

THE EDINBURGH CLINIC

Job Title: Healthcare Assistant (Theatre)

Location/Base: The Edinburgh Clinic

Dept.: Theatre

Reporting to: Theatre Lead

1. JOB PURPOSE:

- To positively present The Edinburgh Clinic to the public whilst supporting and enhancing the patient journey through the clinic.
- To work as an effective member of the multi-disciplinary team assisting with patient care activities under the direct supervision of a Theatre Practitioner.
- Following appropriate training and assessment of competence undertake identified clinical and non-clinical duties.
- In undertaking this role, all employees will be expected to behave at all times in a way that is consistent with and actively supports excellent customer care

2. KEY ACCOUNTABILITIES

KEY JOB RESPONSIBILITIES

- Maintain up-to-date knowledge of changes in policies and procedures relevant to this post.
- Uses initiative in planning daily and weekly routines.
- Carry out expected role without the need of constant supervision and direction.
- Promote a professional, welcoming and caring environment.
- Recognise the importance of personal contribution to morale.
- Maintain patient and staff confidentiality at all times.
- Participate in the Theatre Personal development review process.
- Be aware of the need to develop oneself and to strive to increase personal knowledge whenever possible.
- Make a positive contribution to the development of patient care within own area.
- Make a contribution to the standard setting and audit.

HEALTH AND SAFETY

- Report all accidents and incidents to the theatre practitioner.
- Comply with Aspens health and safety policies.
- Keep all storage areas safe, clean and tidy.
- Check clinical areas daily for safety, cleanliness and tidiness.
- Ensure linen skip, sharps bins and waste bins are not over filled, in Accordance with the clinics sharps policy.
- Ensure all waste products are disposed of in a safe manner according to clinic waste policies with particular reference to Infection Prevention and control.

CLINICAL

- Assist with the care and treatment of the patient whilst in the theatre department: promoting patient safety, comfort, privacy, dignity and confidentiality.

- Preparing the operating theatre and equipment, such as drips, instruments, dressings and swabs making sure specialist equipment is available for specific procedures
- Monitoring theatre cleanliness
- Maintain competencies
- Ordering and rotating single or multiple use items of stock and drugs
- Providing the surgical team with the items they need during an operation (often called 'circulating duties')
- Keeping accurate records.
- Maintain standards of infection prevention and control by adhering to policies and procedures and assisting with the maintenance of a clean clinical environment.
- When necessary undertake collection and delivery of items within the Clinic
- Escort patients and visitors around the theatre unit and the clinic

COMMUNICATION

- Establish and maintain a working rapport with the multi-disciplinary team.
- Welcome visitors and patients to the unit, providing assistance, support and information where required.
- Answer telephones in a polite and courteous manner and pass on any messages to the appropriate staff promptly.
- Make work related telephone calls as necessary
- 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 clinic is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful 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.

General policies and procedures

- To comply with all Clinic and Aspen Healthcare policies, procedures and practices and to be responsible for keeping up to date with any changes to these.
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3. SUPPLEMENTARY INFORMATION

Our Values

We are proud to be 'Individually different. Altogether better' and it is only through our people that we will achieve our mission to:

“Provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families”

We do this by asking you to work within our core values:

- Beyond Compliance – Going above and beyond to improve our business
- Personalised Attention – Taking time to care for others
- Partnership and Teamwork – Inclusive and collaborative
- Investing in Excellence – Working to be the best
- Always with Integrity – Respected, admired and reliable

Code of conduct

- ✓ I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.
- ✓ I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Aspen Healthcare.
- ✓ I will always be honest and act with integrity.
- ✓ I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.
- ✓ I will show my commitment to working as a team member with all my colleagues and the wider community.
- ✓ I will take responsibility for my own learning and development.
- ✓ If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

Equality & Diversity

Aspen Healthcare Limited is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as a strength and aims to provide a working environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

Health & Safety at Work

You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

Statutory & Mandatory Training

You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager's support at the earliest opportunity.

Infection Prevention & Control

It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.

Confidentiality

Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Aspen Healthcare requirements such as the Caldicott principles.

- Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient.
- Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

Information Security

All staff are required to read and comply with all Aspen communications and policies that are issued relating to the electronic security of Aspen and patient information particularly in relation to:

- Saving data and information
- Password management and responsibilities
- Transfer of data and data sharing

Whistleblowing - Raising Concerns

It is the responsibility of all staff to raise any concerns to their line manager or the HR department if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company's business:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.
- any other legitimate concerns

Data Protection

All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, Aspen Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

Mobility/Flexibility

Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies' facilities.

Safeguarding the Welfare of Children and Vulnerable Adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role

For all posts requiring professional registration

You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

Other responsibilities

You will be required to be aware of and adhere to all relevant Company Policies and Guidelines.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

Review

The post-holder must act in such a way to promote a positive image of Aspen Healthcare UK Ltd at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.

PERSON SPECIFICATION

HEALTHCARE ASSISTANT

	Essential	Desirable
Educational qualifications:	<ul style="list-style-type: none"> • Basic English & Mathematics 	<ul style="list-style-type: none"> • SVQ level 2/3
Specific training/skills /knowledge required:	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Evidence of ability to work effectively in a team environment and independently as required • Flexibility and adaptability to meet the changing needs of the business • Excellent customer service skills • Good computer skills at a level to meet the requirements of the position 	
Experience	<ul style="list-style-type: none"> • Experience in a clinical environment 	<ul style="list-style-type: none"> • Experience within a similar role preferred
General temperament:	<ul style="list-style-type: none"> • Demonstrate honesty, integrity and ethics in the workplace • Be positive and even tempered in the workplace • Goal orientated. • Team player • Excellent role model • Be open and honest, act with integrity and uphold the reputation of your profession, always working within the guidance of the NMC Code of Conduct. • Demonstrate a good work ethic that includes punctuality, integrity, respect of others and a commitment to developing professional practice 	

