

Position Description

Position Title	Orderly
Business area:	Operating Theatre
FTE:	As per Conditions of Employment
Reports to:	Perioperative Services Manager

Position Objective

- To work as part of the theatre team and to support Nurses and Anaesthetic Technicians in their roles.
- To maintain a tidy and safe theatre environment.
- To ensure supplies of products, consumables or equipment needed for surgery are ordered.

Functional Relationships

Internal:	External:
<ul style="list-style-type: none">• Perioperative Services Manager• Nurse Specialists• Anaesthetic Technician Coordinator• Hospital Manager• Patient Care Manager• Infection Control Nurse• Other Theatre staff• All other St George's staff	<ul style="list-style-type: none">• Medical staff• Allied Health Professionals• Patients, whanau and support persons

Key Areas of Accountability

Area of Accountability	Expected Results
Completes surgical set ups of sterile instrumentation and consumables for operating list	<ul style="list-style-type: none"> • Selects correct procedure sheet relating to surgical procedure. • Follows surgeon preference sheet, marking off items retrieved and identifying outstanding items. • Signs name at bottom of set up sheet. • Assigns the set-up to the surgeon using L-trace. • Alerts CSSD to instruments that require recycling in writing.
Assists circulating nurse during list	<ul style="list-style-type: none"> • Works in the operating session under the direction a Registered Nurse within scope of practice. • Retrieves required non-sterile equipment for surgical cases. • Assists in the opening of sterile products in accordance with standards of Aseptic Technique. • Uses L-trace to issue items to the patient. • Assists with positioning of patient and connection of equipment as delegated by the Registered Nurse • Assists in cleaning of theatre between cases and terminal cleaning at end of list in accordance with Operating Theatre, Infection control and Health and Safety policies and procedures. • Prepares equipment necessary to aid a smooth theatre turnover prior to case ending. • Refills cleaning bottles with correct dilution of product. • Returns cleaned equipment to correct storage area. • Assists in identification of faulty equipment and follows procedures for repair of equipment if able or alerts appropriate Nurse Specialist • Assists in restocking of theatre.
Maintains adequate stock levels of consumable items and theatre linen	<ul style="list-style-type: none"> • Orders stock according to imprest levels if available otherwise according to established patterns of use. • Unloads stock promptly and places in correct place. • Monitors and rotates stock to ensure no expiration of products. • Alerts Nurse Specialist or Perioperative Manager to short dated stock and any back orders.

Area of Accountability	Expected Results
Ensures staff facilities are kept clean, tidy and stocked.	<ul style="list-style-type: none"> • Ensures uniforms are put away grouped by size. • Alerts the Perioperative Services Manager to reduced levels of uniforms. • Maintains supplies of hats, overshoe & bath towels in change rooms. • Ensures Change Room shelving and unassigned lockers are cleaned quarterly. • Removes laundry from the change room throughout the day and ensures bag weight meets health and safety guidelines. • Keeps the staff tearoom clean and tidy. • Ensures china and cutlery is processed in accordance with infection control principles. • Maintains supplies of food and beverages at suitable levels according to level of activity in department. • Places meal orders with the kitchen according to clinician specified preference. • Manages meals and staff supplies in accordance with safe food handling requirements.
Assists in maintenance of clean and orderly department	<ul style="list-style-type: none"> • Manages sterile products in accordance with Infection Control guidelines. • Returns sterile stock to identified places. • Assists, as delegated, in maintaining tidy waiting areas and utility rooms. • Ensures corridors are kept free of obstructions. • Regularly removes used linen and rubbish from the department. • Ensures endoscopic, human tissue and contaminated waste is removed daily. • Completes delegated cleaning tasks in according with frequency indicated.
Assists in re-ordering of theatre consumables	<ul style="list-style-type: none"> • Receives replacement items into department and follows processes for recording arrival and places product in correct place. • Assists, as required, with regular stock takes of consigned products.
Provides patient and whanau support	<ul style="list-style-type: none"> • Interacts with patients and whanau in a helpful and courteous manner that encompasses cultural safety. • Provides refreshments to post-op patients and whanau as directed by Registered Nurse. • Escorts, as requested, whanau to and from theatre or around department. • Waits, if requested to, with patients pre-operatively.

Area of Accountability	Expected Results
Undertakes role of DSU receptionist as requested.	<ul style="list-style-type: none"> • Answers telephone in courteous manner. • Manages enquires in helpful manner or refers call to appropriate staff. • Completes initial identification check of patients presenting in DSU. • Assists with input of data as directed.
Assists in continual quality improvement	<ul style="list-style-type: none"> • Assists with record keeping for quality control purposes. • Reads and records, on business days, the operating theatre drug fridge temperature to ensure temperature is maintained between 2-8 degrees. If temperature is < than 2 degrees or > that 8 degrees notifies the OT Manager or CNS and completes an incident form. • Supports audit activities within the department. • Contributes to continual quality improvement program by communicating any areas where improvement is needed.
Meets Infection Control requirements	<ul style="list-style-type: none"> • Follows infection control practices including those relating to hand hygiene, cleaning, aseptic technique and correct handling of sterile items.
Maintains confidentiality in respect to patients and St George's Hospital's business.	<ul style="list-style-type: none"> • Maintains patient confidentiality. • Refers any questions about St Georges financial, ordering or stocking practices to the Perioperative Theatre Manager.
Cultural safety and Te Tiriti o Waitangi To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> • Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health. • Collaborates with colleagues regarding the integration of Te Tiriti principles of partnership, protection and participation in practice • Displays a willingness to work positively with organisational strategies to improve outcomes for Māori • Promotes an awareness of cultural differences amongst staff and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice
Health & Safety To ensure a safe working environment	<ul style="list-style-type: none"> • Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with legislated Health and Safety at Work requirements • Cooperates with any reasonable policy or procedure relating to health or safety at the workplace • Ensures compliance with hospital security requirements and is vigilant in all matters of security • Participates in Health and Safety training as required by St George's

Area of Accountability	Expected Results
	<ul style="list-style-type: none"> •
<p>Exhibits positive interpersonal skills and promotes effective team work</p>	<ul style="list-style-type: none"> • Demonstrates the ability to work independently but with the capacity to work collaboratively as part of a part of a multi-disciplinary team. • Interprets and adheres to lines of authority and uses proper channels of communication. • Accepts constructive criticism and adjusts behaviour to address concerns. • Displays a good team spirit and adopts a positive approach to work. • Respects the contribution of others within the team. • Attends and participates in staff meetings as directed • Promotes harmonious working relationships within the department and with Clinicians.
<p>Other Duties To undertake other duties as requested by the Perioperative Services Manager from time to time</p>	<ul style="list-style-type: none"> • Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NCEA level 2 English or equivalent 	
Experience & Knowledge	<ul style="list-style-type: none"> Nil 	Previous hospital, rest home, cleaning experience or stock management
Personal Attributes	<ul style="list-style-type: none"> Have good communication skills both written and oral. Ability to work as part of a team Ability to prioritise Physically capable to lift equipment or instruments repeatedly or assist in movement of unconscious patient. Understanding of importance of hygiene in theatre environment. 	

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Hospital Manager)

Date: _____