



Theatre Orderly

HSS registered

Position Details

Position Number: 00006666
Classification: HSW Level 3/4
Agreement: Hospital Support Workers Agreement
Directorate: Obstetrics and Gynaecology Directorate
Department: Peri Operative Services
Location: King Edward Memorial Hospital

Reporting Relationships

This position reports to:

00006462	Clinical Nurse Manager, Peri Operative Services	Level 4 SRN
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Positions under direct supervision:

Nil

Primary Purpose of the Role

Provide support to clinical staff (Doctors, Midwives, Nurses and Health Professionals) in the provision of high-quality patient care by undertaking a range of duties, including direct patient assistance, cleaning, and intra-hospital patient and equipment transfers. Contribute to a team approach and undertake all duties with a strong focus on customer service. 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.



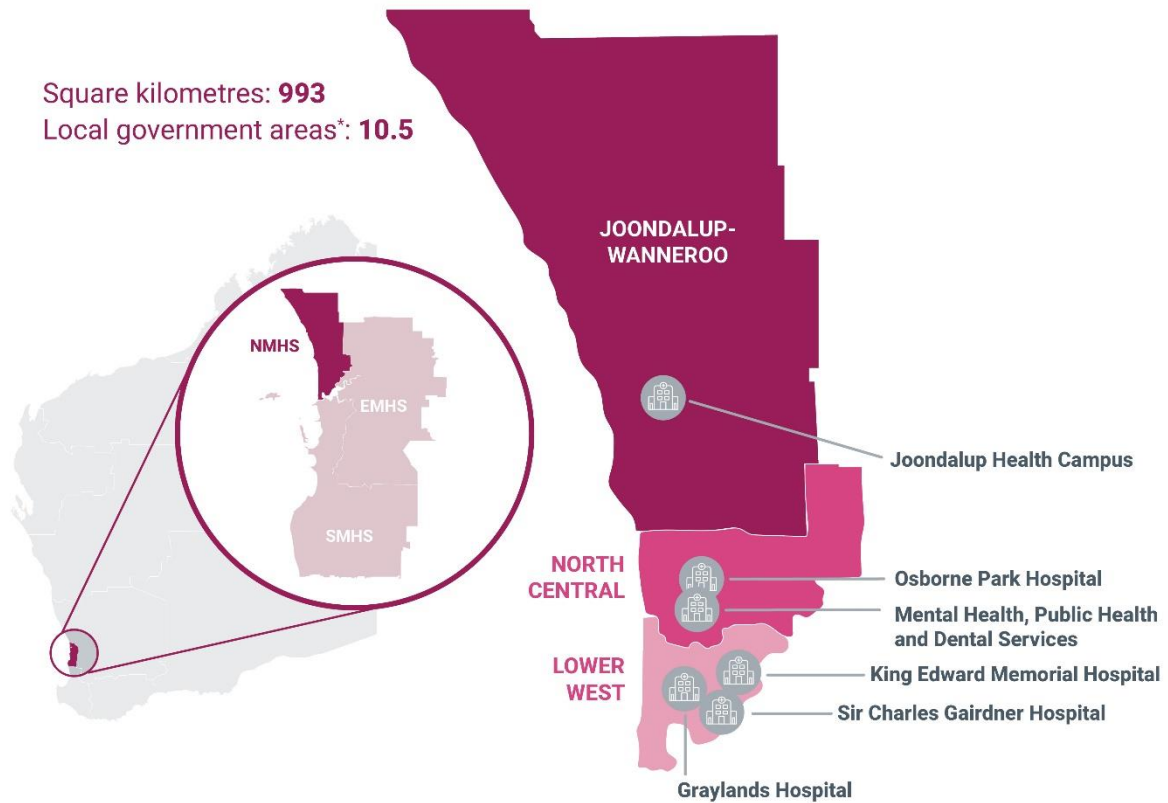
Vision

A trusted partner, delivering excellent health care for our people and our communities.



Mission

To promote and improve the health of our people and our communities.



North Metropolitan Health Service

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.

Our values



Care

We show empathy, kindness and compassion to all.



Respect

We are inclusive of others and treat everyone with courtesy and dignity.



Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



Teamwork

We work together as one team in a spirit of trust and cooperation.



Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organizational/ Individual Behaviours](#) for information on individual behaviours that reflect the organisation’s values.

Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:



Enabling healthy communities

We build healthy and engaged communities



People-centred care

We will place our consumers’ and their carers’ best interests and experience at the core of all we do



Integration and connection

We will build strong connections and partnerships



Innovation and adaptive models of care

We will use research and technology to improve outcomes



Trusted, engaged and capable people

We will invest in our people and our culture



Sustainable and reliable

We will reduce harm, waste and unwarranted variation

Key Accountabilities

1. Patient Assistance

Under the direction and supervision of Midwife/Nurse/Doctor:

- 1.1 Assist with positioning of patients on operating table and assist other members of the multidisciplinary team as directed. This includes but is not limited to transferring and lifting of patients.
- 1.2 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.
- 1.3 Maintain patient confidentiality and respect the rights and dignity of all patients.
- 1.4 Orientate patients and partners to ward/area, physical environment and routines.

2. Cleaning Services

- 2.1 Maintain a clean and tidy physical environment in accordance with relevant duties statements.
- 2.2 Maintain stock levels (Area Specific e.g. Linen Trolley). Process linen order
- 2.3 Empty rubbish bins and linen bags and place in exit bay for collection, replenish.
- 2.4 Keep scrub area sink clean.
- 2.5 Wash and clean scrub sinks at the end of lists and throughout sessions as appropriate.
- 2.6 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.
- 2.7 Maintain supply of sharps containers and change weekly or as required.
- 2.8 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.
- 2.9 Clean doctor's boots as required by schedule.
- 2.10 Transfer urgent specimens to pathology as required.
- 2.11 Check oxygen cylinders on patient trolley's daily, replace when needed. Maintain supply of all gas cylinders as required.
- 2.12 Return empty linen trolleys to linen room.
- 2.13 Clean and maintain patient trolleys.
- 2.14 Ensure all rubbish and dirty linen is removed to pick up point as necessary and at the end of shift.
- 2.15 Restock instruments and supplies in appropriate supply rooms as directed during your shift restock daily. Maintain storerooms in a clean and tidy state. Damp dust shelves weekly, maintain change rooms in a clean and tidy state.
- 2.16 Adheres to 5 moments of hand hygiene.

3 Transportation and General Services

- 3.12 Transport patient's intra-hospital at Midwife/Nurse/PSS management direction (excluding with O2 and IV therapy).
- 3.13 Collect and move equipment or material (e.g. linen, specimens, medical records, sharps, waste) around the hospital site.

4 Manual Handling Assistance-under direction of Midwife/Nurse

- 4.12 Assist Midwife/Nurse with patient transfer and manual handling.
- 4.13 Use appropriate equipment and maintain safety whilst using (e.g. hover mat, bed, hoist safety, wheelchair).

5 NMHS Values: Care, Respect, Innovation, Teamwork, *Integrity*

- 5.12 Reflect the NMHS values in the way you work, behave and make decisions.

6 NMHS Governance, Safety and Quality Requirements

- 6.12 Participates in the maintenance of a safe work environment.
- 6.13 Participates in an annual performance development review.
- 6.14 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.
- 6.15 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 6.16 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

7 Undertakes other duties as directed.

Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

Essential Selection Criteria

1. Demonstrates excellent patient and/or customer service skills.
2. Demonstrated knowledge of cleaning practices, techniques and equipment, including knowledge of hygiene standards and universal precautions.
3. Demonstrated knowledge in manual handling principles and techniques and physical abilities to undertake the role
4. Demonstrated effective interpersonal skills appropriate to a patient care environment.
5. Demonstrated knowledge and understanding of maintaining patient confidentiality and dignity.
6. Demonstrated ability to work cooperatively in a team environment and with limited supervision.

Desirable Selection Criteria

1. Certificate II in Health Support Services or equivalent.

Appointment Prerequisites

Appointment is subject to:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- 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:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: