

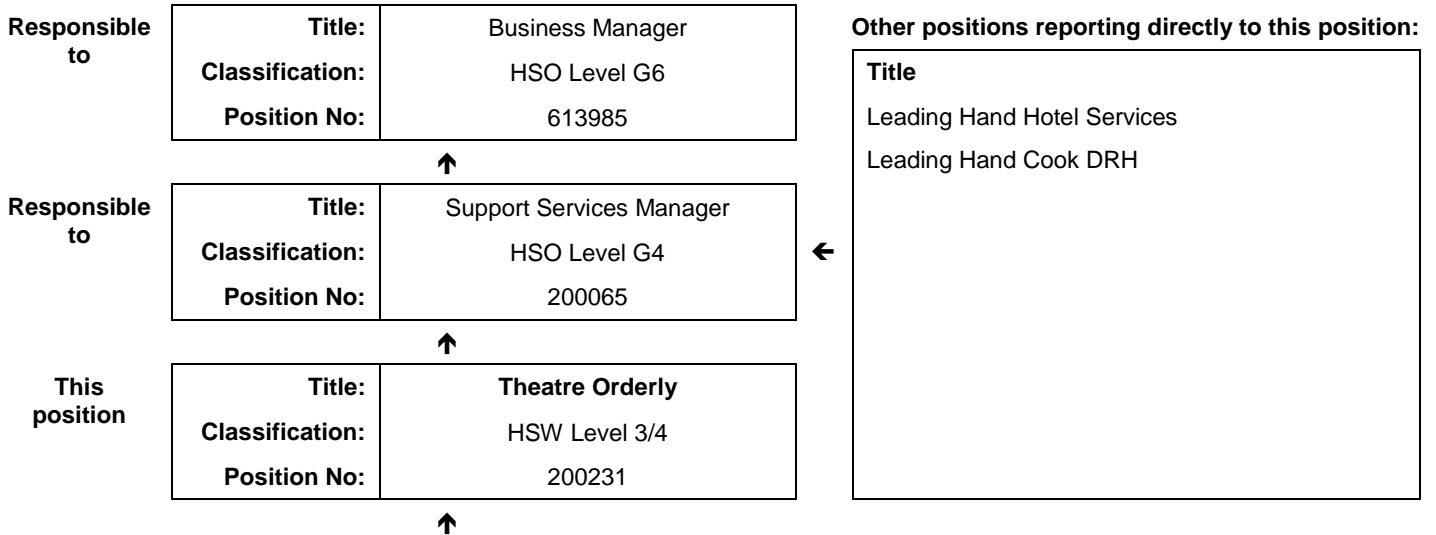


JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

| | | | |
|------------------|--|-------------------------|------------------------------------|
| | | Position No: | 200231 |
| Division: | Kimberley | Title: | Theatre Orderly |
| Branch: | Derby & Fitzroy Valley Health Services (DFVHS) | Classification: | HSW Level 3/4 |
| Section: | Support Services | Award/Agreement: | Hospital Support Workers Agreement |

Section 2 - POSITION RELATIONSHIPS



| Positions under direct supervision: | ← Other positions under control: | | | | | | | | |
|---|---|-------|--|--|---|----------|--------|--|--|
| <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Position No</th> <th style="width: 50%;">Title</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"> </td> <td> </td> </tr> </tbody> </table> | Position No | Title | | | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Number</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"> </td> <td> </td> </tr> </tbody> </table> | Category | Number | | |
| Position No | Title | | | | | | | | |
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| Category | Number | | | | | | | | |
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Section 3 - KEY RESPONSIBILITIES

Reporting daily to the theatre Clinical Nurse, the Theatre Orderly provides a dedicated orderly service within the Hospital Theatre complex and CSSD. This service includes assisting clinical staff with patients, as needed, a detailed and highly specific cleaning program and provision of transport/courier service within hospital premises.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

WA Country Health Service – KIMBERLEY

19 May 2020

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Section 4 - STATEMENT OF DUTIES

| Duty No | Details | Freq | % |
|----------------|--|-------------|-----------|
| 1 | GENERAL | | 90 |
| 1.1 | Assist with manual handling of patients: safe lifting, turning, positioning and transferring within hospital premises. | | |
| 1.2 | Transportation of patients within the hospital via beds / wheelchairs. | | |
| 1.3 | Maintain a clean and sterile environment in Theatre and CSSD in accordance with Infection Control guidelines. | | |
| 1.4 | Assisting nursing and medical staff as appropriate and when requested including assistance in dealing with an aggressive person. | | |
| 1.5 | General housekeeping including cleaning duties primarily within the theatre complex. | | |
| 1.6 | Removal and disposal of waste, linen and sharps containers in accordance with hospital standards. | | |
| 1.7 | Maintain, check and change medical gases. | | |
| 1.8 | Delivery of goods and documents throughout the Hospital. | | |
| 1.9 | Maintain stock levels of linen, uniforms and cleaning goods. | | |
| 1.10 | Distribution of stock to correct storerooms/areas. | | |
| 1.11 | Attend to urgent messages paged, written or verbal. | | |
| 1.12 | Report any malfunctioning equipment and/or potential hazards. | | |
| 1.13 | Ensure a premise including hospital grounds, buildings and vehicles is secured. | | |
| 1.14 | Assist member of the public as appropriate. | | |
| 1.15 | Utilise First Aid skills under direction of clinical staff, including CPR. | | |
| 1.16 | Have a sound knowledge of all equipment use in Theatre. | | |
| 2 | OTHER | | 10 |
| 2.1 | Attends and participates in regular staff meetings. | | |
| 2.2 | Participate in work place orientation and assist with training of new employees. | | |
| 2.3 | Participate where required in Performance Development processes and Quality Improvement activities. | | |
| 2.4 | Other duties as directed by the Line Manager or their delegate. | | |

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

- 1 Demonstrated customer service experience.
- 2 Demonstrated good communication skills and ability to work as part of a team.
- 3 Understanding of the principles of hygiene based on the knowledge of cross infection and standard precautions.
- 4 Complies with Occupational Safety and Health requirements, including hazard identification and reporting, use of personal protective equipment and performing safe work practices.

DESIRABLE:

- 1 Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- 2 Demonstrated knowledge in patient manoeuvring and manual handling principles and techniques.
- 3 Previous experience in a health care setting.
- 4 Current C Class drivers Licence.

Section 6 - APPOINTMENT FACTORS

| | | | |
|---|---|----------------------|-------------------------------|
| Location | Derby | Accommodation | As per WACHS Kimberley policy |
| Appointment/ Allowances Conditions | Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26 th parallel, air conditioning subsidy. Appointment is subject to: <ul style="list-style-type: none"> • Successful Working With Children Check • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check | | |
| Specialised equipment operated | | | |

Section 7 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____

Operations Manager
Derby and Fitzroy Valley Health Service

Signature and Date: ____/____/____

Regional Director
WACHS Kimberley

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

| Name | Signature | Date Appointed | Date Signed |
|------|-----------|----------------|-------------|
| | | | |

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