**Job Description**

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| Job Title | Theatre Equipment Coordinator |
| Area | King Edward VII Hospital – Operating Theatre |
| Accountable To | Matron |
| Reports To | Theatre Manager |
| Hours | Full time 37.5 |
| Key Working Relationships: | Consultants, Patients And Relatives, Head of Nursing, Head of Therapies, Ward Staff, Allied Health Professional, Hotel Services, Front of House, Stores, Catering, Medical Teams, Governance Team, Infection Control Team, Heads Of Departments. |

**Overall Objectives:**

**To ensure a safe, efficient and effective perioperative service is provided to patients and Consultant users by ensuring that all requested implants, instrumentation and medications are available for each and every patient.**

**Role Summary:**

To participate and contribute in the delivery of a very high standard of patient care within the operating theatre department

To ensure all equipment and prosthesis that has been requested is checked and ready for use when required

To effectively communicate and co-operate with the theatre team, Consultants and relevant departments within the hospital

To attend daily handover at 7.40 – update the team regarding loan items and to attend and contribute to monthly theatre meetings

**Role Specific:**

* To check all theatre bookings on compucare and from admissions and to identify any required loan equipment
* To liaise with admissions and Consultant secretaries for new bookings, check compucare daily and four weeks in advance
* To request all loan equipment, instrumentation and prosthesis via Powergate as required
* To maintain an accurate record of all equipment and prosthesis requested and booked
* To receive delivery and check all equipment and prosthesis is as was requested – take photographic evidence of all kits that arrive into the department
* To prepare and send required documentation to Synergy in order for processing. Identify any potential issues and raise these immediately with the Lead responsible for the list
* To ensure safe and appropriate storage of loan equipment and implants whilst in the hospital
* To coordinate timely delivery and return of sterile instrumentation to and from Synergy, working closely with the Sterile Services Coordinator
* To cover any leave for the Sterile Services Coordinator ensuring a seamless delivery of service
* To ensure that all loan equipment is ready for collection within the stated loan period thereby preventing any extra costs
* To participate in the control and prevention of infection using hospital policies and procedures
* To maintain patient and corporate confidentiality and to ensure that all documentation is completed accurately and legibly
* To keep up to date with Consultant preference cards
* To assist in the control of consumables and prosthesis supplies ensuring that appropriate levels of stock are adhered to and maintain an accurate consignment stock level
* To carry out a monthly audit of all consignment stock ensuring levels are adhered to and prosthesis store is cleaned thoroughly weekly
* To be financially aware of high value items and loan charges
* To ensure all loan equipment is delivered to the correct theatre for use – clearly labelled
* To remove equipment after use and ensure that it is sent back to the company

**Infection Control:**

Infection control is everyone’s responsibility. All staff, both clinical and non-clinical, are required to adhere to the Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

* All staff employed by King Edward VII has the following key responsibilities:
* Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
* Staff members have a duty to attend mandatory infection control training provided for them by the hospital.
* Staff members who develop an infection (other than common colds or illness) that may be transmittable to patients have a duty to contact the hospital before coming to work.

**Professional Responsibilities:**

Practice with full regard to hospital policies, and work within the Codes of Professional Conduct. Ensure compliance with statutory and regulatory procedures in accordance with registering authorities’ policies and guidelines. Take responsibility for own professional development, ensuring management, clinical and technical skills and knowledge are updated and enhanced.

**Risk management:**

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment. Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

*Staff should be familiar with the:*

• Major Incident policy

• Fire Policy

**Human Tissue:**

To have Human Tissue training during induction.

Compliance with HTA regulations

**Diversity and Inclusion:**

* To act as a role model for inclusion and create a diverse team in which all team members feel they belong
* To role model commitment to equality, diversity and inclusion at the hospital and be accountable for it at every level
* To empower colleagues to report and challenge all forms of harassment, bulling and inequality within the workplace

**Values:**

* Living the hospital values in day to day work through adherence to the behavioral framework and code of conduct

**General Duties**

1. To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
2. Co-operate with the management in meeting its responsibilities under the Health & Safety at Work Act and COSHH advising the hospital on issues relating to theatres, anaesthetics and recovery.
3. To comply at all times with the hospitals IT and Data Security Policy, and respect confidentiality of information about, staff, patients and hospital business particularly the confidentiality of electronically stored personal data in line the Data Protection Act.
4. The hospital has a Security Policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the hospital and its services are as secure as possible.

*This job description should be regarded as a guide to the duties required and is not intended to be definitive. It may be reviewed in the light of the changing circumstances following consultation with the post holder. The job description does not form part of the contract of employment.*

*The successful candidate will be expected to apply for an Enhanced Disclosure from the Central Records Bureau as the post involves working with children/vulnerable adults.*