# A black text on a white background Description automatically generatedA logo with a blue and gold design Description automatically generated

CAJE REF Wales/WPF/2025/0002

APPROVED 26/03/2025

# JOB TITLE Wales Health Care Support Worker (Theatre)

# BAND 2

|  |  |  |
| --- | --- | --- |
| Job Summary | | |
| * Support registered healthcare professionals in theatres in delivering patient care under the direct supervision of registered staff. * Undertake personal care activities and tasks as delegated by a registered healthcare professional, in accordance with the HEIW All Wales Guidelines for Delegation. * Perform basic safety checking and preparation/attachment of equipment. * Support effective transfer of patients and equipment. * Perform the role of circulating person under supervision supplying items to the sterile field and supporting the safe processing of specimens. * Maintain high standards of cleanliness and appropriate storage of stock items. * Deliver role in accordance with Health Board/Trust Values and the Code of Conduct for HCSW’s in Wales. | | |
| Responsible to | | |
| Reporting: | Accountable: | Professionally: |
| Responsibilities and Duties | | |
| **Planning and Design**  Plan and prioritise own daily allocated workload within the area, ensuring tasks are completed efficiently and in line with patient’s assessed and identified needs and plan of care.  Work within established procedures when delivering care and under the supervision of a registered healthcare professional.  **Care**  Transfer appropriate patients to the anaesthetic room/theatre/recovery as delegated by the registered healthcare professional ensuring all appropriate documentation accompanies the patient.  Assist the registered healthcare professional with patients in the anaesthetic room/theatre/recovery for example maintaining dignity and privacy and providing reassurance.  Obtain informed consent prior to providing care, understanding the actions required if care is declined.  Demonstrate care and compassion to patients, carers and relatives to help ensure high-quality person-centered patient care is delivered at all times.  Record accurate and timely information in the appropriate documentation including documenting, for example weight, height, body mass index (BMI), and recording of nutrition and hydration where appropriate.  Assist in the manual handling of patients and transferring them between beds, trolleys and specialised tables (in all areas as required), including the positioning of the patient, this will include using appropriate manual handling equipment, for example Pat slide.  Support the registered healthcare professional in the provision of pressure relief as directed in the Theatre setting, reporting any concerns to the registered healthcare professional.  Provide assistance as a circulating member of the Theatre team for example, under direction of the registered healthcare professional collect and open instrument trays, packs, checking and dispensing of lotions, dispensing sterile gloves and tying surgical gowns, handling and safe transfer of specimens.  Undertake high standards of infection prevention control in the healthcare setting, through effective hand hygiene practices, maintaining a clean environment and cleaning of equipment.  Report any perceived changes noted in the patient's condition, including any concerns relating to safeguarding adults and children to the registered healthcare professional without delay.  Participate in clinical emergencies, summoning assistance and following local or national guidance, working as a member of the multi-disciplinary team within scope of practice.  Where appropriate, act as chaperone to patients undergoing examinations, procedures and treatment by registered healthcare professionals.  Assist conscious patients with any activity as directed by the registered healthcare professional that maximises independence, privacy and dignity.  **Stock and Equipment**  As part of the Theatre team, contribute to the cleaning, stocking, assembly, dismantling, maintenance and preparation of clinical equipment and clinical areas in order to maintain a high standard of cleanliness. This will include cleaning theatres between cases and doing a thorough clean on completion of the day’s sessions.  Ensure the correct disposal of dirty linen, suction liners and clinical waste, including sharps boxes.  Assist in the maintenance of stock levels and stock rotation as well as assisting with the ordering of individual stock items needed for individual theatres. Reporting any discrepancies/ stock level issues to the appropriate person in charge.  Report faulty equipment and any alert hazard alarms on equipment to the registered healthcare professional.  Perform initial safety checks and preparation of equipment.  Ensure clinical areas/equipment cleaned and items restocked in areas.  Select items and surgical trays for an operating list on instruction of the registered healthcare professional.  **Communications**  Provide appropriate routine information effectively to patients, carers and other staff, using appropriate communication techniques to overcome any barriers to understanding and provide support using empathy and tact during distressing or emotional events. This may include interacting with patients/families who have additional needs, for example, learning disabilities or language/communication barriers.  Communicate clearly and effectively with the multi-disciplinary team, accepting instructions and giving feedback on patient care and activities to relevant health care professionals where required, highlighting any concerns you may have without delay.  Respond appropriately to routine queries, take phone messages and pass on written and verbal information to patients and staff in a timely manner.  **Improvement and Monitoring**  Required to follow all legislation and organisational policies and procedures and will be asked to comment on procedures for own area of activity.  Contribute to research, audits and clinical trials programmes as required carried out within the area of work.  **Digital and Information**  Maintain accurate patient records in line with data governance, confidentiality, cybersecurity, and health board policies.  Demonstrate proficiency in selecting and using digital tools for daily tasks, training, communication, and supporting individuals in safely using digital healthcare methods.  Maintain strict patient confidentiality, ensuring that all personal and medical information is kept secure and only disclosed to authorised individuals as required. | | |
| PERSON SPECIFICATION | | |
| Qualifications and Knowledge | | |
| Essential  * Level 2 in care   or  Ability to undertake a period of Induction and on the job training to include theoretical knowledge of care and a range of work related procedures, for example completion of a competency based workbook equivalent to Level 2 vocational qualification.   * Ability to understand and comply with mandatory induction standards and Code of Conduct for Health Care Support Workers in Wales.  Desirable  * Level 2 vocational qualification in relevant health care related subject. | | |
| Experience | | |
| **Essential**   * Experience of working as part of a team.   **Desirable**   * Previous experience working with people in a caring capacity. | | |
| Skills and Attributes | | |
| **Essential**   * Good communication skills – verbal and written, with the ability to convey information clearly and sensitively. * Ability to keep calm in stressful situations. * Ability to demonstrate a caring and compassionate approach. * Organisational skills, with the ability to plan and prioritise own workload efficiently. * Ability to use technology to undertake the role for example Microsoft office, email, TEAMS etc. * Physically able to carry out the duties of the role, including lifting, assisting with mobility, and performing other manual tasks.   **Desirable**   * Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh. | | |
| Other | | |
| * Enhanced DBS clearance including an/a Adults and Childrens Barred List check. * Ability to work a range of shift patterns. | | |