



North Metropolitan Health Service
Job Description Form

HSS Registered February 2019

Orderly - Theatre
Hospital Support Workers Agreement: Level 3/4
Position Number: 707548
Patient Support Services
Osborne Park Hospital

Reporting Relationships

Site Services Manager
 Award Level: HSO G8
 Position Number: 707203



Manager Hotel Services
 Award Level: HSO G7
 Position Number: 707782



Theatre / DPU Orderly



Also reporting to this supervisor:

- Patient Support Services
- Catering

Directly reporting to this position:			Other positions under control
Title:	Classification:	FTE:	

Prime Function / Key Responsibilities: Provides support, by contributing to a team approach in the provision of high quality patient care. Responsible for providing efficient and effective Theatre/Day Surgery Orderly services to the Hospital.

Brief Summary of Duties (in order of importance)

1. Theatre Orderly

1.1 Assist with the care handling, transfer and transport of patients.

2. Housekeeping

2.1 Clean items, equipment and areas using the prescribed methods and in accordance with Patient Support Services procedures.

2.2 Maintain and use cleaning equipment and machinery in a safe and efficient manner and in accordance with Patient Support Services procedures.

2.3 Prepare and restock consumables, including linen.

2.4 Check and replace gas cylinders as needed.

2.5 Collect and move equipment, materials, linen and waste as required.

2.6 Perform specified cleaning duties after each case in operating theatre.

2.7 Report damaged or defective property in area of activity.

2.8 Attend to area screens and curtains and change as required.

2.9 Perform Laundry management duties specific to designated areas.

2.10 Perform programmed cleaning duties as required.

2.11 Respond to requests for courier functions.

3. Administration

3.1 Participate in staff orientation, training and compulsory lectures.

3.2 Complete documentation in an accurate and timely manner.

4. Other

4.1 Participate in Hospital emergency procedures.

4.2 Carry and respond to pager.

4.3 Perform all duties as part of a team.

5. NMHS Governance, Safety and Quality Requirements

5.1 Participates in the maintenance of a safe work environment.

5.2 Participates in an annual performance development review.

5.3 Supports the delivery of safe patient care and the consumers' experience including 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.

5.4 Completes mandatory training (including safety and quality training) as relevant to role.

5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Commitment to the provision of a patient/customer focussed service.
2. Previous experience in a health care environment.
3. Ability to work as part of a team.
4. Good communication and interpersonal skills.
5. Ability to work with limited supervision.
6. Physical capacity to perform all of the duties of the position.
7. Good literacy skills.
8. Ability to work in a manner which preserves Patient confidentiality and Dignity.

Desirable Selection Criteria

1. Relevant experience in a Theatre environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

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.

Manager/Supervisor

Name: Jim Eriyagama
Signature/HE: 63434
Date: 14/09/2018

Dept./Division Head

Name: Chuong Vo
Signature: HE41401
Date: 01/10/2018

Position Occupant

Name:
Signature:
Date: