



HSS Registered

Working with Children Check (WWCC) Required

Theatre Orderly
Hospital Support Workers Agreement; HSW Level 3/4
Position Number: 00012639
Nursing Stream 2 (Inpatient)/ Perioperative Department
Perth Children’s Hospital

Reporting Relationships

Clinical Nurse Manager
SRN Level 4
Position Number: 00012614



Nurse Manager
SRN Level 3
Position Number: 00013045



This Position



Reporting to this position:

Title	Classification	FTE

Also reporting to this supervisor:

- Clinical Nurse; Level 2
- Registered Nurse Level 1-9
- Enrolled Nurse Level1-4

Key Responsibilities

Responsible for providing safe effective patient transfer, handling and positioning of patients. Responsible for the safe transport of specimens, equipment, linen and sundry items to and from the Operating Theatres within the Child and Adolescent Health Service.
 Responsible for cleaning all perioperative environments to an exceptional standard in accordance with perioperative National ICC guidelines on infection control principles, ACORN standards and NHMRC guidelines.

Brief Summary of Duties

1. Perioperative Environmental Cleaning – as assigned

- Cleaning and replenishing operating theatres between cases.
- Terminal cleaning as per ICC requirements.
- Perioperative departmental cleaning as per schedule and audit.
- Maintain staff change rooms and toilets in a clean and tidy state.
- Empty rubbish and linens bins as required.
- Maintain supply of Sharps containers and change as requested or required.
- Clean staff tearoom at the end of shift and ensure kept clean and tidy.
- Clean and maintain patient trolleys.
- Ensure all rubbish and dirty linen is removed to pick up point as necessary and at the end of shift.

2. Patient transfer

- Transfer patients between wards, Operating Theatres, ICU, PACU and Diagnostic Imaging as requested.
- Assist with positioning the patient on the Operating Table. Assist with transfer of the patient from the Operating Table to PACU as requested.
- Upon return to Perioperative Department, strip trolley, clean and remake patient trolley.
- Ensure PACU equipment returned to area after use e.g. slide board, pillows, IV poles.
- Transfer urgent specimens as required.

3. Perioperative consumable maintenance

- Process linen order, restock daily. Maintain storerooms in a clean and tidy state. Damp dust shelves as per schedule. Return empty linen trolleys to linen room.
- Restock scrub areas with masks and solutions. Keep scrub sinks clean throughout the day.
- Transfer equipment to and from theatre as requested by staff. Deliver and retrieve equipment from Biomed as requested. Transport the Image Intensifier monitor as requested.
- Check oxygen cylinders on patient trolley's daily, replace when needed.
- Maintain supply gas cylinders as required; CO2, medical gas.

4. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment. Participates in the Child and Adolescent Health Service (CAHS) performance development review process. Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed by the Nurse Manager or Clinical Nurse Manager required.

Work Related Requirements

Essential Selection Criteria

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

Desirable Selection Criteria

1. Certificate III Health Services Assistant.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

Certification

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

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Manager / Supervisor Name	Signature or	HE Number	Date

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Directorate/ Dept. Head	Signature or	HE Number	Date

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

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Occupant Name	Signature or	HE Number	Date

HSS Registration Details (to be completed by HSS)

Created on	Insert date	Last Updated on	17/09/2018
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