

Add logo here

This **Job Description** is for a job with

Name of organisation



A **Job Description** tells you:

- **your tasks** – the things you need to do in the job
- **your responsibilities** – what you should do and who you report to



This **Job Description** is for

Clinical Support Worker



The **annual salary** is Band

2

That is

£XX,000 every year



You will work at

Work address



The manager for this post is:

Specialty Manager



This job is in the

Operating Theatres



You will need to work

37.5

hours a week.



What will you do?

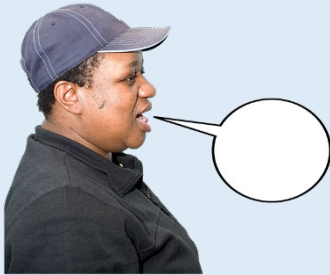


You will work with staff in the Operating Theatres and Day Surgery.



You will:

- Provide a very good service to patients.



- Tell staff when you think patients may need help.



- Need to take part in training over a number of weeks.



What are the main tasks of the job?



Here is a **list** of the main tasks you need to do for this job:

You will:



- Help patients get ready for surgery.



- Make sure the department is clean and tidy.



- Clean equipment



Look after and keep a record of a patient's valuables/property.



Take patients from the ward to surgery.



Often check on patients and tell your manager if you are worried about a patient.



Report any accidents to your manager or the person in charge.



Support the family of friends of patients who have died.



Listen to and talk to patients, carers and other staff.



What is the job like every day?

Most of the day you will stand up.



Sometimes you may speak to people who want to make a complaint.



Sometimes you may speak to people who are upset.



Sometimes you may see people who are angry.





Your manager will:

- tell you about the **policies** you need to follow while you are working.



A **policy** is a list of rules telling staff:

- how they **should** behave at work.
- how they **should not** behave at work.



There is a list of these **policies** on Pages **11 to 13**.



- have regular meetings with you to find out how you are getting on in your job.

This is called a **performance review**.



Who will you work with?

You will work a lot with:



- Ward Clarks
- Receptionists
- Surgery staff

Sometimes you will work with:





How will you work?



You will need to wear a **uniform**.



You **cannot** use your mobile phone during the day.



You will need to work well in a **team**



Important information



We have a **No Smoking Policy** so you cannot smoke at work.



We have an **Equality and Diversity Policy** to make sure we treat staff, patients and members of the public in a fair and equal way.



We have a **Health and Safety Policy** to make sure everyone stays safe at work.



We have an **Infection Control Policy** to make sure infections do not spread.



We have a **Food Safety Policy** to make sure everyone eats good food,

and does not get ill from eating food.



We have a **Sustainability Policy** to make sure:

- we recycle as much as we can
- we do not pollute.



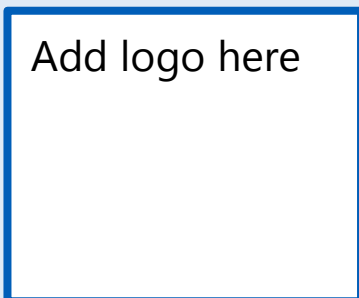
We have a **Confidentiality Policy** to make sure all the information about our patients is completely private.



We always tell patients when something has gone wrong.



We have a **Safeguarding Policy** to make sure we protect vulnerable people such as children, older people and disabled people.



We have a set of values, which you can find on our website



We expect everyone who works for us to understand our values and put them into practice at work every day.

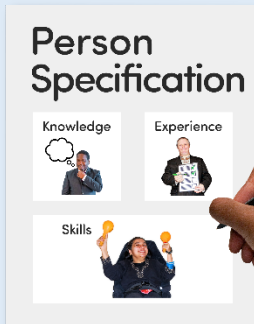


Other information



The kind of work you do in your job may change now and then.

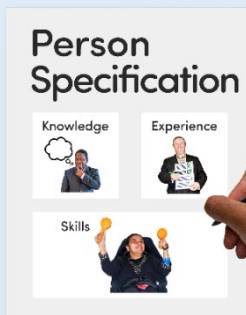
NHS Easy Read Person Specification



A **Person Specification** tells you what you need to do, to do the job.



This **Person Specification** is for the job of **Clinical Support Worker**.



It tells you the **knowledge, experience** and **skills** you need to have for the administrator post.

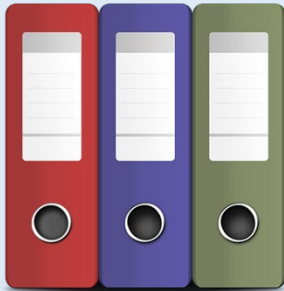


Knowledge - What do you know?

Do you know how to:



- Answer the telephone?



- File papers?



- Work with people?



Can you use a computer to:

- send an email
- write a letter
- put information into a computer
- find out things on the internet?



Experience – What jobs have you done in the past?

You can include things like apprenticeships, unpaid and paid jobs.



- Have you worked in a team with other people?



- Have you worked in a hospital or in a healthcare job?

Skills – What can you do?



Are you:



- Good at talking to and listening to other people?



- Good at understanding the needs of others?



- Good at sorting out day-to-day problems in the workplace?



- Good at planning your work and working out what you should do first?



- Good at timekeeping?



- Are you OK to work different days or hours if needed?