



DEPARTMENT OF HEALTH

NORTH METROPOLITAN HEALTH SERVICE

WOMEN AND NEWBORN HEALTH SERVICE

JOB DESCRIPTION FORM

THEATRE ORDERLY - LEVEL 3/4

PERIOPERATIVE SERVICES
KING EDWARD MEMORIAL HOSPITAL FOR WOMEN
SURGICAL SERVICES CLINICAL CARE UNIT

Position No: **00006670**

Effective Date: **January 2016**

INDUSTRIAL AWARD / AGREEMENT: Hospital Support Workers Agreement

REPORTING RELATIONSHIP

Responsible to	Clinical Nurse Manager Perioperative Services - SRN4
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Responsible to	Clinical Area Manager Theatres –SRN 2
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Responsible to	Clinical Coordinator Theatres –SRN 2
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THIS POSITION

POSITIONS UNDER DIRECT SUPERVISION

<u>Title</u>	<u>Classification</u>	<u>FTE</u>
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TOTAL FTE's: nil

OTHER POSITIONS UNDER CONTROL

<u>Category</u>	<u>FTE</u>
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TOTAL FTE's: nil

PRIME FUNCTION / KEY RESPONSIBILITIES: Responsible for providing safe effective patient handling and positioning of patients. Responsible for the safe transport of patients, specimens, equipment and supply items to and from the operating theatres at King Edward Memorial Hospital. Responsible to clean all areas maintaining a high standard of hygiene as applicable to Infection Control Standards and according to cleaning procedures and policies at KEMH Women and Newborn Health Service.

BRIEF STATEMENT OF DUTIES

1. Transfer patients between Wards, Operating Theatres, Departments and PACU as requested. On returning patient to ward, strip, clean and remake patient trolley. Ensure PACU equipment is returned to area after use. Eg Slide boards, pillows, IV poles etc.
2. Assist with positioning patient on operating table. Assist with the transfer of patient from operating table to PACU.
3. Process linen order, restock daily. Maintain storerooms in a clean and tidy state. Damp dust shelves weekly, maintain change rooms in a clean and tidy state.
4. Empty rubbish bins and linen bags and place in exit bay for collection, replenish.
5. Restock scrub areas with masks, and solutions. Keep sink clean.
6. Wash and clean scrub sinks at the end of lists and throughout sessions as appropriate.
7. Transfer equipment to and from theatre as requested by staff and deliver and retrieve equipment from Biomedical Department as requested. Inclusive of transport of Image Intensifier Appliances within the Theatre Complex.
8. Maintain supply of sharps containers and change weekly or as required.
9. Cleaning duties as assigned, including cleaning and replenishing Operating Theatres between cases, terminal cleaning of Operating Theatres and Theatre complex cleaning according to daily, weekly and periodic schedules.
10. Clean doctor's boots as required by schedule.
11. Transfer urgent specimens to pathology as required.
12. Check oxygen cylinders on patient trolley's daily, replace when needed.
13. Maintain supply of all gas cylinders as required.
14. Clean tea room at the end of shift and ensure it is maintained in a clean and tidy state.
15. Return empty linen trolley's to linen room.
16. Clean and maintain patient trolleys
17. Ensure all rubbish and dirty linen is removed to pick up point as necessary and at the end of shift.
18. Other duties as directed by the Theatre Manager or other delegated authority.
19. Restock instruments and supplies in appropriate supply rooms as directed during your shift
20. Maintain an awareness of relevant requirements related to:
 - equal opportunity;
 - disability access; and
 - clinical and corporate governance and apply these in the workplace.

SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Interpersonal skills, written and verbal
2. Demonstrated knowledge of manual handling techniques, including patient transfers.
3. Demonstrated knowledge of surface cleaning practices and techniques including infection control.
4. Demonstrated ability to work with limited supervision and in a team environment.
5. Physical capacity to perform the duties of the position.
6. Demonstrated ability to work in a manner which preserves patient confidentiality and dignity.

DESIRABLE REQUIREMENTS

1. Certificate III Health Services Assistance
2. Current knowledge and commitment to equal opportunity and disability services in all aspects of service delivery.

APPOINTMENT FACTORS:

- The completion of 100 point Identification Check.
- This position is subject to a successful Criminal Record Screening Check.
- A successful Pre-Employment Integrity Check.
- A successful Pre-Employment Health Assessment
- This position is also subject to a Working With Children (WWC) Check. This is a compulsory check for people who carry out child-related work in Western Australia.

CERTIFICATION (Valid only if establishment's registration stamp affixed to all pages.)

Area Director / Director / Head of Division / Head of Service / Head of Department: The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Title

Signature

Date

Human Resource Delegate - Job Description Approved.

Title

Signature

Date

Occupant - I have noted the statement of duties, responsibilities and other requirements as detailed in this document

Name (in full)

Signature

Date