



**Job Title:** Healthcare Assistant

**Location/Base:** Midland Eye, Solihull

**Dept.:** Theatres

**Reporting to:** Theatre Manager

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**JOB PURPOSE:**

To assist in the provision of quality planned care for patients during their perioperative phase of care, whilst under the supervision of a Registered Practitioner and within the limits of training and assessed competencies.

As an Ophthalmic Health Care Assistant, you will play a crucial role in supporting our ophthalmologists and theatre team in delivering high-quality eye care during theatre procedure. You will assist in patient examinations, perform vital signs observation, maintain equipment, prepare and clean theatre environment and ensure a smooth and welcoming environment for our patients. Please note, elements of this role are physically demanding due to fast turnover of patients.

**KEY ACCOUNTABILITIES**

- Assist the Registered Practitioner to assemble, check and prepare the appropriate surgical equipment. Instruments and consumables for a wide range of operative procedures
- Assist the Registered Practitioner in the monitoring of the patient
- Prepare the appropriate area prior to the start of a list; undertaking the appropriate checks to ensure the equipment is used safely
- Collect the patients from the reception area, conducting mandatory patient checks including informed consent, patient's identity and operative site against the supporting documentation, undertaking the Admission and Discharge of patients into the theatre department with full training and support from a registered practitioner
- Handing over the care of the patient to the Theatre Registered Practitioner
- Accompany the patient back to the recovery area, depending upon the assessment undertaken by the Registered Practitioner with regards to the patient's postoperative condition
- Assist in the safe transfer and positioning of the patient
- Act in the circulating role, supporting the Scrub Practitioner, duties will include opening sterile items, undertaking the mandatory surgical checks with the Scrub Practitioner, receiving specimens for the Scrub Practitioner and assisting in the monitoring of blood/fluid loss. Complete WHO checklist .
- Communicate appropriately with others involved in the care of the patient, including answering the telephone in a professional manner while taking and relaying accurate messages

- Monitor the consumables within the department, replenishing as required and reordering as appropriate
- Ensure any accidents or complaints are fully documented and that the appropriate manager is informed
- Support the administrative requirements of the department, including the shredding of sensitive information, the photocopying of documents and the replenishing of stationery and forms
- Clean the appropriate area and equipment between and after the operating list
- Assist in the appropriate and safe removal of clinical waste from the department
- Suggest ways in which the delivery of care could be improved to the theatre manager
- Promote and ensure an environment conducive to the continuing prevention and control of infection for all staff, patients and visitors
- Be aware of and comply with all infection prevention and control policies and ensure best practice is maintained to ensure low infection rates

### **Core Responsibilities:**

- Support in the delivery of patient care
- Contribute to quality improvement
- Apply legislation, policies and procedures correctly
- Maintain appropriate stock within the department
- Respect the patient's dignity, privacy, wishes and beliefs
- Laser technician with full training
- To receive training for non-registered scrub practitioner

### **Key Performance Indicators**

- Consultant satisfaction
- Patient satisfaction
- Clinical quality indicators (accountability with the Clinical Operations Manager)
  - Infection rates
  - Mandatory Training
  - Providing administrative assistance in the form of minute taking at key meetings
  - Promoting IPC

\*The above is not an exhaustive list of duties and you will be expected to perform different tasks as required by your changing role within the organisation and the overall business objectives of the organisation\*

## **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 Midland Eye.
- ✓ 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**

Midland Eye 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 Midland Eye 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 Midland Eye communications and policies that are issued relating to the electronic security of Midland Eye 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, Midland Eye 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.)

#### **1.1 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.

**1.2 Review**

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

<b>Author:</b>		<b>Date:</b>	
<b>Revision:</b>		<b>Date:</b>	
<b>Agreed Post Holder:</b>		<b>Date:</b>	
<b>Agreed Manager:</b>		<b>Date:</b>	