where necessary. * Participate in performance review, performance management and appraisal programs within the hospital. * Participate in induction and mentorship of staff new to the department as allocated. * Participate in the disciplinary process when necessary. * Attend and disseminate information gathered at study days, courses, conferences and meetings as appropriate. * To support the dissemination of information regarding new or updated clinical practices, guidelines and policies to all theatre practitioners and contribute to facilitation of their implementation   **Professional**     * To be responsible for his/her own professional development and participate in own ‘Performance and Development planning’.   **Health & Safety**   * To provide a safe environment for the safety and welfare of patients and staff by complying with:-   + Health & Safety at Work Act   + Fire Prevention and Management   + COSHH * Use risk assessment processes to ensure safety is maintained to staff, patients and visitors in the department. * Using reporting systems effectively to highlight any untoward incidents. * Participate in investigations of any untoward incidents as delegated. * Comply with manual handling principles, techniques, policy and guidelines. * Comply with Infection Prevention and Control principles, techniques, policy and guidelines. | | | |
| General | | | |
| **Equality & Diversity**  Be aware of need for own personal development and be prepared to attend and undertake any necessary training, being aware of the need to develop oneself and to strive to increase personal knowledge.  Contribute to making the clinical environment conductive to learning and development where individuals feel able to discuss ideas and action as well as showing initiative.  **Information Governance**  All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all patient records effectively in line with all the Health Record Keeping Policies and Procedures in order to meet the Hospital’s legal, regulatory and accountability requirements.  **Health & Safety**  To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.  To co-operate fully in discharging HMT policies and procedures with regard to health and safety matters.  To immediately, report to their manager any shortcomings in health and safety procedures and practice.  To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident / incident form.  To use protective clothing and equipment where provided.  Whilst the aim of the hospital is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a willful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.  **Governance**  To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.  **Safeguarding**  Sancta Maria Hospital is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. | | | |
| **Employee Benefits** | | | |
| 27 Statutory days’ holiday plus bank holidays  Contributory pension, private medical insurance.  We regularly review our employee benefits package, which includes our group personal pension plan and private medical cover. | | | |
| **Notes** | | | |
| This is an outline job description setting out general responsibilities and tasks the post-holder may be required to undertake. It is not comprehensive and the post-holder may be required to carry out other duties and responsibilities from time to time as determined by HMT. The job description will also be subject to change in-line with the needs of the Hospital and the Organisation.  Staff will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the staff handbook and will be required to follow HMT policies and procedures and as stated in the NMC / HPC  Staff have a contractual duty to ensure that mandatory training is current and will be expected to participate and undertaken further developmental training specific to their role. | | | |
| **Skills/Competencies/Qualifications** | | | |
| * Excellent organizational skills * Good interpersonal skills | | | |
| **Candidate Profile** | | | |
| **Criteria** | **Essential** | | **Desirable** |
| **Qualifications & Training** |  | | * NVQ or equivalent qualification * Evidence of recent professional development |
| **Experience** | * Previous experience in same or similar role desirable * NHS or Independent sector experience | | * Experience of working closely with clinicians of varying seniority * Experience of working with the peri-operative environment * Audit experience |
| **Knowledge & Technical Ability** | Able to:   * Ability to prioritise * Proficient in the use of basic IT * Knowledge of processes surrounding Sterile Services * Knowledge of procurement system with the hospital * Knowledge of equipment required for varying specialties * Establishing networks that enable procurement and loans of equipment * Ability to work under pressure to tight and competing deadlines * Maintain accurate patient documentation. * To undertake ‘on call’ sessions as required. | |  |
| **Skills** | * Able to prioritise and meet deadlines effectively * Time management skills | |  |
| **Communication** | * Excellent communications skills, written and oral * Understands the importance of confidentiality and dealing with sensitive information | | * Able to motivate and support others and contribute to effective team working |

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| J**ob Description Agreement:**  **Job Title: Assistant HSSU Co-ordinator and Admin support**  **Department: Theatre**  I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |