

Job Description: Healthcare Assistant – Procedure Suite – Theatre (Welbeck Orthopaedics & Neurology)

About Welbeck: Redefining Private Day Surgery

Welbeck is built on a simple philosophy: medical excellence without compromise. We're a growing network of specialist day-case centres setting a new standard for private healthcare - combining calm, confidence, and clinical credibility in environments designed around people, not process.

We reject the impersonal and process driven. Instead, we create refined, patient-centred spaces where consultants and teams are empowered to deliver world-class care and a seamless patient experience. Every Welbeck centre reflects our belief that excellence is achieved through partnership, purpose, and precision.

About Our Neurology & Orthopaedics Centres

Welbeck Neurology Centre

Our state-of-the-art Neurology Centre brings together leading private neurologists, neuroradiologists and neurophysiologists to deliver advanced diagnostics and exceptional patient care. Led by consultants who are recognised experts in their field, the centre offers sophisticated testing capabilities and a highly personalised approach to neurological assessment and treatment. Patients benefit from seamless access to specialist expertise, modern technology and a calm, supportive clinical environment.

Welbeck Orthopaedics & Sports Medicine

Our Orthopaedics & Sports Medicine Centre is built on a fully integrated and interdisciplinary model of care. The team comprises highly skilled specialists who work collaboratively to deliver comprehensive, holistic treatment plans tailored to each patient's musculoskeletal needs. This coordinated approach ensures patients receive the highest levels of clinical expertise, innovative treatments and a smooth, joined-up care experience from diagnosis through to rehabilitation.

About the Role

We are seeking a compassionate and proactive Health Care Assistant (HCA) to join our team at Welbeck Orthopaedics & Neurology, supporting the launch of our new Minimally Invasive Procedure Suite. Working under the guidance of registered practitioners, you will be part of a multidisciplinary team delivering safe,

effective, and high-quality care for patients undergoing pain management procedures, minor orthopaedic interventions, and infusion therapies. This is an excellent opportunity for someone looking to develop their experience within a supportive, forward-thinking surgical environment.

Key responsibilities

- Contribute to the delivery of a safe, efficient and high-quality clinical service as part of the theatre team.
- Support the creation and maintenance of a safe care environment for patients, relatives and carers, working under appropriate supervision.
- Assist registered practitioners and consultants in providing both direct and indirect patient care.
- Carry out delegated peri-operative tasks, including accurate documentation and handling of specimens.
- Check sterilised equipment, ensuring documentation is completed accurately and any issues are escalated promptly.
- Communicate clearly and compassionately with the peri-operative team, patients and carers, escalating concerns as required.
- Provide dignified support with personal care needs, including undressing, chaperoning and emotional reassurance.
- Act as a positive role model and provide support to fellow HCAs as needed.
- Demonstrate professionalism and respectful behaviour at all times.
- Safely move and handle equipment, wheelchairs and trolleys in line with manual handling procedures.
- Assist with stock management by monitoring levels and alerting senior staff when supplies are low.
- Participate in patient transfer and positioning audits to support safe practice.
- Attend mandatory training and actively contribute to maintaining a safe, inclusive and supportive team environment.

Qualifications and experience

- Experience in a hospital, procedure suite or day surgery environment (essential)
- A minimum of 1 years' experience in a theatre setting (essential)
- Current BLS certification (essential)
- Experience in providing safe and effective intraoperative service in various specialties (desirable)
- Commitment to equality, diversity and inclusion aligned with healthcare
- Commitment to patient safety, comfort, and communication
- Willingness to learn and support clinical tasks within scope of role

Key skills

- Excellent organisational skills
- The ability to work autonomously as well as part of a team
- Excellent interpersonal and communication skills
- The ability to set, implement and evaluate standards of practice
- The ability to work across functions and to manage pressure
- Strong numeracy and literacy skills
- Empathetic, patient-centred approach to care
- Basic IT skills for recording patient data

Why Welbeck

- **Autonomy & Influence:**-A leadership community that trusts your expertise to drive excellence and growth.
- **Purpose-Driven Culture:** A values-led environment where world-class clinical care and operational performance go hand in hand.
- **Growth & Impact:** Be part of a network defining best practice in day-case healthcare and delivering experiences patients genuinely remember.

Infection Prevention and Control

All Welbeck employees, whether involved directly or indirectly in the provision of healthcare, have a duty to co-operate with and implement business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Business to meet its obligations under the Health and Social Care Act 2008.

Safeguarding

Welbeck is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the Welbeck Health Partners Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

Confidentiality

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on strictly need to know basis in accordance with the responsibilities of the Business's Caldicott Guardian.

Health and Safety at Work

In addition to the Business responsibilities under the Health and Safety legislation, you are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 (as amended) and associated legislation. These include the duty to take reasonable care of the health and safety of yourself and others in your work activities and to co-operate with your employer in the discharge of its statutory duties. You must adhere strictly to the Business policies and procedures on health and safety and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Business incident reporting system. You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

Risk

Accept personal responsibility for contributing to Welbeck's management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Business.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Business, in accordance with the business policy and training. Identify and report actual or potential hazards/ risks in the work environment in accordance with business policies and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children. Follow, Welbeck Health Partners policy on use of Personal Protective equipment e.g., Masks, Gloves, Visors etc. Awareness of and compliance with Health and Safety Regulations.

Equality and Diversity

The Business recognises the benefits of a diverse workforce reflective of the communities that we serve and is committed to equal opportunities in employment with a devotion to eliminate all forms of unlawful discrimination. The Business aims to promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff).

All individuals have a duty to adhere to the Business Diversity and Equality Opportunity policy and an individual responsibility towards the application and understanding of the Equality Act 2010. Inequitable behaviour will not be tolerated, and every person has a responsibility to highlight discriminatory practice.