



**HSS Registered**

**Theatre Clerk**  
**Health Salaried Officers Agreement: Level G2**  
 Position Number: 104635  
 Operating Theatres / Surgical Division  
 Royal Perth Hospital / East Metropolitan Health Service (EMHS)

**Reporting Relationships**

Coordinator of Nursing  
 SRN Level 7  
 Position Number: 603073



Nurse Manager  
 SRN Level 3  
 Position Number: 105263



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor: ←

- Clinical Nurse, RN Level 2
- Registered Nurse, RN Level 1
- Enrolled Nurse, ENA Level 1-4

**Key Responsibilities**

This position will be responsible for supporting the new structure of the Theatre Front Desk Management (FDM) team. The Theatre Clerk will work closely with the Area Manager (AM) and Clinical Nurse (CN) to ensure a safe and successful outcome for the surgical patient and allow for greater efficiency and activity within the perioperative environment.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

## Brief Summary of Duties

### 1. Administrative Support

- 1.1 Provides clerical support for Theatres, including reception duties, telephone interception and liaison as required.
- 1.2 Liaise with medical, nursing, technical staff and wards re operation lists and theatre changes to ensure smooth and efficient timing of booked and emergency operations.
- 1.3 Facilitate patient movement to theatre, which involves Patient Care Assistant liaison.
- 1.4 Collect and control and direct distribution of messages, notes, medical records, x-rays, patient labels, test results for medical and nursing staff in theatres.
- 1.5 Organise dispatch of diagnostic material, ie blood, stored skin, specimen to various laboratories, wards etc.
- 1.6 Facilitate departmental security by controlling access of authorised personnel only to theatre areas.

### 2. Clerical Duties

- 2.1 Research and copy articles from Library as required by nursing staff.
- 2.2 Generate operating lists on computer, update and collate for theatres, wards and relevant departments.
- 2.3 Process audit of Theatre Management System and follow up missing data.
- 2.4 Liaises with the theatre floor coordinator to coordinate cancellations when they arise.
- 2.5 Maintains and orders stationery stock including maintenance and repair of office equipment.
- 2.6 Assists with photocopying, faxing, filing and writing up of meeting minutes.
- 2.7 Maintains data on theatre bookings, and cancellations.

### 3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Actively participates in the Peak Performance program.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### 4. Undertakes other duties as directed

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Demonstrated good interpersonal skills, both oral and written.
2. Demonstrated ability to work unsupervised and in a team environment.
3. Demonstrated computer and keyboard skills including Microsoft Word.
4. Previous clerical experience in a health care environment.
5. Previous experience of computerised patient/clinical information systems (e.g. TOPAS, TMS).
6. Knowledge of medical terminology.

### Desirable Selection Criteria

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- 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.

B. Adamczyk	HE82942	07/12/2020
<b>Manager / Supervisor Name</b>	<b>Signature or HE Number</b>	<b>Date</b>
Dept. / Division Head	HE Number	Date
<b>Dept. / Division Head Name</b>	<b>Signature or HE Number</b>	<b>Date</b>

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

Occupant Name	Signature or	HE Number	Date
<b>Effective Date</b>			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	September 2021
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