

Job Description:

Bank Healthcare Assistant – Surgery Centre – Theatres/CSSD

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 the Role

Theatre HCAs play an essential role in the smooth running of our theatres and help us maintain our exceptional levels of care. Theatre HCAs assist the wider theatre team with the safe passage of patients through the surgical pathway. The post holder will:

- Have experience working in a theatre environment and provide skilled assistance to qualified staff during clinical procedures.
- Assist in the delivery of care and organisation of the theatres for clinical procedures and practice.
- Assist the team in positioning patient for surgery and in the support and monitoring of patients
- Assist in the preparation, organisation and safe use of equipment and instrumentation for operative procedures in a non-scrubbed surgical role.
- Assist in the preparation, provision, monitoring and recording of surgical instrumentation, supplies and equipment for operative and invasive procedures in a non-scrubbed surgical role.
- Carry out delegated activities to assist the registered practitioner in the assessment, planning, implementation, monitoring and evaluation of patient care.
- Maintain a clean, tidy and safe working environment and equipment in accordance with local infection control policies and healthcare commission requirements.
- Recognise and report any exceptions and situations which may affect the quality of patient care.

- Contribute to the overall good of the organisation by being a positive role model and treat all staff, visitors, consultants and service users with courtesy and respect.
- Undertake rotation across the specialities to cover the service where acquired skills allow.
- Promote adherence to and fully engage with the WHO Checklist and 5 Steps to Safer Surgery.

Key responsibilities

Clinical Responsibilities

- To assist with the administrative function of the surgical team including the accurate documentation of records.
- Maintain health and safety in the clinical/therapeutic environment
- To primarily assist the scrub nurse and surgeon during surgical procedures and may assist the anaesthetic practitioner and anaesthetist when needed
- Assist in receiving, handing and dispatching clinical specimens within and outside the sterile field.
- Ensure specimens are recorded on patient records, labelled and bagged correctly, ready for collection with the necessary paperwork (including electronic recording) completed
- To be able to prepare for surgical cases including instruments and consumables as per Consultant's preference cards
- To be able to open and close theatres according to policies and procedures
- To assist with ensuring proper clinical waste disposal, reporting any problems to the Theatre Coordinator or Theatre Manager
- To act as a mentor to junior staff members, responsible for the orientation, supervision and ongoing development of junior and learners, in conjunction with colleagues and registered staff
- Clean theatre areas during and after post operating sessions according to SOP
- Identify stock issues as they arise and order supplies and stores under direction
- To restock the clinical areas and support areas. Daily top up of consumables and monitoring stock control in the department. Ensure all stock is placed into the designated areas
- Assist the theatre team with the receipt and preparation of instrument sets to and from Sterile supplies and Endoscopy to the designated operating theatres
- Assist in the transportation of instrumentation including endoscopes for decontamination and sterilisation following the IPC Guidelines
- Assist in the measurement and recording of patient's body fluid output, blood loss and wound drainage.
- Liaise with estates or relevant personnel/company regarding running repairs within the department
- To act as a resource person to others, providing accurate information, advice and support to the multidisciplinary team, patients and their relatives.
- To participate in audit where appropriate and requested.
- Participate in the administrative and professional responsibilities of the surgical team
- Assist the theatre team to ensure accurate and legible notes of all consultations and treatments are recorded in the patient's notes.
- Ensure the accurate completion of all necessary documentation associated with the patient.
- Assist the nursing team to ensure collection and maintenance of statistical information required for regular and ad hoc reports.
- Attend and participate in team meetings/huddles, briefing and debriefing as required.

- To assist in the management of surgical records and appointment systems.
- To fulfil any additional duties as reasonably requested and required.
- To assist with the safe dispatch, arrival and set up of surgical instruments and consumables and equipment.
- Assist the theatre team with the receipt of stores and equipment
- Liaise with theatre/pre-post staff regarding monitoring, transfer and repair of all equipment as necessary
- Monitor and document equipment transferring between departments
- Remove all items of clinical waste in line with Health and Safety recommendations and Centre Policy
- Daily ordering and putting away of theatre stores and fluids to the designated areas. Ensure stock rotation is maintained at all times
- Undertakes rotation across the specialities to cover the service where acquired skills allow
- Support sterilisation staff and cover their role during leave, acquired skill allowing

Personal and Professional Development

The post holder will:

- Be responsible for their own development.
- Acquire new skills and knowledge. This will include computer skills and other initiatives to enhance patient focused care.
- Participate in annual appraisal and in-service training activities.
- Be familiar with and work to OWSC Policies and Guidance.
- When representing the department and/or OWSC, the post holder will ensure that this is conducted in a professional manner.
- Assist in the teaching and supervision of learners entering the theatres
- Assist the Team Leader in ensuring that the Educational Environment is conducive to learning and work
- Assist in the Orientation/Induction Programmes for newly appointed staff, trainees and other members of the multidisciplinary team

Additional Duties/Responsibilities

- The post holder will:
- Wear uniform at all times, in accordance with the uniform policy.
- Interact with patients, consultants, visitors to the theatre department, other members of the nursing team and managers in positive, supportive and cooperative ways.
- Carry out such other reasonably related duties appropriate to the grade, as assigned by the Team leader for their area, the Theatre Manager or nurse in charge.
- Be prepared to work across the theatre specialities including pre/post op area (acquired skills allowing), if required to do so, to meet the needs of the service.
- Be responsible for reporting their sick and annual leave in line with OWSC policy.

Qualifications and experience

- Experience in a hospital, theatres or day surgery environment (essential)
- A minimum of 1 years' experience in a healthcare setting (essential)
- Current BLS certification (essential)

- 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.

Disclosure and Barring Service (DBS)

If the post you are undertaking requires you to complete a DBS disclosure, this will be managed and processed in line with the DBS Policy and at the appropriate level required for the post.